

Loan Application Pack

Please check that you are eligible to apply:

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

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

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

Start-Ups: (trading less than 18 months)

6 months up-to date personal account statements

6 months up-to-date business account statements (if applicable)

Limited Company Applications ONLY: Central Credit Report (CCR) 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)

Existing Businesses: (trading 18 months or longer)

6 months up-to date personal and business bank account statements

Management and/or Audited accounts

List of Creditors and Debtors + Stock, if applicable

Limited Company Applications ONLY: Central Credit Register (CCR) Report for each Director and for any Shareholder with 25% or more shareholding in the company. his report may be ordered online at www.centralcreditregister.ie)

Part 1: Personal Details

Name of 1st Applicant:

Current Address:

Eircode

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

PPS Number

Are you a: Tenant Home Owner

Estimated Value of Home €

Amount of Monthly Rent € Mortgage Repayments €

Date of Birth: - -

Gender: M F

No. of Dependents: From Ages To

Telephone: Home

Mobile

Email Address:

Name of 2nd Applicant: (if any)

Current Address:

Eircode

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

PPS Number

Are you a: Tenant Home Owner

Estimated Value of Home €

Amount of Monthly Rent € Mortgage Repayments €

Date of Birth: - -

Gender: M F

No. of Dependents: From Ages To

Telephone: Home

Mobile

Email Address:

Are you currently: Employed
Unemployed

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?

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 and amount of BTWEA

Amount of BTWEA

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

Are you currently: Employed
Unemployed

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?

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 and amount of BTWEA

Amount of BTWEA

Have you ever been bankrupt, declared insolvent or had a judgement registered against you or deemed to be subject to a disqualification notice? 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:

In Business for Years Months How did you heard of us? LEO LDC/ILDN Media

Have you applied to us before? Yes No Bank Other
(Please Specify) (Please Specify)

Purpose of loan:
 MAX. 200 WORDS

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)

Now ^{P/T} ^{F/T}

Please outline your employment, work experience & skills background or if you have you run a business before please include the information below. (Max. Words 120)

Who are your competitors and what is different about what you are doing? (Max. Words 120)

What type of customer is your business aimed at? Explain age group and market locality. (Max. Words 120)

How will you promote your business? (Max. Words 120)

Have you started selling your product or service yet? If yes, what sales have you achieved? (Max. Words 120)

Have you completed any Business Training like Start Your Own Business courses? (Max. Words 75)

Do you have a business mentor to assist you? (For financial/marketing plans) Provide details. (Max. Words 75)

How much have you invested in the business?

Personal Savings €

Bank Loan €

De Minimis Aid €

Family or Friends €

Grant Support €

Other, please provide details

€

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

Details:

Planned Expenditure:	Amount	Source of Funds	Amount
		Own Funds	
		Family Funds	
		Other Investors	
		Bank Loan	
		Microfinance Ireland Loan	
		Grant Support	
		Other	
Total Expenditure	<input type="text"/>	Total Funding	<input type="text"/>

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 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 in respect of 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

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 as failure to disclose material 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 MFI and/or the LEOs and/or the LDCs and/or ExLAs, and/or any contracted parties, 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 LEO and/or the LDC and/or the ExLA to MFI 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. Each party to the loan and/or the Indemnity will be jointly and severally liable for the loan, should the drawn down loan become unpaid.

NOTE: All applicants/partners or, if a private limited company, at least one authorised signatory must sign the Application Form

Signature(s) of Applicant(s)

1.

Date: / /

2.

Date: / /