

*Developing a modern East Lothian*

**Application 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 application 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

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| Board of Directors approval date |  |
| Reviewed date |  |
| Review date |  |
| Review lead | Manager ELI Ltd |

|  |  |
| --- | --- |
| Date Application 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

**Application Requirements - checklist**

Please complete the following checklist and submit alongside all required documents by the application date via email to [ELinvestments@eastlothian.gov.uk](mailto:ELinvestments@eastlothian.gov.uk)

X

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| --- | --- |
| Expression of Interest process complete with form completed and signed by the owner / partner / director or company secretary *- note, this should be re-submitted if there have been any material changes to your project or your business circumstances the EOI and Application window.* |  |

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| EL Investments invite to full application stage received |  |

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| Personal statement form completed and signed by all directors / owner / partners |  |

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| Full personal credit report for all directors / owner / partners |  |

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| For all applications a business plan is required. *Note templates can be provided and level of detail is dependent on level of funding applied for.* |  |

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| For start-ups (New / trading less than 1 year) a 2 year cash flow projection. For existing trading more than a year a 1 year cashflow projection is required. *Template available – note the local Business Gateway can also assist on business planning and cash flows* |  |

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| For existing businesses last 2 years accounts including profit and loss and balance sheet. (If available) |  |

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| Copies of the last 3 month company bank statements for ALL accounts associated to the business. |  |

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| CV for each director / owner / partner |  |

The following information will also be required at the time of submitting your application.

X

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| If business is a partnership, a copy of the partnership agreement |  |

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| Evidence of match funding in place such as bank agreement / personal funds etc. |  |

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| Evidence of planning permission, business lease etc. (If appropriate) |  |

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| Evidence of current business insurances – employers liability, public liability etc |  |

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| Have there been any material changes to your business plan after the submission of your original Expression of Interest form? Y/N |  |

If yes to the above, please use the box below to briefly describe the change/s.

*Please note, if answering ‘yes’ above, you must submit an updated Expression of Interest with this application.*

**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](mailto:ELinvestments@eastlothian.gov.uk)