



### Loan Application Pack

Please check that you are eligible to apply:

- You are a participant in Ireland's Best Young Entrepreneur Competition
- You employ fewer than ten persons and your business turnover does not exceed €2m per annum

As well as the application pack we will also require:

- |   |  |
|---|--|
| IBYE Business Plan (submitted to LEO)   | 6 months personal bank account statements                |
| ICB Report (this is available at <a href="http://www.icb.ie">www.icb.ie</a> ) | 6 months business bank account statements (if available) |

### Part 1: Personal Details

Name of 1st Applicant:

Address:

Date of Birth:   -   -

Gender:  M  F

Previous Address: (If less than 3 years at current address)

Are you a:  Tenant  Home Owner

No. of Dependents:

Telephone: Home

Work

Mobile

Email Address:

Status of Employment: Currently Employed: Yes  No

If yes, what is your current monthly income?

Currently Unemployed: Yes  No

If yes, what payment(s) do you currently received (if any) and how long have you been in receipt of this/these?

Name of 2nd Applicant:

(if any) Address:

Date of Birth:   -   -

Gender:  M  F

Previous Address: (If less than 3 years at current address)

Are you a:  Tenant  Home Owner

No. of Dependents:

Telephone: Home

Work

Mobile

Email Address:

Status of Employment: Currently Employed: Yes  No

If yes, what is your current monthly income?

Currently Unemployed: Yes  No

If yes, what payment(s) do you currently received (if any) and how long have you been in receipt of this/these?

**Loan Details:**Amount of loan sought: €  Term:  Years  Months (N.B Max Term is 36 Months)Business Name/  
Trading As Name:

Purpose of loan:

Please be as specific as possible regarding the loan purpose, a detailed funding breakdown of the proposal should also be included

**Part 2: Projected Business Income and Expenditure Statement****Projected Income**

Monthly €

Yearly €

Sales Income:	€ <input type="text"/>	€ <input type="text"/>
Less cost of goods/services:	€ <input type="text"/>	€ <input type="text"/>
Other income: (please provide details e.g Back to Work Allowance)	€ <input type="text"/>	€ <input type="text"/>
	€ <input type="text"/>	€ <input type="text"/>

**Total Income:**€ € **Business Expenditure**

Monthly €

Yearly €

<b>Motor</b>		
Van/Car repayments:	€ <input type="text"/>	€ <input type="text"/>
Motor Insurance:	€ <input type="text"/>	€ <input type="text"/>
Motor tax:	€ <input type="text"/>	€ <input type="text"/>
Fuel:	€ <input type="text"/>	€ <input type="text"/>
Rent + Rates (Business Premises):	€ <input type="text"/>	€ <input type="text"/>
Electricity/Gas/Other Bills:	€ <input type="text"/>	€ <input type="text"/>
Telephone:	€ <input type="text"/>	€ <input type="text"/>
Advertising:	€ <input type="text"/>	€ <input type="text"/>
Business/Professional Insurance:	€ <input type="text"/>	€ <input type="text"/>
MFI Loan Repayments:	€ <input type="text"/>	€ <input type="text"/>
Other Loan Repayments:	€ <input type="text"/>	€ <input type="text"/>
Wages (other than your own):	€ <input type="text"/>	€ <input type="text"/>
Other Expenses (details):	€ <input type="text"/>	€ <input type="text"/>
	€ <input type="text"/>	€ <input type="text"/>
	€ <input type="text"/>	€ <input type="text"/>

**Total Expenditure:**€ € **Surplus Income:**€ €

## Part 3: Financial Commitments

Please list any loans or other outstanding debts you currently have, both personal and business loans. Include details of mortgage(s), loans, credit cards, credit union loans and any other debts.

### 1st Applicant

#### Loan 1

Financial Institution:

Amount €:

Monthly Payments €:

#### Loan 2

Financial Institution:

Amount €:

Monthly Payments €:

#### Loan 3

Financial Institution:

Amount €:

Monthly Payments €:

Please provide full details of any arrangements in place with any of the above institutions, as well as any of debts outstanding such as utility bills (gas, electricity bills), Revenue Commissioners, etc.

### 2nd Applicant (if any)

#### Loan 1

Financial Institution:

Amount €:

Monthly Payments €:

#### Loan 2

Financial Institution:

Amount €:

Monthly Payments €:

#### Loan 3

Financial Institution:

Amount €:

Monthly Payments €:

Please provide full details of any arrangements in place with any of the above institutions, as well as any of debts outstanding such as utility bills (gas, electricity bills), Revenue Commissioners, etc.

# Part 4: Application Declaration and Consent

## 1. Data Protection

I/We acknowledge that I/We have read, understand and agree to be bound by the following terms governing data protection.

### 1.1 Microfinance Ireland as Data Controller

In consideration of Microfinance Ireland Limited ("MFI") considering your proposal for loan finance and for any facilities that may be made available to you, it will be necessary for you to provide certain data (including personal data within the meaning of the Data Protection Acts 1988 and 2003 (the "Acts")) in order to allow MFI and parties processing data on behalf of MFI to assess your proposal/application. In performing its functions, MFI will be required to gather personal data ("Data") on the individual(s) seeking funding (this will also be the case where an individual(s) is/are promoting a company which is seeking funding).

### 1.2 How we use your Data

In compliance with the Acts, Data gathered by MFI and further disclosed by them to selected third parties (see below) will be held securely and confidentially. The Data will only be used for the purposes of the functions and activities of MFI. MFI will only process Data (and disclose such Data to selected third parties) in fulfilment of its business activities, being to provide loan finance and to receive repayments of loan finance.

### 1.3 Data you Provide

MFI captures Data which is provided directly by the proposed borrower/the borrower. The Data about the (proposed) borrower is typically gathered by MFI through this application form. This Data would include name(s), address(es), phone number(s), email address(es), date(s) of birth, details of the business including personal contributions, loan amounts, interest rates, repayment schedules and any other related information.

Data may be provided by you about another individual. In relation to the provision of such Data to MFI you are responsible for ensuring that the consent of the individual(s) to the processing of his or her Data by MFI (and selected third parties) has been fully and fairly obtained.

### 1.4 Data Provided by Others

MFI may obtain Data from third party sources, including the disclosures referred to below. For example, MFI may obtain additional Data in cases of loans where there has been a default and this information is required to make a judgment on that loan facility.

### 1.5 Disclosure of Data

For the purposes of assessing your loan application, MFI may share your Data with the following entities for the following reasons:

1.5.1 Our introducing Partners, including their appointed personnel and advisers (e.g. credit assessors that they may appoint from time to time to assist in the application process). They will need access to your Data in order to evaluate whether or not you are a suitable candidate for loan finance.

1.5.2 External Credit Assessors as appointed from time to time by MFI including their appointed personnel and advisers. They will need access to your Data in order to evaluate whether or not you are a suitable candidate for loan finance.

1.5.3 MFI also reserves the right to share your Data with its parent or subsidiary companies.

1.5.4 We may also share Data with third parties where we are requested to do so by any regulator or otherwise by law.

## 1.6 Credit Checking

MFI may conduct a credit search against the Data with the Irish Credit Bureau ("ICB") in order to evaluate whether or not you are a suitable candidate for loan finance. For the avoidance of doubt, you agree that Microfinance Ireland or its agents (including the parties set out above) may carry out a credit check with the ICB (or similar credit references databases), where deemed appropriate, and using your Data for the purpose of credit assessment.

If you decide to proceed with this facility or any other communication with MFI through or in relation to its services, you accept the use by MFI of the Data as indicated above.

For the purposes of the Acts, MFI will be the controller of your Data. Where we engage third parties to process Data on our behalf we will ensure that they do so under contract and within the terms of this Data Protection Notice and the Acts.

## 2. Declaration and Consents:

- I/We hereby confirm that the application form has been completed truthfully and fully and that no material fact with regard to my/our financial position has been omitted from same – failure to disclose information or providing incorrect information in this process will result in immediate disqualification from the Microfinance credit application process.
- I/We hereby give consent to Microfinance Ireland and/or the Local Enterprise Office and/or the Local Development Company, to contact me/us by phone, e-mail or post in connection with my application for microfinance.
- I/We hereby consent for the purposes of the Defamation Act 2009 to any publication in good faith by the Local Enterprise Office and/or Local Development Company to Microfinance Ireland of any statement or opinion in relation to me/us and my/our application for credit.
- I/We are aware that, if our application for this loan facility is unsuccessful that Microfinance Ireland's decision is final.
- I/We are aware that, if our application for this loan facility is successful, I/we will be liable for the loan personally, and will be jointly and severally liable for the loan, should the facility approved become unpaid.

Signature(s) of Applicant(s)

1.

Date: DD/MM/YYYY

2.

Date: DD/MM/YYYY

# Part 5: LEO Recommendation and Referral (For Office Use Only)

Referred From:

Contact Name:

Phone Number:

Email Address:

## LEO Summary Recommendation

I confirm that I have conducted a face to face interview with the client. (For Local Enterprise Office use only)

Signed:

1.

Date:

DD/MM/YYYY