

## LOAN APPLICATION

BUSINESS CONTACT DETAILS			
Company / Business name			
Contact Name		Job Title	
Business trading address (or intended address if new start)			
Postcode		Business email	
Business telephone		Business mobile	
Business web site			

STATUS OF BUSINESS			
Sole Trader <input type="checkbox"/>		Limited company <input type="checkbox"/>	
Partnership <input type="checkbox"/>		Other (state) <input type="checkbox"/>	
Registered number		Main business activity	
Is the business already trading?	Yes / No	If 'Yes' – give start date	If 'No' – give estimated start date
Is the business VAT registered?	Yes / No	If 'Yes' – give VAT registration number	
Number of employees		Do you have a Business Bank A/C	Yes/No

BUSINESS PREMISES	
How long has the business operated from the premises?	
Are the business premises owned or rented?	Owned / Rented

PROPRIETOR DETAILS (BORROWER)			
Name		Owned/Rented	
Home Address		Number of years at this address (if less than 3 please detail previous address)	
Post Code			

CURRENT FINANCIAL COMMITMENT			
Do you (if you've not yet started trading) or your business have outstanding financial commitments? YES / NO			
Type	Lender	Limit	Balance
Loan		£	£
Overdraft		£	£
Credit Card		£	£
Details of any Court Orders Outstanding			£

DETAILS OF LOAN			
Amount Requested	£	Cost of Project	£
Purpose of loan			
Other sources of finance:			
Will any jobs be created as a result of this loan?		Yes / No	If 'Yes' – how many?
Will any jobs be saved as a result of this loan?		Yes / No	If 'Yes' – how many?

YOUR PERSONAL INFORMATION					
Title		Forename(s)		Surname	
Date of Birth		Gender	M / F	NI Number	
Ethnicity		Registered Disabled	Yes / No		

References			
	Name	Address	Trade or Personal
1.			
2.			

DOCUMENTS NEEDED WITH APPLICATION
<ul style="list-style-type: none"> <li>• Business Plan, to include financial forecasts for next two years.</li> <li>• Additional documents / information required :                             <ul style="list-style-type: none"> <li>✓ Most recent audited accounts</li> <li>✓ Estimates for Capital items</li> </ul> </li> </ul>

STATE AID
Please provide details of any previous state aid received in the form of grant/aid from a public body (Under <i>de minimis</i> the maximum amount which can be given to any single business must not exceed 200,000 Euros (€200,000) in any three period):

I/We are wishing to apply for the above detailed loan from The West Yorkshire Enterprise Agency. I/We confirm that I/We are unable to obtain this finance from traditional sources (evidence will be required). I/We authorise The West Yorkshire Enterprise Agency to undertake any necessary credit searches it may deem necessary:-			
Name	Position	Signature	Date

Application approved and identification of applicant(s) verified (photo copies attached) by:

(Loan Fund Adviser).....