

*Developing a modern East Lothian*

**Expression of Interest (EOI) for Business Loan**

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Please enter business name above

**Your application comprises both the documentation set out in the checklist below and the Expression of Interest form you have already submitted.**

**Please complete this EOI form as fully as possible.**

**Any parts not fully completed or omitted may result in your application being deferred or declined.**

This is an important document. You should take independent legal advice before signing and sign only if you want to be legally bound.

THIS SECTION IS FOR OFFICIAL USE ONLY

|  |  |
| --- | --- |
| EOI approval date |  |
| Reviewed date |  |
| Review date |  |
| Review lead | Manager ELI Ltd |

|  |  |
| --- | --- |
| Date EOI Received: |  |

*East Lothian Investments Ltd, Registered in Scotland No:187674, Registered Office,*

*John Muir House, Haddington, East Lothian EH41 3HA.*

Authorised and regulated by the Financial Conduct Authority

**1. Business Details**

|  |  |
| --- | --- |
| Name of applicant |  |
| Position in business |  |
| Phone number |  |
| Mobile number |  |
| Applicant e-mail address |  |
| Business name |  |
| Trading name if different |  |
| Trading address |  |
| Legal status of business |  |
| Business website address |  |
| Vat registration number if applicable |  |
| Date of commencement of tradingor if pre start expected date |  |
| Full time staff employed orprojected to be employed if new start |  |
| Part time staff employed orprojected to be employed if new start |  |
| Business bank provider |  |
| Business bank address |  |
| Business bank sort code |  |
| Business bank account number |  |

**2. Business Information**

Please provide a brief description of your business, products and / or services

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Please provide a brief description of the reason for the business applying for a loan.

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Is your project dependent on a pending planning permission and/or building warrant consent? Yes/No. If yes, please provide details below.

**3. Funding**

Please detail what the funds are required for and the funding sources

|  |  |  |
| --- | --- | --- |
| **Proposed expenditure** | **£** | **Brief Description** |
| Capital expenditure |  |  |
| Working Capital |  |  |
| Property purchase |  |  |
| Product development |  |  |
| Marketing and promotion |  |  |
| other |  |  |
| **Total (a)**  |  |  |

|  |  |  |
| --- | --- | --- |
| **Funding sources** | **£** | **Name and date of offer if applicable** |
| Business funds |  |  |
| Owner / Partner / Director loans |  |  |
| Personal funds |  |  |
| Bank loan  |  |  |
| Bank overdraft  |  |  |
| East Lothian Council Grant |  |  |
| Other please specify |  |  |
| East Lothian Investments Ltd (Ceiling of £25,000) |  |  |
| **Total (b)**  |  |  |

Total at (a) must equal the total at (b)

**4. Projected Impacts**

|  |  |  |
| --- | --- | --- |
|  | **Current** | **Projection at end of Year 1** |
| Annual turnover |  |  |
| Gross profit |  |  |
| Net profit before tax |  |  |
| Full time jobs |  |  |
| Part time jobs |  |  |
| Number of new markets accessed (If applicable) |  |  |
| Number of new products / services launched |  |  |

# 5. Legal Requirements

|  |  |  |
| --- | --- | --- |
|  | Yes | No – please provide reason |
| Are you up to date with all statutory requirements for tax, VAT and business rates? |  |  |
| Do you comply with all employment legislation including the minimum wage regulations? |  |  |
| Do you ensure that no unlawful discrimination occurs in recruitment, conditions of service? |  |  |
| Do you comply with all relevant environment protection legislation? |  |  |
| Do you comply with all relevant health and safety legislation and any other such statutes pertaining to your industry? |  |  |

**6. Declaration**

I declare that the information on this application is to the best of my knowledge complete and accurate.

I hereby accept that the offer of a loan will be based on the information I have provided.

|  |  |
| --- | --- |
| Your signature (on behalf of business) |  |
| Your name (please print) |  |
| Your position in the company |  |
| Date |  |

The decision regarding eligibility, and offers of support, will be made at the discretion of the Board of Directors of East Lothian Investments Ltd. East Lothian Investments Ltd reserves the right to refuse any application without explanation.

East Lothian Investments Ltd take your privacy seriously and will only use your personal information to administer your account and to provide the products and services you have requested from us. Your data is processed and treated in the strictest confidence in line with our privacy and retention policies as per GDPR rules.

East Lothian Investments Ltd operates under a Consumer Principle policy and will act in the best interest at all times of loan applicants and have a clear focus on the impact of the company’s actions on aforesaid loan applicants.

The GDPR and Consumer Policies can be found on the website: [www.eastlothianinvestments.com](http://www.eastlothianinvestments.com)

Please return the completed application form and declaration to:ELinvestments@eastlothian.gov.uk