

# Standard Business Loan Application Form



## Step 1. Check we can lend to you

- Business must trade within a Greater London borough
- Business owners must have a permanent address within the UK
- Business owners must have the right to work in the UK on a permanent basis
- Business must have a bank account already open\*

\* we may refer you to a bank but we emphasise that we have no influence on their decision to open an account for you

## Step 2. Check we can lend for the purpose of your loan

Our Loan Funds are likely to provide finance for any purpose related to developing a sound business, with the following exceptions:

- Exclusive purchase of computers and associated equipment
- Purchase of a vehicle (unless an integral part of the business)
- Funding for trips abroad
- Funding for research, product development or some forms of training
- Political purposes or any activity which may bring the Fund into disrepute (e.g. pornography, gambling, etc.)

## Step 3. Gather information needed to complete your application

**Section A. MUST BE PROVIDED BY ALL DIRECTORS / PARTNERS / OWNERS**

### Identity Documents

- Copy of your current passport or official photo identification document
- Evidence of residency for non-British passport holders
- Copy of your work permit (if applicable)

### Address and Other Personal Documents

- Copy of a utility bill with your current personal address no less than three months old
- Copy of credit search dated in the last month  
*(can be obtained from [www.equifax.co.uk](http://www.equifax.co.uk) or [www.experian.co.uk](http://www.experian.co.uk) for a small fee)*
- Copy of Personal Bank Statements for the last 6 months *(no exceptions)*

**Section B. MUST BE PROVIDED BY ALL BUSINESSES**

Information provided may be used in the assessment of your application.

- Copy of your Certificate of Incorporation *(for Limited companies)*.
- Copy of Business Bank Statements for the last 6 months if the business has been trading that long, or if a start-up the statement showing the name and details of the account and any initial deposit. *(Please note that finance will only be released directly to the designated bank account and cheques or cash will not be issued)*.
- Copy of Certified Accounts *(for businesses older than 18 months)*.
- Business Plan *(we can help you to prepare a business plan if you do not have one)*.

**Step 4. Complete the following section fully** *(incomplete forms will delay the process)*

**You and Your Business**

Business name *(including trading name)* \_\_\_\_\_

Legal structure of business *(tick as appropriate)*

Limited company

Sole trader

Partnership

Social enterprise

Other

Company Registration Number *(if applicable)* \_\_\_\_\_

VAT Registration Number *(if applicable)* \_\_\_\_\_

**Finance Required**

Loan amount \_\_\_\_\_

Number of years to repay loan \_\_\_\_\_

Purpose of loan \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Further Business Details**

Business address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Telephone \_\_\_\_\_

Mobile \_\_\_\_\_

Fax \_\_\_\_\_

Website \_\_\_\_\_

Email \_\_\_\_\_

No. of Full Time Staff \_\_\_\_\_

No. Part Time Staff \_\_\_\_\_

No. of Directors/Partners/Shareholders \_\_\_\_\_

Name of Business Bank account \_\_\_\_\_

Name of Business Bank \_\_\_\_\_

Bank address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Account No. \_\_\_\_\_

Sort Code \_\_\_\_\_

Time with Bank

new account

<2years

2-5 years

> 5 years

**Personal Details** (please copy or print this form and complete for all business associates)

Title \_\_\_\_\_ Forename \_\_\_\_\_ Surname \_\_\_\_\_

Home address \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Residential status  Owner  Tenant  Living with parents

Other (specify) \_\_\_\_\_ Time at current address \_\_\_\_\_

Previous address (if less than three years at current address) \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

Residential status  Owner  Tenant  Living with parents

Other (specify) \_\_\_\_\_ Time at previous address \_\_\_\_\_

Home telephone number \_\_\_\_\_ Mobile number \_\_\_\_\_

Position in your business \_\_\_\_\_ Nationality \_\_\_\_\_

Email (personal) \_\_\_\_\_ Ethnic origin \_\_\_\_\_

Date of birth (dd/mm/yyyy) \_\_\_\_\_ Marital status \_\_\_\_\_

National Insurance number \_\_\_\_\_ Number of dependants \_\_\_\_\_

Date of Expiry of Work Permit (if applicable) \_\_\_\_\_ Do you consider yourself disabled? \_\_\_\_\_

**Existing Loans** (including mortgages, personal & business loans, credit cards)

Name of Lender \_\_\_\_\_ Number of years to repay \_\_\_\_\_

Current amount outstanding \_\_\_\_\_ Original amount borrowed \_\_\_\_\_

Repayment rate \_\_\_\_\_ Interest rate \_\_\_\_\_

Purpose of borrowing \_\_\_\_\_

Name of Lender \_\_\_\_\_ Number of years to repay \_\_\_\_\_

Current amount outstanding \_\_\_\_\_ Original amount borrowed \_\_\_\_\_

Repayment rate \_\_\_\_\_ Interest rate \_\_\_\_\_

Purpose of borrowing \_\_\_\_\_

Name of Lender \_\_\_\_\_ Number of years to repay \_\_\_\_\_

Current amount outstanding \_\_\_\_\_ Original amount borrowed \_\_\_\_\_

Repayment rate \_\_\_\_\_ Interest rate \_\_\_\_\_

Purpose of borrowing \_\_\_\_\_

Name of Lender \_\_\_\_\_ Number of years to repay \_\_\_\_\_

Current amount outstanding \_\_\_\_\_ Original amount borrowed \_\_\_\_\_

Repayment rate \_\_\_\_\_ Interest rate \_\_\_\_\_

Purpose of borrowing \_\_\_\_\_

**Existing Loans (continued)** *(including mortgages, personal & business loans, credit cards)*

Name of Lender \_\_\_\_\_ Number of years to repay \_\_\_\_\_  
Current amount outstanding \_\_\_\_\_ Original amount borrowed \_\_\_\_\_  
Repayment rate \_\_\_\_\_ Interest rate \_\_\_\_\_  
Purpose of borrowing \_\_\_\_\_

Name of Lender \_\_\_\_\_ Number of years to repay \_\_\_\_\_  
Current amount outstanding \_\_\_\_\_ Original amount borrowed \_\_\_\_\_  
Repayment rate \_\_\_\_\_ Interest rate \_\_\_\_\_  
Purpose of borrowing \_\_\_\_\_

Name of Lender \_\_\_\_\_ Number of years to repay \_\_\_\_\_  
Current amount outstanding \_\_\_\_\_ Original amount borrowed \_\_\_\_\_  
Repayment rate \_\_\_\_\_ Interest rate \_\_\_\_\_  
Purpose of borrowing \_\_\_\_\_

Name of Lender \_\_\_\_\_ Number of years to repay \_\_\_\_\_  
Current amount outstanding \_\_\_\_\_ Original amount borrowed \_\_\_\_\_  
Repayment rate \_\_\_\_\_ Interest rate \_\_\_\_\_  
Purpose of borrowing \_\_\_\_\_

Name of Lender \_\_\_\_\_ Number of years to repay \_\_\_\_\_  
Current amount outstanding \_\_\_\_\_ Original amount borrowed \_\_\_\_\_  
Repayment rate \_\_\_\_\_ Interest rate \_\_\_\_\_  
Purpose of borrowing \_\_\_\_\_

Name of Lender \_\_\_\_\_ Number of years to repay \_\_\_\_\_  
Current amount outstanding \_\_\_\_\_ Original amount borrowed \_\_\_\_\_  
Repayment rate \_\_\_\_\_ Interest rate \_\_\_\_\_  
Purpose of borrowing \_\_\_\_\_

Name of Lender \_\_\_\_\_ Number of years to repay \_\_\_\_\_  
Current amount outstanding \_\_\_\_\_ Original amount borrowed \_\_\_\_\_  
Repayment rate \_\_\_\_\_ Interest rate \_\_\_\_\_  
Purpose of borrowing \_\_\_\_\_

## Step 5. Read the Terms & Conditions and all directors/partners/owners sign

### Mentoring and monitoring

It may be a condition of your loan that your business joins our mentoring programme. At present this is provided free of charge, but in future may be provided at the expense of your business. Monitoring visits are conducted from time to time by our Loan Fund Managers to assess the performance of the business.

### Protecting your privacy

This application form and all supporting documentation becomes the property of North London Community Finance Ltd., North London Enterprise Fund Ltd., oneLondon Limited and London Business Loans (Wholesale) Ltd. The personal information provided by you will be held on a database by those companies. If you do not wish for your details to be used in this way, please write to: GLE oneLondon Loan Fund, New City Court, 20 St Thomas Street, London SE1 9RS.

### Agreement

I/We agree that North London Community Finance Ltd., North London Enterprise Fund Ltd., SME Wholesale Finance Ltd, oneLondon Ltd, London Business Loans (Wholesale) Ltd, credit reference agencies, appointed recovery agents, funding bodies and mentors may be provided with appropriate information that you have disclosed for their specific purposes or needs. The way this information will be used will be:

- The companies mentioned will use your information to assess your proposal, record your details when lending and manage your loan throughout its life. Information will be stored in a secure location for 6 years after the loan is repaid.
- Credit Reference Agencies may be provided details of non payment if we make demand for repayment but receive no satisfactory proposal for this. This information may become available to people or organisations who have access to this agency information.
- Appointed Recovery Agencies may be provided details of your personal and business information to assist them with the recovery of the debt where your loan is in default and we have received no satisfactory repayment proposals.
- Funding Bodies may be given any of your information, business or personal, from time to time when conducting audits of our use of their funds.
- Mentors may be provided such information as is necessary to assist you, from time to time, to support your business.

**I/We agree that all the information contained in this application is, to the best of our knowledge, true.** *All applicants must sign below:*

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print name \_\_\_\_\_

**Step 6. Please send your application with all information requested to:**

North London Community Finance, 3 George Mews, Enfield, Middlesex EN2 6JA

**Step 7. We will progress your application in the following way:**

