

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: | |
|----------------------------|--|

*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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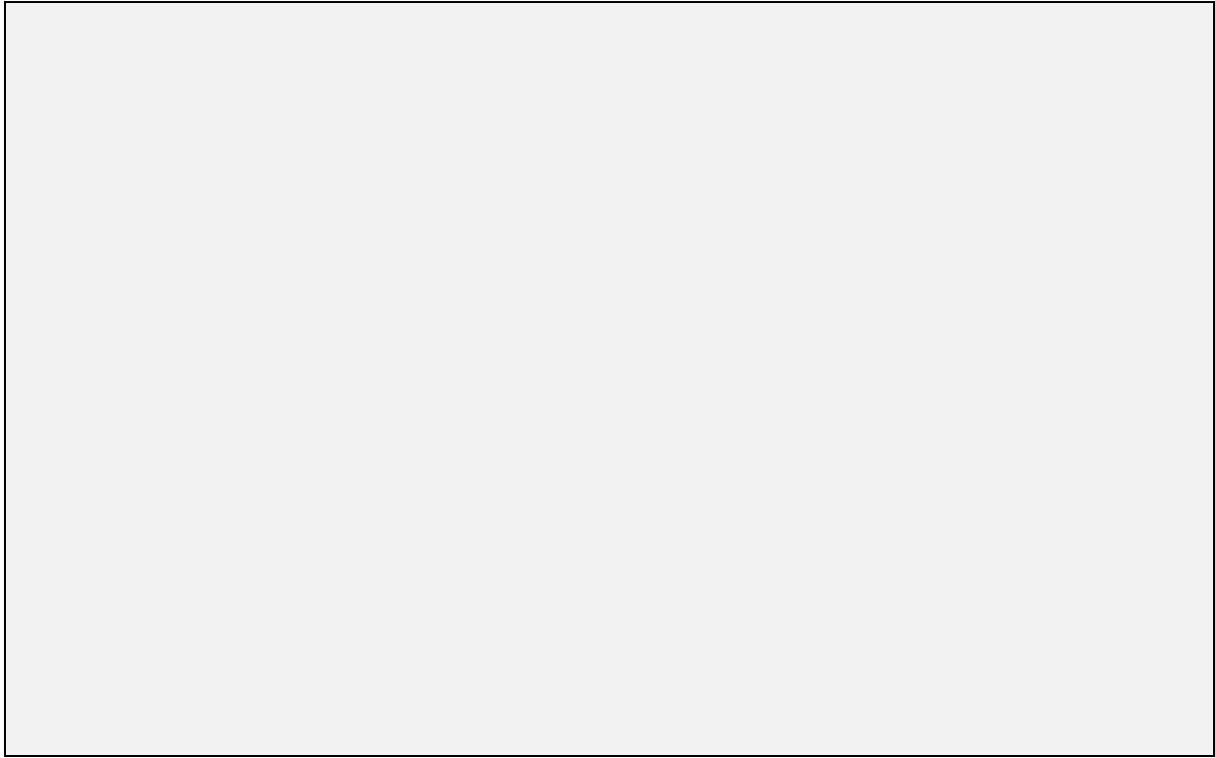
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1. Business Details

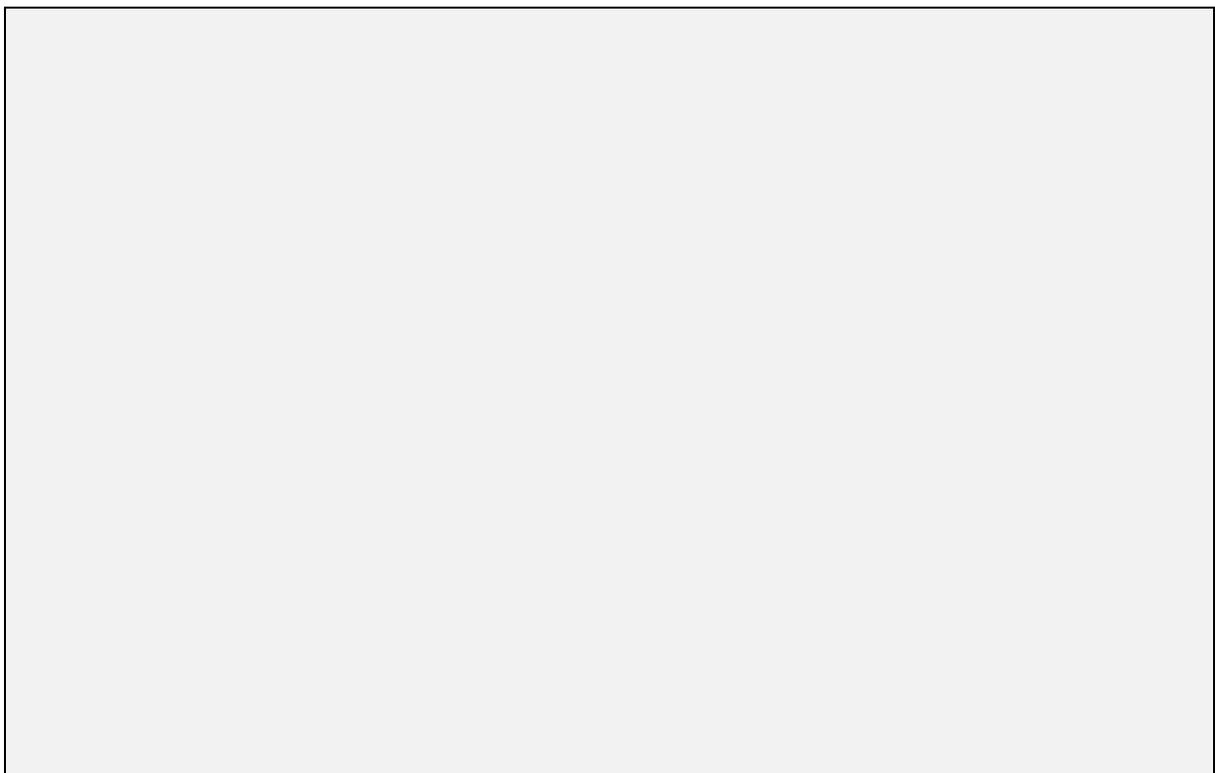
| | |
|---|--|
| Name of applicant | |
| Position in business | |
| Phone number | |
| Mobile number | |
| Applicant e-mail address | |
| Business name | |
| Trading name if different | |
| Trading address | |
| Legal status of business | |
| Business website address | |
| Vat registration number if 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