

**E.L.I. 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:	
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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*

## 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 **submit their own personal credit check** (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)

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## 2. Personal Banking Information

Bank name	
Branch name and address	
Postcode	
Account name	
Account number	
Sort code	
Length of time at this bank	

## 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

X


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

X


## 4. Declaration

Please confirm the following (Tick appropriate)

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

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

