

Business Loan Application

Further Information



Why we want this information

You want money to start or expand your business; we want to lend it to you if we possibly can.

You will already have been asked to fill in a loan application form, and some of the information we require is contained in this. This further form is designed for situations where there is no formal business plan, to enable us to collect the information we need to evaluate your business.

You may find some of the questions in this form simplistic. This is because it is designed for completion by any of our clients, and some are at the early stages of developing their businesses.

As this form may be forwarded to members of our Lending Committee, it will be appreciated if it is completed by word processor, but if you do not have access to this facility, please write in block capitals in black ink.

Please answer as fully as possible, and forward any back-up information you feel relevant. There are prompts here and there as to what this might be. Remember: the more fully you can answer the various questions, the more likely we are to be able to help you, and the quicker we can turn your application round.

About You

Your name _____ Your age _____

Where were you educated? _____

What qualifications do you have? _____

Please tell us what you have been doing for the past ten years: _____

Note: Continue on a separate sheet if necessary. If you have a CV, please send it to us.

Personal Survival Budget

Please complete the form below with details of how much you need to live.

Expenditure	Cost	Per Month
Mortgage/Rent		
Council Tax		
Water Rates		
Gas, Electricity & Oil		
Personal & Property Insurance		
Food, General House-keeping		
Clothing		
Telephone (Land Line)		
Telephone (Mobile)		
Hire Charges (TV, etc.)		
Entertainment (Meals, etc.)		
Subscriptions and Newspapers		
Car Tax and Insurance		
Car Service and Maintenance		
Car Running Expenses		
Expenditure on Children		
Savings Plans		
HP Payments		
National Insurance Contributions		
Other 1		
Other 2		
Other 3		
Other 4		
TOTAL EXPENSES (A)	£	£
Total Income	£	£
Income from Family/Partner		
Benefits		
Other Income		
TOTAL OF INCOME (B)	£	£
TOTAL SURVIVAL INCOME REQUIRED (A - B)	£	£

About your Business

Applicant's Name _____

Business Name _____

Date business started (or to be started) ____/____/20____

Please describe the nature of your business briefly (in not more than five words) _____

Please describe your business in a little more detail (in not more than fifty words) _____

Finance

How much does the business need in the short to medium term? £ _____

How much of this can you provide? £ _____

Note: If your business is a start-up, please show the amount you are putting in (a) cash and (b) other assets. If an established business, please show the net asset value of the company as shown in your audited accounts.

How much are you seeking from us? £ _____

How much are you seeking from other lenders? £ _____

Have these other lenders agreed to lend this amount to you? Yes No

Please state specifically what the money is to be used for? _____

Are you currently borrowing? Yes No

If Yes, how much and from whom:

£ _____ from _____

£ _____ from _____

£ _____ from _____

£ _____ from _____

£ _____ from _____

£ _____ from _____

£ _____ from _____

£ _____ from _____

£ _____ from _____

£ _____ from _____

Are you using any other sort of business finance, such as leasing, factoring, or h/p? Yes No

If yes, please give details: _____

What security can the company/owner offer in support of the funding being sought?

Item _____ Value £ _____

Item _____ Value £ _____

Item _____ Value £ _____

Item _____ Value £ _____

Comments: _____

Your Market

Do you have a sale and marketing plan? Yes No *If yes, please send it to us*

Which of the following most closely describes the market strategy you will be following?

- Increasing the volume sales of your product/service in an existing market
- Finding a new market for an existing product/service
- Introducing a new product/service into a new market
- Entering a commodity market

What market research have you carried out? _____

What is it you are selling? _____

Who are you selling to? _____

How do you sell? (e.g. Retail, Mail Order, Online) _____

What is the estimated value/volume of the total market, and what is the value in the area where you operate or plan to operate? _____

Is the **size** of your market: Increasing Decreasing Remaining static

Over the next 5 years, is **demand** for your product or service likely to:

- Increase
- Decrease
- Remaining static

If demand is likely to increase, how will you cope with increased competition? _____

If demand is likely to decline, do you have plans to develop and produce replacing products/services?

Yes No

Who are your main competitors? _____

Why are you better than them? _____

Who are your three main customers? _____

What proportion of your turnover do these customers represent? _____

What proportion of your gross profit do these customers represent? _____

What are your payment terms? _____

Do your customers respect them? _____

Do you have written terms of trade? Yes No *Please supply them to us if you do.*

Which of the following most closely describes your pricing policy or the pricing policy you plan to adopt?

Demand pricing (set the price at whatever level the market will bear)

Mark-up (cost plus variable margin)

Competitive pricing (cut-price, discounting, offers, etc.)

Does your business have a USP? Yes No

If so, what is it? _____

Do you have a website? Yes No

If yes, please give the address: _____

If no, please explain why this is: _____

Do you believe your business has the potential to grow? Yes No

Please explain why: _____

What do you believe are your main barriers to growth? _____

Your Location

From where do you operate? _____

If operating from separate business premises, please give details of them (e.g. size, tenure and special terms of lease) _____

When was the lease granted? _____ What is the length of the lease? _____

What is the current rental? _____ When are reviews of rent due? _____

What are the business rates? _____

Are there any licensing requirements, and have these been satisfied? _____

If a start-up, is the business use of the premises compatible with the business you plan to operate, or will a change of use applicable have to be made? Yes No

Are all necessary insurances in place? Yes No

If your business is a start-up, please state the stage you are at in securing the premises _____

Financial Performance

Are there any comments you would like to make on the financial information you have supplied to us?

Yes No If yes, please comment here: _____

Are your payments to your suppliers up to date? Yes No

If no, please give details: _____

Are your payments for Value Added Tax up to date? Yes No Not registered

If no, please give details: _____

Are other payments you have to make to HMRC up to date?

Yes No Not applicable

If no, please give details: _____

Are your customers paying you in accordance with your credit terms?

Yes No Not applicable

If no, please give details: _____

People

Who are the key people involved in the business? _____

Note: In addition to naming the key people involved please provide a brief background on their experience, qualifications and skills. You should also provide a full c/v on the person leading the business.

What are the management's main strengths? _____

What are the management's main weaknesses? _____

Are there outside shareholders, not involved on a day-to-day basis? Yes No

If so, please give details of the basis on which they are investing _____

General

How efficiently do you believe your business is currently operating? _____

What can you do to get it operating better? _____

Are there any other comments you wish to make? _____

If this wasn't your business, and you were being asked to lend to it, would you do so? Yes No

Please give reasons for your previous answer: _____

Please use this space to give us any other information you feel relevant.
