



**Microfinance  
Ireland**

Small Business Loans

# APPLICATION GUIDELINES

START UPS &  
ESTABLISHED BUSINESSES



01-2601007



[www.microfinanceireland.ie](http://www.microfinanceireland.ie)



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13 Richview Office Park, Clonskeagh  
Road, Dublin 14, D14 Y867.



Microfinance Ireland have 2 application forms, the Small Loan Application form and the standard Loan Application Form. You will be emailed the relevant form for the application you want to make.

If you are applying for a loan with Microfinance Ireland, you will need to fill in an application form. The application form will ask you basic details about yourself and your business.

It might seem obvious, but please make sure your form is completed in full! Don't forget to answer all of the questions on the form.

## I am filling in my Application form:

### By Computer



### By Hand



- Download the attachment for the application form from our email or website and save to your computer.
  - Open the file and answer the questions one-by-one, taking care not to miss any! Tick the consent box on the final page.
  - Click Save As and name your file.
  - Print the final page and sign it at the bottom where indicated.
- Scan the final page using a scanner or an app on your phone (such as Adobe Scan) and save the file to your computer.

- Open the attachment for the application form from our email or website and print the file.
- Answer the questions on the form one-by-one, taking care not to miss any! Tick the consent box on the final page and sign at the bottom where indicated.



## The Business Plan

Loans above € 5,000 only.

- You only need to submit a business plan if you are applying for a loan of over €5,000.
- We will send you a template for a business plan, but if you've already got a completed plan of your own then even better!
- Perhaps you've never considered sitting down to write a formal business plan before? Don't feel overwhelmed. Think of the plan like a questionnaire designed to help us understand you and your business.
- Please complete the template in full to give us the best understanding of your business possible. This is your chance to shine! Your business
- plan is read by the loan assessor who will then make a recommendation based on your application.



## Cashflow Forecast

Loans above € 5,000 only.

- You only need to submit a Cashflow Forecast if you are applying for a loan over €5,000.
- Download the Cashflow Forecast template and save to your computer desktop.
- Use Excel to open it on your computer.
- Once open, fill in your business financials ensuring that the projections are estimated month-by-month, paying particular attention to the times when cash will be received and spent.
- Click Save As and name the file.



## Bank Statements

All applications

Don't want to be charged for your bank statements? Simply download your "estatements" online!

- For all loan applications, you will need to submit the most recent 6 months statements for your bank accounts, both personal and business.
- If you have access to online banking, you should be able to download your estatements as PDF files to your computer. Please make sure you download the "estatement" rather than your transaction history as we cannot accept statements in that format.
- Please be aware that if you order paper statements from your bank, you may be charged.
- If you have received your bank statements in the post, or you have printed them, then you can either scan them to your computer and send them to us by email, or keep them to post them along with your application.
- For Limited Companies, you will need to submit 6 months personal bank statements for each Director and/or Shareholder with 25% or more shareholding in the company.



## Central Credit Register

All applications

- For all completed applications received, MFI will conduct a credit search in the name of the applicant with the Central Credit Register (CCR).
- Your CCR Credit Report provides details of your previous borrowing history.

For Limited Company Applications ONLY: A personal credit report must be submitted with the application for all Directors and/or Shareholders with a 25% or more shareholding in the company.

Each Director/25% Shareholder may request their personal credit report from [www.centralcreditregister.ie](http://www.centralcreditregister.ie)

Your Credit Report must be dated no more than 2 weeks old at the time you submit your completed application



## Financial & Management Accounts

Established businesses only

If your business is more than 18 months old, you will need to submit a copy of your most recent set of financial and management accounts as part of your application.

You may have accounts for your business in electronic form, or you may decide to scan the paper files and save them to your computer if sending by email. Otherwise, post the paper files along with the rest of your application.

# Ready To Apply?



## Start Ups Checklist

I have completed the relevant Application form, making sure to tick the box for consent and give my signature on the final page.

I have a fully completed Business Plan. (For Loans above €5,000 only)

I have a Cashflow Forecast for my business which I have filled in month-by-month. (For Loans above €5,000 only)

I have 6 months personal and business bank statements in PDF or paper form.

**Limited Company Applications ONLY:** I have a personal Credit Report from the Central Credit Register for all Directors/Shareholders with a 25% or more shareholding in the company.

For established businesses, go to the next page



# Established Businesses

## Checklist

I have completed the relevant Application Form, making sure to tick the box for consent and give my signature on the final page.

I have a fully completed Business Plan. (For Loans above €5,000 only)

I have a Cashflow Forecast for my business which I have filled in month-by-month. (For Loans above €5,000 only)

I have 6 months personal and business bank statements in PDF or paper form.

**Limited Company Applications ONLY:** I have a personal Credit Report from the Central Credit Register for all Directors/Shareholders with a 25% or more shareholding in the company.

I have the most recent set of financial and management accounts for my business.

Whether you are sending the documents by email or post, please be sure to send all of them together as part of one email/package, so that they can be processed speedily.

# How To Send



There are 2 ways you can get your application pack to us:

## Post your application:

Send all documents in a stamped addressed envelope to:

Microfinance Ireland  
13 Richview Office Park  
Clonskeagh Road  
Dublin 14  
D14 Y867

## Email your application.

All files should preferably be in the form of .pdfs

Attach all files to one email and send to:

[info@microfinanceireland.ie](mailto:info@microfinanceireland.ie)

Once we have received your completed application we will be in touch to confirm we are assigning it for credit assessment. Credit assessment will take no longer than 10 working days.