

Loan Application Pack

Please check that you are eligible to apply:

- You employ fewer than ten persons and your business turnover does not exceed €2m per annum

As well as the fully completed and signed application pack we will also require:

Start-Ups: (trading less than 18 months)

Existing Businesses: (trading 18 months or longer)

ICB Report (available at www.icb.ie)

ICB Report

6 months personal bank account statements

6 months personal and business bank account statements

Management and/or Audited accounts

List of Creditors and Debtors

Part 1: Personal Details

Name of 1st Applicant:

Name of 2nd Applicant:
(if any)

Current Address:

Current Address:

Previous Address: (If less than 3 years at current address)

Previous Address: (If less than 3 years at current address)

Are you a: Tenant Home Owner

Are you a: Tenant Home Owner

Amount of Monthly Rent /Mortgage Repayments:

Amount of Monthly Rent /Mortgage Repayments:

Date of Birth: - -

Date of Birth: - -

Gender: M F

Gender: M F

No. of Dependents: From To

No. of Dependents: From To

Telephone: Home

Telephone: Home

Mobile

Mobile

Email Address:

Email Address:

Are you currently: Employed Unemployed

Are you currently: Employed Unemployed

If employed, what is your current monthly income?

If employed, what is your current monthly income?

If unemployed, what payment(s) do you currently receive and how long have you been in receipt of this/these?

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Do you qualify for Back to Work Enterprise Allowance (BTWEA)/other State support? Yes No
If yes, please provide details with your business plan

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If yes, please provide details with your business plan

Have you ever been bankrupt, declared insolvent or had a judgement registered against you? Yes No
If yes, please provide details with your business plan

Have you ever been bankrupt, declared insolvent or had a judgement registered against you? Yes No
If yes, please provide details with your business plan

Loan Details:

Amount of loan sought: € Term: Years Months **(N.B Max Term is 36 Months)**

Business Name/
Trading As Name:

Have you applied to us before? Yes No How did you heard of us? LEO LDC/ILDN Media

Bank Other
(Please Specify) (Please Specify)

Purpose of loan:

Please be as specific as possible regarding the loan purpose, a detailed funding breakdown of the proposal should also be included.

Part 2: Financial Commitments

Please list any loans or other outstanding debts you currently have, both personal and business loans. Include details of mortgage(s), loans, credit cards, credit union loans and any other debts.

1st Applicant

Loan 1

Financial Institution:

Amount €:

Monthly Payments €:

Loan 2

Financial Institution:

Amount €:

Monthly Payments €:

2nd Applicant (if any)

Loan 1

Financial Institution:

Amount €:

Monthly Payments €:

Loan 2

Financial Institution:

Amount €:

Monthly Payments €:

1st Applicant**Loan 3**Financial Institution: Amount €: Monthly Payments €:

Please provide full details of any arrangements in place with any of the above institutions, as well as any of debts outstanding such as utility bills (gas, electricity bills), Revenue Commissioners, etc.

2nd Applicant (if any)**Loan 3**Financial Institution: Amount €: Monthly Payments €:

Please provide full details of any arrangements in place with any of the above institutions, as well as any of debts outstanding such as utility bills (gas, electricity bills), Revenue Commissioners, etc.

Part 3: Projected Business Income and Expenditure Statement

Projected Income

Monthly €

Yearly €

Sales Income:	€	€
Less cost of goods/services:	€	€
Other income: (please provide details e.g Back to Work Allowance)	€	€
	€	€

Total Income: € €

Business Expenditure

Monthly €

Yearly €

Motor		
Van/Car repayments:	€	€
Motor Insurance:	€	€
Motor tax:	€	€
Fuel:	€	€
Rent + Rates (Business Premises):	€	€
Electricity/Gas/Other Bills:	€	€
Telephone:	€	€
Advertising:	€	€
Business/Professional Insurance:	€	€
MFI Loan Repayments:	€	€
Other Loan Repayments:	€	€
Wages (other than your own):	€	€
Other Expenses (details):	€	€
	€	€
	€	€

Total Expenditure:

€

€

Surplus Income:

€

€

Part 4: Summary Business Plan**Note: Applicants may submit a more detailed plan if one is available.**

What do you produce or provide as a service?

How many staff are/will be employed full/part time?(Yourself included)

	P/T	F/T		P/T	F/T
Now	<input type="text"/>	<input type="text"/>	12months	<input type="text"/>	<input type="text"/>

Please outline your employment, work experience & skills background or if you have you run a business before please include the information below.

Who are your competitors and what is different about what you are doing?

What type of customer is your business aimed at? Explain age group and market locality.

How will you promote your business?

Have you started selling your product or service yet? If yes, what sales have you achieved?

Have you completed any Business Training like Start Your Own Business courses?

Do you have a business mentor to assist you? (For financial/marketing plans) Provide details.

How much have you invested in the business?

Personal Savings €

Bank Loan €

Family or Friends €

Grant Support €

Other, please provide details

€

Please provide a breakdown of how you would use the Microfinance Ireland Loan.

Details:

	€
	€
	€
	€
	€
Total	€

Part 5: LEO/LDC Recommendation and Referral (For Office Use Only)

Referred From:

Contact Name:

Phone Number:

Email Address:

LEO/LDC Summary Recommendation

I confirm that I have met the client face to face.

Signed: 1.

Date: /

Part 6: Application Declaration and Consent

1. Data Protection

I/We acknowledge that I/We have read, understand and agree to be bound by the following terms governing data protection.

1.1 Microfinance Ireland as Data Controller

In consideration of Microfinance Ireland Limited ("MFI") considering your proposal for loan finance and for any facilities that may be made available to you, it will be necessary for you to provide certain data (including personal data within the meaning of the Data Protection Acts 1988 and 2003 (the "Acts")) in order to allow MFI and parties processing data on behalf of MFI to assess your proposal/application. In performing its functions, MFI will be required to gather personal data ("Data") on the individual(s) seeking funding (this will also be the case where an individual(s) is/are promoting a company which is seeking funding).

1.2 How we use your Data

In compliance with the Acts, Data gathered by MFI and further disclosed by them to selected third parties (see below) will be held securely and confidentially. The Data will only be used for the purposes of the functions and activities of MFI. MFI will only process Data (and disclose such Data to selected third parties) in fulfilment of its business activities, being to provide loan finance and to receive repayments of loan finance.

1.3 Data you Provide

MFI captures Data which is provided directly by the proposed borrower/the borrower. The Data about the (proposed) borrower is typically gathered by MFI through this application form. This Data would include name(s), address(es), phone number(s), email address(es), date(s) of birth, details of the business including personal contributions, loan amounts, interest rates, repayment schedules and any other related information.

Data may be provided by you about another individual. In relation to the provision of such Data to MFI you are responsible for ensuring that the consent of the individual(s) to the processing of his or her Data by MFI (and selected third parties) has been fully and fairly obtained.

1.4 Data Provided by Others

MFI may obtain Data from third party sources, including the disclosures referred to below. For example, MFI may obtain additional Data in cases of loans where there has been a default and this information is required to make a judgment on that loan facility.

1.5 Disclosure of Data

For the purposes of assessing your loan application, MFI may share your Data with the following entities for the following reasons:

1.5.1 Our introducing Partners, including their appointed personnel and advisers (e.g. credit assessors that they may appoint from time to time to assist in the application process). They will need access to your Data in order to evaluate whether or not you are a suitable candidate for loan finance.

1.5.2 External Credit Assessors as appointed from time to time by MFI including their appointed personnel and advisers. They will need access to your Data in order to evaluate whether or not you are a suitable candidate for loan finance.

1.5.3 MFI also reserves the right to share your Data with its parent or subsidiary companies.

1.5.4 We may also share Data with third parties where we are requested to do so by any regulator or otherwise by law.

1.6 Credit Checking

MFI may conduct a credit search against the Data with the Irish Credit Bureau ("ICB") in order to evaluate whether or not you are a suitable candidate for loan finance. For the avoidance of doubt, you agree that Microfinance Ireland or its agents (including the parties set out above) may carry out a credit check with the ICB (or similar credit references databases), where deemed appropriate, and using your Data for the purpose of credit assessment.

If you decide to proceed with this facility or any other communication with MFI through or in relation to its services, you accept the use by MFI of the Data as indicated above.

For the purposes of the Acts, MFI will be the controller of your Data. Where we engage third parties to process Data on our behalf we will ensure that they do so under contract and within the terms of this Data Protection Notice and the Acts.

2. Declaration and Consents:

- I/We hereby confirm that the application form has been completed truthfully and fully and that no material fact with regard to my/our financial position has been omitted from same – failure to disclose information or providing incorrect information in this process will result in immediate disqualification from the Microfinance credit application process.
- I/We hereby give consent to Microfinance Ireland and/or the Local Enterprise Office and/or the Local Development Company, to contact me/us by phone, e-mail or post in connection with my application for microfinance.
- I/We hereby consent for the purposes of the Defamation Act 2009 to any publication in good faith by the Local Enterprise Office and/or Local Development Company to Microfinance Ireland of any statement or opinion in relation to me/us and my/our application for credit.
- I/We are aware that, if our application for this loan facility is unsuccessful that Microfinance Ireland's decision is final.
- I/We are aware that, if our application for this loan facility is successful, I/We will be liable for the loan personally, and will be jointly and severally liable for the loan, should the facility approved become unpaid.

Signature(s) of Applicant(s)

1.

Date: /

2.

Date: /