**BEF Application Form**

Please complete **ALL** fields that are applicable to you. Incomplete fields may delay your application.

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| **Personal Details**  |
| Title: |  |
| First Name: |  |
| Middle Name: |  |
| Surname: |  |
| Maiden Name/Previous Name: |  |
| DOB: |  |
| Address: |  |
| City: |  |
| Postcode: |  |
| How long at address? | Years: Months: |
| Previous addresses (if less than 3 years): |  |
| How long at previous addresses?  |  |
| Home Telephone Number: |  |
| Mobile Telephone Number: |  |
| Personal Email Address: |  |
| Ethnicity:  |  |
| Are you a UK or EU Citizen? |  |
| Gender: |  |
| Employment Status: |  |
| Marital Status: |  |
| Dependants: |  |
| Do you have a Disability? |  |
| If so, please state and are there any special requirements needed at work? |  |
| **Business Details**  |
| Company Name: |  |
| Business Address: |  |
| City: |  |
| Postcode: |  |
| Business Telephone Number: |  |
| Business Email Address: |  |
| Company Number (if applicable): |  |
| Are you registered for VAT? If so, please provide VAT number: |  |
| Sector/Description of trade: |  |
| Company Status: |  |
| Trading Start Date: |  |
| Last quarter turnover: |  |
| Number of FT employees: |  |
| Number of PT employees: |  |
| Will any jobs be created? (If so how many?): |  |
| **Business Bank Account Details**  |
| Name of Bank: |  |
| Account Number: |  |
| Sort Code: |  |
| Time that account has been held: | Years: Months: |
| **Details of Loan**  |
| Purpose of loan: |  |
| Total cost of the proposal: |  |
| Loan requested: |  |
| Term requested: | Months: |

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| **Applicant Self Declaration** |
| ***The loan will be granted upon your ability to repay the agreed loan so please be honest in the following section.***  |
| Name of Company that the debt is owed to (Bank, credit card, store card, mortgage, etc.) | Amount outstanding | Monthly Repayments |
|  |  |  |
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| Have you ever been disqualified as a director? If yes please provide details: |  |
| Have you been a director of a company that has entered insolvency proceedings? If yes, please provide details: |  |
| Have you ever been Declared Bankrupt (please circle)? YES NO |
| If YES, please provide full details: |
| Have you had, or do you have any county court judgements (CCJ’s)?(please circle) YES NO  |
| If YES, please provide full details: |
| Have you had or do you have any Individual Voluntary Arrangements (IVA’s)? (please circle) YES NO  |
| If YES, please provide full details: |
| Have you ever applied for start-up loans in the past (please circle)? YES NO |
| If YES, please provide full details: |
| Have you attempted to obtain finance from another institution and were unsuccessful? (i.e. Barclays, Halifax, Peer to Peer Lending etc.) (please circle) YES NO |
| If YES, please provide full details and documentation where available: |
| **Declaration and Consent** |
| I/We declare that the information that I/we have provided in connection with my/our application for Loan finance is true and accurate. I / we agree that the representatives of Business Enterprise Fund may make any checks that they feel necessary regarding this information in order to help make a decision on the application for finance.I/We authorise Business Enterprise Fund to discuss and exchange any appropriate personal information (including copies of documentation verifying my identity, address and bank details) with trusted partners, including Start Up Loans Company, in relation to my loan application. When you apply to us for the provision of loan finance, this organisation will check the following records about you and others (see 2 below) * 1. Our own;
	2. those at credit reference agencies (CRAs). When CRAs receive a search from us they will place a search footprint on your credit file that may be seen by other lenders. They supply to us both public (including the electoral register) and shared credit and fraud prevention information.
	3. those at fraud prevention agencies (FPAs).

We will make checks such as; assessing this application for credit and verifying identities to prevent and detect crime and money laundering. We may also make periodic searches at CRAs and FPAs to manage your account with us.If you are making a joint application or tell us that you have a spouse or financial associate, we will link your records together so you must be sure that you have their agreement to disclose information about them. CRAs also link your records together and these links will remain on your and their files until such time as you or your partner successfully files for a disassociation with the CRAs to break that link. Information on applications will be sent to CRAs and will be recorded by them. Where you borrow from us, we will give details of your accounts and how you manage it/them to CRAs. If you borrow and do not repay in full and on time, CRAs will record the outstanding debt. This information may be supplied to other organisations by CRAs and FPAs to perform similar checks and to trace your whereabouts and recover debts that you owe. Records remain on file for 6 years after they are closed, whether settled by you or defaulted. If you give us false or inaccurate information and we suspect or identify fraud, we will record this and may also pass this information to FPAs and other organisations involved in crime and fraud prevention.If you have borrowed from us and do not make payments that you owe us, we will trace your whereabouts and recover debts.We and other organisations may access and use from other countries the information recorded by fraud prevention agencies.Your data may also be used for other purposes for which you give your specific permission or, in very limited circumstances, when required by law or where permitted under the terms of the Data Protection Act 1998.lock_transparent How to find out more**This is a condensed version of how your data may be used and if you would like to know the full details please visit our website at** [**www.befund.org**](http://www.befund.org) **to read the whole policy in our Privacy Notice where you will also have the option of providing your consent online or phone 0800 080 3145 or ask one of our staff.** You can contact the CRAs currently operating in the UK; the information they hold may not be the same so it is worth contacting them all. They will charge you a small statutory fee. * CallCredit, Consumer Services Team, PO Box 491, Leeds, LS3 1WZ or call 0870 0601414
* Equifax PLC, Credit File Advice Centre, PO Box 3001, Bradford, BD1 5US or call 0870 010 0583 or log on to [www.myequifax.co.uk](http://www.myequifax.co.uk)
* Experian, Consumer Help Service, PO Box 8000, Nottingham NG80 7WF or call 0844 4818000 or log on to [www.experian.co.uk](http://www.experian.co.uk).

I / we understand that all information relating to this loan application provided by me/us to Business Enterprise Fund will be treated as commercially confidential and handled in accordance with the data protection principles laid down in the Data Protection Act 1998. With this understanding:* I / we authorise Business Enterprise Fund to disclose any relevant and necessary information relating to me/us or this application to any third party (including credit reference agencies, and partner organisations)
* I / we authorise Business Enterprise Fund to obtain any information concerning my/our business and/or financial affairs from any other person providing financial facilities to me/us.
* I/we authorise Business Enterprise Fund and the Start Up Loans Company to contact me/us by telephone, mail or the internet for the purposes of monitoring the Loans or to undertake research.
* I/we agree to provide updates to this information when requested by Business Enterprise Fund to satisfy the needs of any project sponsors and the requirements of the Data Protection Act.

By signing below, I/we agree to the processing of my personal information as set out in this document and as detailed in the Privacy Notice to which I have been referred above. |
| Individuals signature (written/docusign) : |  |
| Please print name : |  |
| Date of signing: |  |

**MARKETING OPT-IN**

**If you wish to receive marketing information from BEF or BEF’s corporate partners by electronic means (including email, text (SMS) message and voicemail) please tick the box below. By ticking this box, you agree that we may disclose your personal data to our corporate partners who may contact you by email, SMS and/or voicemail, with offers about goods and/or services which they consider may be of interest to you.**

**I would like to receive marketing information from BEF or BEF’s corporate partners by electronic means, including email, SMS and voicemail: [ ]**

**MARKETING OPT-OUT**

**If you do not wish to receive marketing information from BEF or BEF’s corporate partners by post or by telephone, please tick the box below.**

**I do not wish to receive marketing information from BEF or BEF’s corporate partners by post or by telephone: [ ]**