E.L. LTD. EAST LOTHIAN INVESTMENTS Ltd.

Developing a modern East Lothian

Personal Statement Form

A SEPARATE FORM MUST BE COMPLETED FOR EACH OWNER, PARTNER, AND DIRECTOR

Please enter business name above

Please enter your name above

Please complete this personal statement form as fully as possible. Any parts not fully completed or omitted may result in your application being deferred or declined.

THIS SECTION IS FOR OFFICIAL USE ONLY

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

| Date Statement 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

General Data Protection Regulation (GDPR)

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 will not pass your details onto any other organisation.

The information you have provided for the preparation of this application and loan agreement, and any other information relating to your business, may be processed and disclosed in the ways described below.

Any sensitive information obtained will only be processed in order to provide the service requested.

For full details of our GDPR Policy, GDPR Privacy policy and GDPR retention of records please go to the website:-

https://www.eastlothianinvestments.com/

Business Credit Checks

All businesses applying for an ELI ltd loan will be assessed for credit worthiness. The credit check will involve:

- A credit reference: for example, Dun & Bradstreet for the purpose of ascertaining the credit worthiness of the business and related owner, partners, directors etc.
- Other information such as Companies House records which exist in the public domain.
- The finance department of East Lothian Council for the purposes of ascertaining the existence or otherwise of rent, rates and council tax arrears.

Personal Credit Checks

All principle individuals are required to **<u>submit their own personal credit check</u>** (Experian, Equifax etc. there are numerous providers). This information will be used to help appraise your loan application.

Note having a poor credit rating will not automatically exclude you from being awarded.

1. Personal Information

| Full name (Include middle) | |
|----------------------------|--|
| Previous names | |
| Home address | |
| | |
| Town | |
| Postcode | |
| Home phone number | |
| Mobile phone number | |
| Personal e-mail address | |

| If you have lived here less than 3 years please your previous address | |
|-----------------------------------------------------------------------|--|
| Town | |
| Postcode | |

| Date of birth | |
|---------------------------|--|
| National insurance number | |
| Marital status | |
| Number of dependents | |
| Your home Owner | |
| Mortgaged | |
| Tenant | |
| Living with family | |

If you have any other business interest please detail (Use a separate sheet if required)

2. Personal Banking Information

| Bank name | |
|------------------------------|--|
| Branch name and address | |
| | |
| | |
| | |
| Postcode | |
| | |
| Account name | |
| Account name | |
| | |
| Account number | |
| | |
| ~ . | |
| Sort code | |
| | |
| Length of time at this bank | |
| Longen of time at this balls | |
| | |

3. Anti-Money Laundering Legislation

In order to comply with Anti-money laundering legislation you are required to provide evidence to confirm your identity and address.

Identity confirmation - please provide any 1 of the following

Passport

Current UK photo card driving license

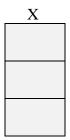
NHS medical card

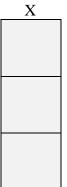
Address confirmation – please provide any 1 of the following

Latest utility bill (Gas, electricity and/or water)

Latest personal bank or credit card statements

Latest mortgage statement





4. Declaration

Please confirm the following (Tick appropriate)

| | Yes | No |
|------------------------------------------------------------------------|-----|----|
| Have you ever been sequestrated or declared bankrupt | | |
| | | |
| Have you ever signed a Protected Trust Deed | | |
| | | |
| Have at any time been disqualified from being a company director? | | |
| | | |
| Have you at any time been investigated by HMRC | | |
| | | |
| Have you ever been a director, partner or owner of a business that has | | |
| gone into receivership, Liquidation or Administration? | | |
| Are you aware of money laundering is and the duty to report such | | |
| activity? | | |

I declare that the information on this personal statement form is complete and accurate.

| Your signature | |
|------------------------------|--|
| Your name (please print) | |
| Your position in the company | |
| Date | |

Please return the completed application form and declaration to:

Mr Richard Baty Fund Manager John Muir House Room 2.19 Brewery Park Haddington East Lothian EH41 3HA Tel: 01620 827177

E-mail: <u>ELinvestments@eastlothian.gov.uk</u>