

Loan Application Pack

Please check that you are eligible to apply:

- Does your business employ fewer than ten full time employees?
- Do you have an annual turnover and/or balance sheet of less than €2m?

NOTICE: Under the Credit Reporting Act 2013 lenders are required to provide personal and credit information for credit agreements of €500 and above to Central Credit Register. This information will be held on the Central Credit Register and may be used by other lenders when making decisions on your credit applications and credit agreements.

We will undertake a credit search directly from the Central Credit Register on behalf of Sole Traders, Partnerships and Limited Company Applicants

Application Checklist

Essential Information to accompany your application;	Tick ✓
Your Application Form fully completed	<input type="checkbox"/>
Cash Flow on month-by-month basis for the next 12 months	<input type="checkbox"/>
Business Plan fully completed	<input type="checkbox"/>
Last 6 months business bank statements and personal bank statements for the promoter(s). For Limited Company Applications, each Director and any Shareholder with a 25% or more shareholding must provide last 6 months personal bank statements.	<input type="checkbox"/>
Limited Company Applications Only Central Credit Register (CCR) Report for each Director and for any Shareholder with 25% or more shareholding in the company. (This report may be ordered online at www.centralcreditregister.ie)	<input type="checkbox"/>
Most recent Year End Financial Accounts	<input type="checkbox"/>

If you have any queries on the above, or require assistance, please contact us at:

Microfinance Ireland, 13 Richview Office Park, Clonskeagh Road, Dublin D14 Y867
Tel: 01 260 1007 Email: info@microfinanceireland.ie www.microfinanceireland.ie

Part 1: Business Details

Please tell us about your business.

Applicant Business Name

Trading Name (if different from above)

Business Address

Eircode

Contact Person

Email

Telephone

Mobile

Do you have a loan with Microfinance Ireland or have you applied to Microfinance Ireland previously? Yes No

Do you have an other application pending with another institution? Yes No

Primary Business Activity

Business/Company Registration No.

In Business for Y Years M Months

No. of full time Employees As at D D / M M / Y Y

No. of part time Employees As at D D / M M / Y Y

Business Type Sole Trader Partnership Ltd. Co.

How did you hear about us?

LEO LDC / ILDN

Media Credit Union

Bank Other
(Please Specify) (Please Specify)

Business Ownership Details

List the names of all individuals who ultimately own or control 25% or more of the shares or voting rights in the Company/Partnership or otherwise exercises control over the management of the Company/Partnership.

1. Owner Name	<input type="text"/>	Director Yes <input type="checkbox"/> No <input type="checkbox"/>	Irish Resident Yes <input type="checkbox"/> No <input type="checkbox"/>
Address	<input type="text"/>	Eircode <input type="text"/>	Date of Birth <input type="text"/> D <input type="text"/> D / <input type="text"/> M <input type="text"/> M / <input type="text"/> Y <input type="text"/> Y
Occupation	<input type="text"/>	Percentage Shareholding	<input type="text"/> %
2. Owner Name	<input type="text"/>	Director Yes <input type="checkbox"/> No <input type="checkbox"/>	Irish Resident Yes <input type="checkbox"/> No <input type="checkbox"/>
Address	<input type="text"/>	Eircode <input type="text"/>	Date of Birth <input type="text"/> D <input type="text"/> D / <input type="text"/> M <input type="text"/> M / <input type="text"/> Y <input type="text"/> Y
Occupation	<input type="text"/>	Percentage Shareholding	<input type="text"/> %
3. Owner Name	<input type="text"/>	Director Yes <input type="checkbox"/> No <input type="checkbox"/>	Irish Resident Yes <input type="checkbox"/> No <input type="checkbox"/>
Address	<input type="text"/>	Eircode <input type="text"/>	Date of Birth <input type="text"/> D <input type="text"/> D / <input type="text"/> M <input type="text"/> M / <input type="text"/> Y <input type="text"/> Y
Occupation	<input type="text"/>	Percentage Shareholding	<input type="text"/> %
4. Owner Name	<input type="text"/>	Director Yes <input type="checkbox"/> No <input type="checkbox"/>	Irish Resident Yes <input type="checkbox"/> No <input type="checkbox"/>
Address	<input type="text"/>	Eircode <input type="text"/>	Date of Birth <input type="text"/> D <input type="text"/> D / <input type="text"/> M <input type="text"/> M / <input type="text"/> Y <input type="text"/> Y
Occupation	<input type="text"/>	Percentage Shareholding	<input type="text"/> %

List below any corporate shareholder that ultimately owns or controls 10% or more of the shares or voting rights in this Company or otherwise exercises control over the management of this Company

1. Company Name	<input type="text"/>	% of shares owned in the Company
Registered No.	<input type="text"/>	<input type="text"/> %
2. Company Name	<input type="text"/>	% of shares owned in the Company
Registered No.	<input type="text"/>	<input type="text"/> %

Please indicate who is the Company Secretary

Amount Required €
(Max €25,000 for all sectors)

Repayment Period Years Months

Purpose of Facility e.g. Working Capital Loan and Capital Expenditure

Describe briefly the purpose of your loan and what financial input is being provided by you directly or otherwise and the source of these funds. Please let us know if your business is supported by Enterprise Ireland, a Local Enterprise Office, Angel Investors and / or other Specialist Funds.

Planned Expenditure:	Amount	Source of Funds	Amount
		Own Funds	
		Family Funds	
		Other Investors	
		Bank Loan	
		Microfinance Ireland Loan	
		Grant Support	
		Other	
Total Expenditure		Total Funding	

Details of Expenditure:

Referees

Please provide full details of one business and one personal contact that we may contact for a reference (please provide name, address and telephone numbers)

Business Contact	
Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
Eircode	<input type="text"/>
Telephone	<input type="text"/>
Mobile	<input type="text"/>

Personal Contact	
Name	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
Eircode	<input type="text"/>
Telephone	<input type="text"/>
Mobile	<input type="text"/>

Business Borrowing & Savings Details

Account Type <small>(Current, Deposit, Mortgage, Loan, Credit Card, Leasing/Hire Purchase, Investments, Shares, Etc.)</small>	Financial Institution	Amount Held/ Outstanding	Monthly Repayment	Final Repayment Date	Purpose of Loan

Note: Please provide details of arrears of repayments and arrangements in place on any of the above:

Revenue

Tax Status (Tax up to date?)	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is a Revenue Agreement in place?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Monthly Amount of Revenue Agreement	<input type="text"/>			

Please note that if your loan is approved it will be a Condition of Sanction that an up-to-date Tax Clearance Certificate is provided, for all relevant parties to the loan, prior to draw down.

Have you ever been declared bankrupt, declared insolvent or had a Judgment registered against you or ever the subject of a Disqualification Notice?

Yes No If yes, please provide details with your business plan.

Are you a customer of a Local Enterprise Office? If so, provide details below.

Local Enterprise Office (LEO) Contact:

Name:

Business Support Received:

Grant Aid Received:

State Aid / (De Minimis Aid)

Have you received any state aid over the previous 3 years and if so please provide details below?

Provider	Date	Amount (€)

Part 3: Personal Details

Your personal details are also important to us and while it is critical to understand your business, it is also important to understand its owners. These details will help us meet your current needs.

Primary Business Owner

Name

Address

Eircode

Previous Address (if less than 3 years at current address)

Eircode

Contact Details

Email

Landline

Mobile

Date of Birth

PPSN

Are your personal tax affairs fully up to date? Yes No

No of Dependants

Age Range From To

Residential Status Owner Tenant

Living with Parents Other

Number of Years at Address

Estimated Value of Home (if owned) €

Are you currently employed? Yes No

If yes, Annual Salary

If no, for how long?

Do you qualify for Back to Work Enterprise Allowance (BTWEA) / other State support? Yes No

If yes, please provide details with your business plan.

Start date of BTWEA

Amount of BTWEA €

Have you ever been bankrupt, declared insolvent or had a judgement or subject to a disqualification order registered against you? Yes No

If yes, please provide details with your business plan.

Do you have an agreement in place with the Revenue Commissioners? Yes No

Personal Financial Details

Name (Primary Business Owner)

Asset Type	Asset Value	Liability Type	Amount Outstanding	Repayment Arrangements (Amount + frequency) + Arrears details
Cash		Bank Overdraft		
Property		Mortgage		
Other		Personal Loans		
Cars/Vehicles		Other Loans		
Deposits/Investments		Hire Purchase/Leasing		
Shares		Credit Card		
Other		Other		
Totals		Totals		

Personal Income Statement

Income Type	Amount	Income Source & Frequency
Salary		
Pension		
State Assistance		
Other		
Other		
Total		

Personal Details

Secondary Business Owner

Name

Address

Eircode

Previous Address (if less than 3 years at current address)

Eircode

Contact Details

Email

Landline

Mobile

Date of Birth

PPSN

Are your personal tax affairs fully up to date? Yes No

No of Dependants

Age Range From To

Residential Status Owner Tenant

Living with Parents Other

Number of Years at Address

Estimated Value of Home (if owned) €

Are you currently employed? Yes No

If yes, Annual Salary

If no, for how long?

Do you qualify for Back to Work Enterprise Allowance (BTWEA) / other State support? Yes No

If yes, please provide details with your business plan.

Start date of BTWEA

Amount of BTWEA €

Have you ever been bankrupt, declared insolvent or had a judgement or subject to a disqualification order registered against you? Yes No

If yes, please provide details with your business plan.

Do you have an agreement in place with the Revenue Commissioners? Yes No

Personal Financial Details

Name (Secondary Business Owner)

Asset Type	Asset Value	Liability Type	Amount	Repayment Arrangements (Amount + frequency) + Arrears details
Cash		Bank Overdraft		
Property		Mortgage		
Other		Personal Loans		
Cars/Vehicles		Other Loans		
Deposits/Investments		Hire Purchase/Leasing		
Shares		Credit Card		
Other		Other		
Totals		Totals		

Personal Income Statement

Income Type	Amount	Income Source & Frequency
Salary		
Pension		
State Assistance		
Other		
Other		
Total		

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 DAC ("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 General Data Protection Regulation (EU) 2016/679) in order to allow MFI and all parties processing data on behalf of MFI to assess your proposal/application and all supporting data. The purpose of this notice is to set out some information on the collection and processing of your information by MFI ("We"/"Our"/"Us"). MFI collects certain personal data in order to provide its services and is the data controller in respect of this data.

1.2 How we use your Data

We collect and process your personal data in order to

- provide you with our services,
- exercise the official authority vested in us as the controller under the Microenterprise Loan Fund Act 2012 and Statutory Instrument 393/2015 ('S.I.') under the Microenterprise Loan Fund Scheme 2015
- comply with our legal obligations

1.3 Who we share your data with

We may share your Personal Data with selected third parties, including for example Local Enterprise Offices (LEOs); Local Development Companies (LDCs); other financial institutions; the European Investment Fund ('EIF') and other government departments and related agencies as and when required to do so by law or in compliance with our S.I.

We may also share your data with business partners, suppliers, sub-contractors and External Loan Assessors (ExLAs) so that we can provide you with our services and for the performance of any contract we enter into with them or you.

1.4 How long we retain your data for

The time periods for which we retain your personal information depend on the specific purpose for which we use it. We will keep your personal information for no longer than is required or permitted. For more information, please see our Data Retention Policy at <https://www.microfinanceireland.ie/data-retention-policy/>.

This notice is not a standalone document and should be reviewed in conjunction with MFI's Privacy Policy which is available online at <https://www.microfinanceireland.ie/privacy-policy/>

1.5 What your rights are with respect to your personal data

You have the following rights in relation to your data which is held by MFI:

1. to ask for details of your personal data held by us
2. to ask for a copy of your personal data
3. to have any inaccurate or misleading data rectified, corrected and erased
4. to restrict the processing of your personal data in certain circumstances
5. to object to the processing of your personal data
6. to transfer your personal data to a third party
7. the right to receive notification of a data breach
8. the right to lodge a complaint to the Data Protection Commissioner

If you wish to avail of these rights, a request must be submitted in writing to Microfinance Ireland, 13 Richview Office Park, Clonskeagh, Dublin D14. Eircode D14 Y867 or by email to info@microfinanceireland.ie

Please tick this box to provide us with your consent to collect and retain your personal data for the purpose of a loan with Microfinance Ireland

1.6 Credit Checking

MFI will conduct a credit search against the Data held on the Central Credit Register ("CCR") in order to evaluate whether or not you are a suitable candidate for loan finance. For the avoidance of doubt, you agree that MFI or its agents (including the parties set out above) may carry out a credit check with the CCR (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. Where we engage third parties to process the Data on our behalf we will ensure that they do so under contract and within the terms of GDPR.

Under the Credit Reporting Act 2013 lenders are required to provide personal and credit information for Credit Agreements of €500 and above to the Central Credit Register (CCR). This information will be held on the Central Credit Register and may be used by other lenders when making decisions on your credit applications and credit agreements. The Central Credit Register (CCR) is owned and operated by the Central bank of Ireland and for more information please view: www.centralcreditregister.ie

NOTE: All applicants/partners or, if a private limited company, at least one authorised signatory must sign the Application Form confirming strict compliance with De Minimis Aid Self-Declaration

Signature(s) of Applicant(s)

1.

2.

Date: / /

Date: / /