

LOAN APPLICATION

All applications treated with the strictest confidence

All applications must be accompanied by a business plan

Return this completed application form
together with your supporting documents to:

The Fund Director, Business Enterprise Fund
Devere House, Vicar Lane, Little Germany
BRADFORD, BD1 5AH
Telephone : 01274 207217 Facsimile : 01274 771081
Website : www.befund.org

Applicant's personal details

	Mr/Mrs/Ms/Dr/ Other	Forename(s)	Surname
Contact			
Address			
Postcode		Facsimile	
Telephone		Mobile	
Email			
Gender		Date of birth	
Marital Status		Maiden Name	
Dependants		NI Number	
How long at current address		If less than 5 years, give previous address	

Second applicant's personal details

	Mr/Mrs/Ms/Dr/ Other	Forename(s)	Surname
Contact			
Address			
Postcode		Facsimilie	
Telephone		Mobile	
Email			
Gender		Date of birth	
Marital Status		Maiden Name	
Dependants		NI Number	
How long at current address		If less than 5 years, give previous address	

Credit History

	Applicant 1		Applicant 2	
Have you been refused credit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes please give details				
Have you any outstanding County Court Judgements?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please note that a credit reference will be sought, however, the presence of CCJs will not preclude the application being processed				
Are you an undischarged bankrupt?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
I give permission for a credit check against my name at the address given above	Signature			

Business details

Company name (if applicable)					
Address Note: If new start proposal please indicate from where you intend to trade					
Postcode		Mobile			
Telephone		Facsimile			
Email					
Website					
Description of trade					
Guarantor details	Guarantor 1 Address		Guarantor 2 Address		
	DOB Male / Female How long at this address		DOB Male / Female How long at this address		
Status	Limited company <input type="checkbox"/>	Registered number			Partnership <input type="checkbox"/>
	Limited by guarantee <input type="checkbox"/>	Registered number			Sole trader <input type="checkbox"/>
	Registered charity <input type="checkbox"/>	Registered number			Co-operative <input type="checkbox"/>
Are you already trading?	Yes <input type="checkbox"/>	When did you commence trading? [give date]			
	No <input type="checkbox"/>	Estimated start/drawdown date? [give date]			
Are you registered for VAT?	Yes <input type="checkbox"/>	Give registration number			
	No <input type="checkbox"/>				
If you are already trading please provide the following details	Last year end [give date]				
	Turnover at last year end [£]				
	Profit at last year end [£]				
	Number of employees (give full time equivalent)	Male		Female	

Other assistance

Are you applying for any other UK or EC public sector assistance for this project?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details including source, type and current position with the application		
Have you received any financial assistance from any local authority or government department within the last three years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please give details including source, type, date and amount		

Details of loan

Purpose of loan

Describe what you intend to do, the reasons for & benefits of your proposal

Costs Provide a summary of total expenditure. A detailed breakdown should be included in the business plan	Description	£
	Total	

Sources of funds	Description (provide detail of source [eg which bank] and whether loan, overdraft, hp, etc)	£
Identify all sources of funding [including this application]	Own capital	
	Bank	
	HP	
	Other	
	Grant	
	Loan requested	
Total		
Will any jobs be created as a result of receiving the loan? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, how many? <input type="text"/>		

Bankers & advisers

Details of current business bankers

Bank			
Address			
Postcode			
Telephone		Facsimile	
Contact			

Details of current bank account

Name of Bank Branch			
Account Holder			
Bank Account		Sort Code	
How long have you had this account			

The following information must be included with your application

	Yes	No	If no, date expected to be received
Annual accounts (including management accounts if annual accounts older than six months)	<input type="checkbox"/>	<input type="checkbox"/>	
Business plan	<input type="checkbox"/>	<input type="checkbox"/>	
Financial forecasts (including projected cashflow, profit & loss account and balance sheet)	<input type="checkbox"/>	<input type="checkbox"/>	
Evidence of the availability of any bank loans or other sources of funds	<input type="checkbox"/>	<input type="checkbox"/>	
Written confirmation of loan rejections (or offers whereby the terms are unacceptable)	<input type="checkbox"/>	<input type="checkbox"/>	
Evidence of any consents necessary for your business (eg planning permission)	<input type="checkbox"/>	<input type="checkbox"/>	

Declarations

I certify that the preceding details and any other information given in support of this application are correct to the best of my belief. I understand that further information may be required for this application to be determined

I understand that the loan is discretionary and that Business Enterprise Fund is not obliged to give any reasons for refusal of an application

I agree to Business Enterprise Fund approaching my bankers and/or advisers for clarification should the need arise
I agree to be bound by the terms and conditions of the loan.

I agree that should I accept a loan I will commit to a programme of mentoring support throughout the term of the loan and I acknowledge that a charge will be levied for this service

	Applicant 1	Applicant 2
Signature		
Name (please print)		
Position		
Date		

Ethnicity

How would you describe your ethnic background?

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Notes

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Office use only

Business plan received		Panel date	
Accounts received		Recommended for approval	Yes / No
Bank letters received		Approved amount (£)	
Mentor's report received		Interest rate	
		Term (including capital holiday)	
Application fee		Monthly mentoring fee	
Type of loan		Name of mentor	
BEF No:			