

Thank you for your enquiry in relation to a Microfinance Ireland loan.

Please check you are eligible to apply:

Your business employs fewer than ten persons and has an annual turnover and/or annual balance sheet total not exceeding €2m.

Your business has been declined Bank credit. MFI will require a copy of your Bank decline letter.

Where the micro-enterprise is a limited company, the application must be in the company name. For limited companies approved funding, MFI will require the promoter(s) to execute an indemnity. This means that the promoter(s) will be personally liable to repay the loan with interest.

A current valid Tax Clearance Certificate is required from a business (and indemnifiers) that has been approved Microfinance Ireland funding.

Documentation Required – Checklist

Essential Information to accompany your application	Tick ✓
Your Application Form fully completed and preferably typed	
Business Plan	
Financial Projections for three-years:	
- Cash flow on month-by-month basis	
- Summary Profit & Loss	
Six months bank statements (business and personal)	
Six months loan statements of all current borrowings (business and personal)	
Promoter(s) CV	
Bank Decline Letter OR Completed Self-Certification at Part 4	
Existing businesses (These details may not be required for all applications. Your MFI Assessor will advise)	
Recent management accounts	
Certified/Audited accounts (3-years)	
Aged Debtors/Creditors & Stock listing	

REMEMBER – INSUFFICIENT INFORMATION WILL RESULT IN DELAYS

1. We would encourage you to go to our partners in your Local Enterprise Office and speak with a business adviser who will assist you with the application process. The Local Enterprise Office will conduct a local evaluation and recommendation on the quality of your business proposal on our behalf. This is an important part of our credit process. They will then send your application to Microfinance Ireland who will independently assess your proposal and make the final credit decision. Details of

your Local Enterprise Office can be found at www.localenterprise.ie.

2. If you are satisfied that your business plan/loan proposal is complete and ready for credit assessment without the assistance of the Local Enterprise Office, then send your completed application form together with the above required documentation by post to Microfinance Ireland (see address below). We may still request a local evaluation and recommendation of your business from the Local Enterprise Office.

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

Microfinance Ireland, Jefferson House, Eglinton Road, Donnybrook, Dublin 4
Tel: 01 260 1007 Fax: 01 260 8652 Email: info@microfinanceireland.ie www.microfinanceireland.ie

Part 1: Business Details

Please tell us about your business. This information will assist us in providing a professional timely response.

Applicant Business Name	Company Registration No.
Trading Name (if different from above)	Company incorporated in (Country)
Business Address	No. of Outlets
	Primary Business Activity
Contact Person	In Business for Y Y Years M M Months
Email	LEO Customer for Y Y Years M M Months
Telephone	No. of Employees As at D D / M M / Y Y
Mobile	Business Premises Status Owned Leased Rented
Bank Name	Business Type Sole Trader Partnership Ltd. Co.
Main Bank Account Details	How did you hear about us? Enterprise Office Bank
Sort Code - -	LDC / ILDN Media Other

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	Director Yes No	Irish Resident Yes No
Address	Date of Birth / /	
Occupation	Percentage Shareholding	%
2. Owner Name	Director Yes No	Irish Resident Yes No
Address	Date of Birth / /	
Occupation	Percentage Shareholding	%
3. Owner Name	Director Yes No	Irish Resident Yes No
Address	Date of Birth / /	
Occupation	Percentage Shareholding	%
4. Owner Name	Director Yes No	Irish Resident Yes No
Address	Date of Birth / /	
Occupation	Percentage Shareholding	%

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	% of shares owned in the Company
Registered No.	%
2. Company Name	% of shares owned in the Company
Registered No.	%

Please indicate who is the company secretary

Business Borrowing & Savings Details

Borrowings	Financial Institution	Amount Outstanding (000's)	Monthly Repayments
Overdraft			
Business Cards			
Loans (incl. Credit Union)			
Leasing/Hire Purchase			
Commercial Mortgage			
Other Financial Commitments			
Note: Please provide details of arrears of repayments and arrangements in place on any of the above:			

Savings & Investments	Financial Institution	Amount Held (000's)
Current Account		
Deposits		
Other		
Investments		
Investment Accounts		
Shares		
Other		

Property	
Current property value:	€
Mortgage Outstanding	€
Financial Institution	

Business Financial Details

Period Ending	D D / M M / Y Y
Full Year Accounts?	Yes No
Accounts Type	Audited
	Auditor's Name
	Certified
	Management
	Other
Value (000's)	
Sales/Turnover	
Gross Profit	
Net Profit	
Drawings	
Interest	
Depreciation	
Tax	

Current Values			
Assets	Value (000's)	Liabilities	Value (000's)
Land and Buildings		Creditors	
Machinery & Equipment		VAT/PAYE/ PRSI	
Furniture and Fittings		Other	
Stock			
Debtors			
Cash			
Deposits			
Other			
TOTAL ASSETS			

Other

Tax Status (Tax up to date)	Yes	No
Is a Revenue Agreement in place	Yes	No
Monthly Amount of Revenue Agreement		

Part 2: 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.

Principal Business Owner

Name

Address

Bank Name

Account Number

Sort Code

Contact Details

Email

Landline

Mobile

Date of Birth

Time with Bank

No of Dependants

Age Range

Residential Status

Living with Parents

Owner

Tenant

Other

Number of Years at Address

Estimated Value of Home

Annual Salary

Salary Source and Payment Frequency

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

Are you currently unemployed

Yes

No

If yes, for how long?

Y Y

M M

Do you qualify for Back to Work Enterprise Allowance (BTWEA) / other
State support

Yes

No

If yes, please provide details with your business plan.

Personal Financial Details

Principal Business Owner

Borrowings	Financial Institution	Amount Outstanding (000's)	Monthly Repayments
Mortgage			
Personal Loan			
Motor Loan			
Overdraft			
Credit & Other Cards			
Tax Liability			
Other (e.g. Rent)			
Note: Please provide details of arrears of repayments and arrangements in place on any of the above:			

Savings & Investments	Financial Institution	Amount held/ value (000's)
Savings		
Deposits		
Other		
Investments		
Investment Accounts		
Life Assurance		
Shares		
Pension		
Property (other than family home) Please also indicate current property details & value		
Other		

Personal Details

Second Business Owner (if applicable)

Name

Address

Bank Name

Account Number

Sort Code

Contact Details

Email

Landline

Mobile

Date of Birth

D D / M M / Y Y

Time with Bank

M M Months Y Y Years

No of Dependents

Age Range

From

To

Residential Status

Owner

Tenant

Living with Parents

Other

Number of Years at Address

Estimated Value of Home

Annual Salary

Salary Source and Payment Frequency

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

Are you currently unemployed Yes No

If yes, for how long? Y Y M M

Do you qualify for Back to Work Enterprise Allowance (BTWEA) / other
State support

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

Personal Financial Details Second Business Owner

Borrowings	Financial Institution	Amount Outstanding (000's)	Monthly Repayments
Mortgage			
Personal Loan			
Motor Loan			
Overdraft			
Credit & Other Cards			
Tax Liability			
Other (e.g. Rent)			
Note: Please provide details of arrears of repayments and arrangements in place on any of the above:			

Savings & Investments	Financial Institution	Amount held/ value (000's)
Savings		
Deposits		
Other		
Investments		
Investment Accounts		
Life Assurance		
Shares		
Pension		
Property (other than family home) Please also indicate current property details & value		
Other		

Part 3: Application Details

FACILITY

Loan

Purpose of Facility e.g.
Working Capital Loan

Amount Required
(Max less than €25,000)

€

Repayment Period Y Y years M M months

Repayment Frequency
(MFI facilities are typically monthly)

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, Business Angels and / or other Specialist Funds.

Proposed Funding

Funding Source	€	Describe each item of expenditure	€
Microfinance Ireland			
Own Funds			
Other Funds			
Total		Total	

Further Details:

Details of any other business you have been involved in (either still trading, or not) including business name, address and some general details about this by way of background information:

State Aid – De Minimis

Has this business or any of its promoters been in receipt of funding from any State body, agency or department (in Ireland or elsewhere) in the current fiscal year and the two previous fiscal years? Yes No If YES, please provide details including the date and amount.

Grant Provider	Date	Amount (€)

Brief details on number of new jobs created/sustained and/or social impact

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	
Address	
Telephone	
Mobile	

Personal Contact	
Name	
Address	
Telephone	
Mobile	

1. Details of Bank Decline

- (a) Please provide copy of bank decline letter (within last 6 months), if you have received one.
(b) If a bank decline letter was not issued to you, please complete the details below:

Self-Certification of Credit/Loan Facility Decline

I confirm that I discussed my request for credit/loan facilities in relation to my business requirements and have been advised that my application has been unsuccessful.

Name of Bank/Finance Company:

Branch Address:

Name of person discussion took place with:

Date discussion took place:

Amount Requested:

Reason given for decline:

Print Name: _____

Signature: _____

Date: _____

2. Data Protection

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

2.1 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 seeking funding (this will also be the case where an individual(s) is/are promoting a company which is seeking funding).

2.2 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.

2.3 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.

2.4 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.

2.5 Disclosure of Data

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

2.5.1 Our introducing Partners, including their appointed personnel and advisers (e.g. credit assessors and / or mentors 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.

2.5.2 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.

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

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

2.6 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.

3. 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 Microfinance Ireland the requisite authority to engage with the named bank where my/our original application for credit was declined to validate and investigate the details supplied above.
- I/We hereby give consent to Microfinance Ireland and/or the Local Enterprise Office, 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 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 successful, I/we will be liable for the loan personally, and/or the promoters and/or the shareholders will have to provide an indemnity, 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: / /