

E.L.I. LTD.
EAST LoTHIAN INVESTMENTS Ltd.

Developing a modern East Lothian

Application for Business Loan

Please enter business name above

**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”

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Board of Directors approval date	August 2015
GDPR Update	May 2018
Review date	August 2019
Review lead	Manager ELI Ltd

Date Application Received:	
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*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 checklist

Please use the following checklist prior to submitting your business loan as a guide to what information is required. Note this is not an exhaustive list and other information may be required.

	X
Application form completed and signed by the owner, partner director or company secretary	
Personal statement form completed and signed by all directors /owners / partners	
Personal credit report for all directors /owners / partners	
Current business plan Note the local Business Gateway office can help you prepare these documents.	
ELI Ltd format 2 years cash flow projection (Which will be provided). Note the local Business Gateway office can help you prepare these documents.	
For existing businesses last 2 years accounts including profit and loss and balance sheet.	
Copies of the last 3 months bank statements	
CV for each director / owner / partner	

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

	X
If a partnership a copy of the agreement	
Evidence of match funding in place such as bank agreement / personal funds etc	
Evidence of planning permission, business lease etc (If appropriate)	
Evidence of current business insurances – employers liability, public liability etc	

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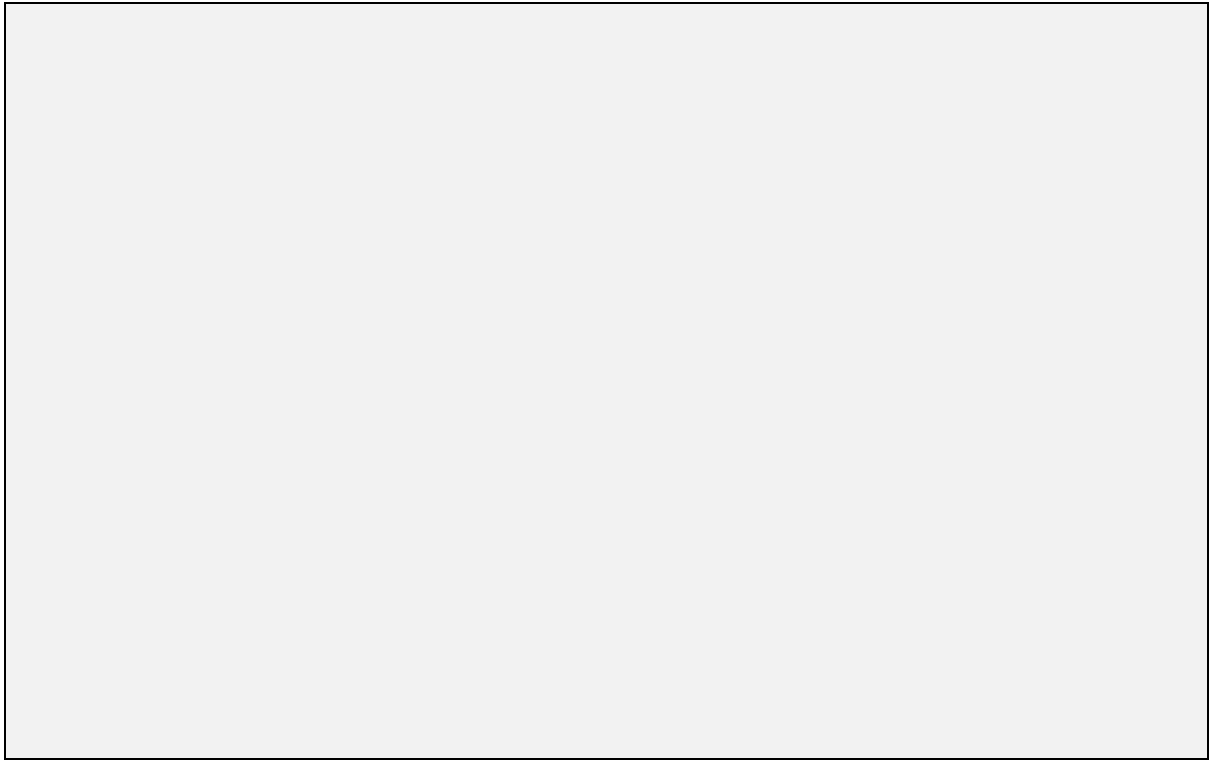
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1. Business Details

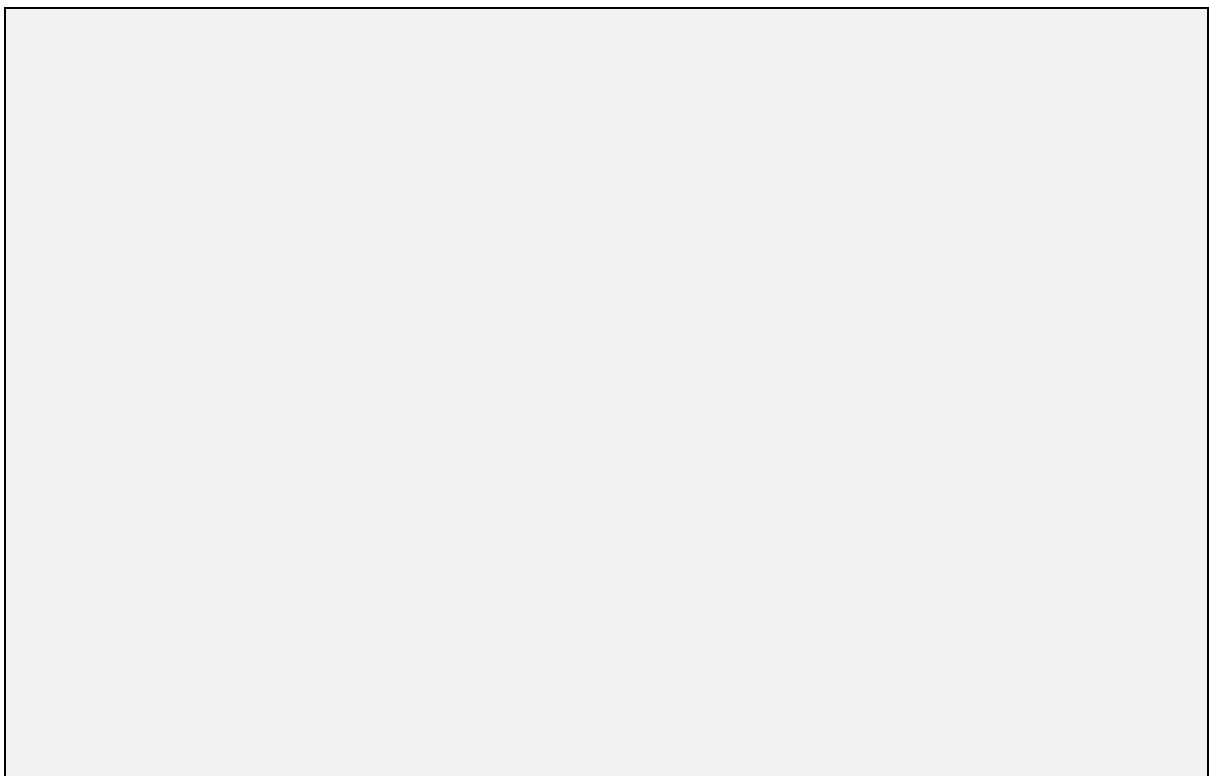
Name of applicant	
Position in business	
Phone number	
Mobile number	
Applicant e-mail address	
Business name	
Trading name if different	
Trading address	
Legal status of business	
Business website address	
Vat registration number if applicable	
Date of commencement of trading or if pre start expected date	
Full time staff employed or projected to be employed if new start	
Part time staff employed or projected 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

A large, empty rectangular box with a thin black border, intended for the applicant to provide a brief description of their business, products, and/or services.

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

A large, empty rectangular box with a thin black border, intended for the applicant to provide a brief description of the reason for the business applying for a loan.

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 loan		
Personal funds		
Bank loan		
Bank overdraft		
East Lothian Council / Scottish Enterprise		
Other please specify		
East Lothian Investments Ltd		
Total (b)		

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

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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 (Reason required)
Are you up to date with all statutory requirements and payments 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, promotion, transfer, or redundancy?		
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.

Responsibility for ensuring compliance with the eligibility criteria and for assessment of the business plan and market analysis rests with the Fund Manager of ELI Ltd.

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. We process your data in accordance with GDPR Condition 2: Necessary for the performance of a contract. Your data is treated in the strictest confidence and is processed in line with our privacy and retention policies, which can be located on our website: www.eastlothianinvestments.com

Please return the completed application form and declaration to:

Mr Richard Baty, Fund Manager
Room 2.19, John Muir House
Brewery Park
Haddington
East Lothian
EH41 3HA

E.L.I. LTD.
EAST LOTHIAN INVESTMENTS Ltd.

Tel: 01620 827177

E-mail: elinvestments@eastlothian.gov.uk