



LOAN APPLICATION

All information provided in this application shall remain confidential and will be reviewed only by those persons involved in the loan decision.

I. GENERAL INFORMATION ABOUT YOUR BUSINESS

Business Name:.....

Business Address:.....

.....

Postcode: Business Telephone:.....

Legal Structure:

Please tick as appropriate

Sole Trader	Partnership	Limited Co.	Other
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What does the Business do:.....

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How Long Trading/New:.....

Brief Description of the business' development:.....

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Describe the business' present/proposed activities, main products and delivery processes:.....

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List ALL Owners and Managers of the Business (Including Applicant) and Percentage of Business Owned.

Name of Owner	Years with this Business	% of this Business owned	Name of Other business owned	% ownership of other business

II. PERSONAL INFORMATION ABOUT THE APPLICANT

Title: Forename:..... Surname:..... Gender M/F

Address:.....

..... Postcode:.....

How long have you lived at this address?.....years.....months

Residential Status: Owner occupier/tenant/living with parents/other (please delete as appropriate)

Telephone Number:..... Mobile:.....

Date of Birth:..... National Insurance Number:.....

PERSONAL ASSETS OF THE BORROWER

Item (Premises, Car, etc.)	House – Address, House Contents Vehicles – Make & Model	Purchase Price And Year	Market Value	Mortgages/Charges Outstanding.

Details of any personal insurance held:.....

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PERSONAL BANK ACCOUNTS – Please attach 6 months Bank Statements.

Sort Code & Account Number	Account Type (Current, Savings)	Name and Address of Bank

In Account foryears.....months

Cheque Card held? YES/NO

Overdraft facility in place? YES/NO

If yes what is the limit? £.....

Renewal/Review date:.....

Present balance £.....

Has the Applicant ever been:

Declared bankrupt? YES/NO

Had County Court Judgements? YES/NO

Been an owner or director of a company in liquidation/receivership/administration? YES/NO

If the answer to any of the above questions is **Yes**, please provide details.

Please give details of your qualifications/training/experience, please also state if you have had any formal business training:

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EACH APPLICANT SHOULD COMPLETE A COPY OF THIS PAGE & PERSONAL SURVIVAL BUDGET

PERSONAL SURVIVAL BUDGET

ESTIMATED EXPENDITURE	MONTHLY £	ANNUALLY £
Mortgage/Rent		
Council Tax		
Water Rates		
Gas, Electricity, Oil		
Telephone including mobiles		
All Personal & Property Insurance		
Food & General Housekeeping		
Clothing		
Children's Expenses (School Meals etc)		
Entertainment (Meals, Drink, Cinema etc)		
Gifts (Birthdays, Christmas etc)		
Hire Charges (TV, Video etc)		
Car – Loan/HP Repayments		
Car – Tax & Insurance		
Car – Running Expenses		
Car – Service & Maintenance		
HP Repayments		
Other Loan Repayments		
Savings Plans		
Other Expenses (Please Specify)		
TOTAL EXPENDITURE		

ESTIMATED INCOME		
Total Income from Family/Partner		
Family Allowance		
Working Family Tax Credit		
Other (Please Specify)		
TOTAL INCOME		

III. GENERAL INFORMATION ABOUT THE LOAN REQUEST

Purpose of loan.....

How will this loan help the business grow?

LOAN AMOUNT: £..... DURATION OF LOANMonths

PROJECT COST (include all expenses yet to be incurred, including from the business own funds and other sources)

DETAILS OF ITEM	COST	SUPPLIER	FORM OF PAYMENT
Total Project Cost	£		
Loan Amount	£		
Owner's Contribution	£		

HOW IS/ARE THE APPLICANT(S) CONTRIBUTION TO BE FINANCED?

Cash from Applicant(s) [please indicate names]	
Grant	
Hire Purchase/Leasing etc	
Other	

APPLICANT(S) CONTRIBUTION DURING PREVIOUS SIX MONTHS

Describe any other capital investments linked to this project that your business has incurred in the last 6 months.

DETAILS OF ITEM	COST	SUPPLIER	FORM OF PAYMENT
Total Cost to Date	£		

BUSINESS ASSETS AND LIABILITIES

ASSET	VALUE	LIABILITY	VALUE
Business Premises		Loans to Others	
Fixtures & Fittings		Wages to Employees	
Business Vehicles		Customer Advance Payments	
Equipment		Credit From Suppliers	
Stock		VAT/TAX	
Raw Materials		Other	
Debtors			
Cash			
Other			
Total Assets (TA)		Total Liabilities (TL)	
		NET WORTH (TA-TL)	

Are the business premises rented? YES/NO

How much is the rent? £ per week/per month/per quarter (delete as appropriate)

When does lease expire?

Date of next rent review:.....

Name, address and telephone number of landlord:.....

What bookkeeping systems do you have/are considering having?.....

Please give details of who will undertake this work? (i.e. Accountant, bookkeeper, self –name, address and telephone number)

What training have you received in your chosen system?.....

IV. BUSINESS INFORMATION

CALCULATION OF MONTHLY PROFIT (Be honest and realistic)

DESCRIPTION	LAST MONTH	ANNUAL PROJECTED
SALES	TOTAL	TOTAL
Product A		
Product B		
Product C		
TOTAL SALES		
EXPENSES	TOTAL	TOTAL
Cost of products/raw materials		
VAT		
Wages & Salaries		
PAYE & National Insurance		
Rent & Rates		
Heat & Light		
Insurance		
Repairs & Renewals		
Transport		
Telephone		
Postage & Stationery		
Advertising & Marketing		
Professional Services		
Administrative Expenses		
Bank Interest		
Loan Interest		
Miscellaneous		
Drawings (Rent, Mortgage & Household Expenditure) As per personal survival budget.		
TOTAL EXPENSES		
(Sales – Total Expenses) PROFIT		
Estimated Tax (Assume 1/6 th of profit)		
(Estimated) NET PROFIT		

Is the business seasonal? YES/NO

If yes, what are the good months and how much is sold?

What are the bad months and how much is sold?

Use this chart to summarise the seasonal effects.

Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec

MAIN CUSTOMERS – Where are they from and what are they like?

TYPE	FREQUENCY	AVERAGE SPEND

MAIN SUPPLIERS – Who are your main suppliers?

NAME	PRODUCT SUPPLIED	PAYMENT TERMS	LENGTH OF RELATIONSHIP

COMPETITORS – Who are the competition?

COMPETITOR NAME & ADDRESS	PRODUCT/SERVICE PROVIDED	COMMENTS (STRENGTHS & WEAKNESSES)

Explain the competitive advantage you have over these competitors

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YOUR INFORMATION – CREDIT REFERENCE AND FRAUD PROTECTION AGENCIES

Although you may have supplied us with a credit reference search we may also make searches about you at credit reference agencies who will supply us with credit information as well as information from the Electoral Register. The agencies will record details of the search whether or not this application proceeds. We may use credit scoring methods to assess the application and to verify your identity. Credit searches and other information which is provided to us and/or the credit reference agencies, about you and those with whom you are linked financially may be used by South Yorkshire Microloan [SYML] and other companies if credit decisions are made about you, or other members of your household. This information may also be used for debt tracing and the prevention of money laundering as well as the management of your loan.

To prevent or detect fraud, or to assist in verifying your identity, we may make searches of SYML's records and at fraud prevention agencies who will supply us with information. We may also pass information to financial and other organisations involved in fraud prevention to protect ourselves and our customers from theft and fraud. If you give us false or inaccurate information and we suspect fraud, we will record this. We and other companies may use this information if decisions are made about you or others at your address(es) on credit or credit-related services or motor, household, credit, life or any other insurance facilities. It may also be used for tracing and claims assessment.

By stating a financial association with another party you are also declaring that you are entitled to:

- disclose information about your joint applicant and/or anyone else referred to by you.
- authorise us to search, link and /or record information at credit reference agencies about you and/or anyone else referred to by you.

Information held about you by the credit reference agencies may already be linked to records relating to one or more of your partners. For the purposes of this application you may be treated as financially linked and your application will be assessed with reference to any "associated" records.

When you borrow or may borrow from us, we may give details of your account and how you manage it to credit reference agencies. If you borrow and do not repay in full and on time we may tell credit reference agencies who will record the outstanding debt.

You have the right of access to your personal records held by credit reference and fraud agencies. We will supply their names and addresses upon request to South Yorkshire Microloan, Reresby House, Bow Bridge Close, Templeborough, Rotherham S60 1BY.

An "association" between the joint applicants and/or any individual identified as your financial partner will be created at credit reference agencies, which will link your financial records. You any anyone else with whom you have a financial link understand that each other's information will be taken into account in all future applications by either or both of you. This linking will continue until one of you successfully files a "disassociation" at the credit reference agencies.

It is important that you read and understand the section entitled **YOUR INFORMATION – CREDIT REFERENCE AND FRAUD PREVENTION AGENCIES** in your terms and conditions and in this application form. By signing this application you agree that we can use your information in this way.

I/We....., confirm that all information contained in this application is true to the best of my/our knowledge and belief. I/We agree that the representatives of South Yorkshire Microloan may make any checks that they feel necessary regarding this information in order to help make a decision on the application for finance.

Signature

Signature

Signature

Date