

# Micro-Enterprise Business Lending

## Small Business Loans from €2,000 to €5,000

### Loan Application Form

Please check that you are eligible to apply:

- You employ fewer than ten full time employees and your business turnover does not exceed €2m per annum

### Declaration of Eligibility Criteria

Please confirm that you are eligible to apply:

- The business is a micro-enterprise with:
  - fewer than 10 full-time employees and
  - less than €2m annual turnover and
  - Balance Sheet with Net Worth/Capital Account/Equity that does not exceed €2m
- The business is unable to secure finance from Banks and/or other commercial lending providers. (Note: Formal Bank Decline Letter may be required)

I declare that I am eligible to apply for an MFI Business Loan based on all of the eligibility criteria as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As well as the fully completed and signed application pack we will also require:

#### START-UPS: (trading less than 18 months)

6 months up-to date personal account statements ☐

6 months up-to-date business account statements (if applicable) ☐

#### Limited Company Applications ONLY:

Central Credit Report (CCR) for each Director and for any Shareholder with 25% or more shareholding in the company. (This report may be ordered online at [www.centralcreditregister.ie](http://www.centralcreditregister.ie))

#### EXISTING BUSINESSES: (trading 18 months or longer)

6 months up-to date personal and business bank account statements (where applicable)

Most recent Year End Financial Accounts

#### Limited Company Applications ONLY:

Central Credit Register (CCR) Report for each Director and for any Shareholder with 25% or more shareholding in the company. his report may be ordered online at [www.centralcreditregister.ie](http://www.centralcreditregister.ie))

If you have any queries on the above, or require assistance, please contact us at:

**Microfinance Ireland, 13 Richview Office Park, Clonskeagh Road, Dublin D14 Y867**

**Tel: 01 260 1007 Email: [info@microfinanceireland.ie](mailto:info@microfinanceireland.ie)**

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

Part 1: Personal Details

Name of 1st Applicant:

Current Address:

Eircode

Previous Address: (If less than 3 years at current address)

PPS Number

Are you a: 

Tenant

Home Owner

Estimated Value of Home €

Amount of Monthly Rent €

Mortgage Repayments €

Date of Birth: 

D

D

 - 

M

M

 - 

Y

Y

Gender: 

M

F

No. of Dependents: 

From Ages

To

Telephone: Mobile

Email Address:

Are you currently: 

Employed

Unemployed

If employed, what is your current monthly income?

In Business for 

Y

 Years 

M

 Months

No. of full time Employees

No. of part time Employees

If your business has been trading longer than 1 year, please tick box to confirm that in the past 3 years, the total number of employees has been fewer than 10 full-time employees

Business Type 

Sole Trader

Partnership

Ltd. Co.

Business Name

Have you ever been bankrupt, declared insolvent or had a judgement registered against you or subject to a disqualification notice 

Yes

No

Name of 2nd Applicant:

Current Address:

Eircode

Previous Address: (If less than 3 years at current address)

PPS Number

Are you a:  Tenant 

Home Owner

Estimated Value of Home €

Amount of Monthly Rent €

Mortgage Repayments €

Date of Birth: 

D

D

 - 

M

M

 - 

Y

Y

Gender: 

M

F

No. of Dependents: 

From Ages

To

Telephone: Mobile

Email Address:

Are you currently: 

Employed

Unemployed

If employed, what is your current monthly income?

In Business for 

Y

 Years 

M

 Months

No. of full time Employees

No. of part time Employees

If your business has been trading longer than 1 year, please tick box to confirm that in the past 3 years, the total number of employees has been fewer than 10 full-time employees

Business Type 

Sole Trader

Partnership

Ltd. Co.

Business Name

Have you ever been bankrupt, declared insolvent or had a judgement registered against you or subject to a disqualification notice 

Yes

No

Part 2: Application Details

Amount of loan sought: €

Purpose of loan:  
MAX. 200 WORDS

Please be as specific as possible regarding the loan purpose, a detailed funding breakdown of the proposal should also be included.

2

Version 2025/01

## Part 3: Financial Commitments

Please list any loans or other outstanding debts you currently have, both personal and business loans. Include details of mortgage(s), loans, credit cards, credit union loans and any other debts.

1st Applicant	
<b>Loan 1</b>	
Financial Institution:	<input type="text"/>
Amount €:	<input type="text"/>
Monthly Payments €:	<input type="text"/>
<b>Loan 2</b>	
Financial Institution:	<input type="text"/>
Amount €:	<input type="text"/>
Monthly Payments €:	<input type="text"/>
<b>Loan 3</b>	
Financial Institution:	<input type="text"/>
Amount €:	<input type="text"/>
Monthly Payments €:	<input type="text"/>

Please provide full details of any arrangements in place with any of the above institutions, as well as any of debts outstanding such as utility bills (gas, electricity bills), Revenue Commissioners, etc.

2nd Applicant	
<b>Loan 1</b>	
Financial Institution:	<input type="text"/>
Amount €:	<input type="text"/>
Monthly Payments €:	<input type="text"/>
<b>Loan 2</b>	
Financial Institution:	<input type="text"/>
Amount €:	<input type="text"/>
Monthly Payments €:	<input type="text"/>
<b>Loan 3</b>	
Financial Institution:	<input type="text"/>
Amount €:	<input type="text"/>
Monthly Payments €:	<input type="text"/>

Please provide full details of any arrangements in place with any of the above institutions, as well as any of debts outstanding such as utility bills (gas, electricity bills), Revenue Commissioners, etc.

## Part 4: Projected Business Income and Expenditure Statement

Projected Income	Monthly €	Yearly €
Sales	€	€
Other Income	€	€
	€	€
	€	€

**Total Income:** €  €

Business Expenditure	Monthly €	Yearly €
Purchases:	€	€
<b>Motor</b>		
Van/Car repayments:	€	€
Motor Insurance:	€	€
Motor tax:	€	€
Fuel:	€	€
Rent + Rates (Business Premises):	€	€
Electricity/Gas/Other Bills:	€	€
Telephone:	€	€
Advertising:	€	€
Business/Professional Insurance:	€	€
MFI Loan Repayments:	€	€
Other Loan Repayments:	€	€
Wages (other than your own):	€	€
Other Expenses (details):	€	€
	€	€
	€	€

**Total Expenditure:** €  €

**Surplus Income:** €  €

## Part 5: Summary Business Plan

**Note: Applicants may submit a more detailed plan if one is available.**

What do you produce or provide as a service?

Please outline your employment, work experience & skills background or if you have you run a business before please include the information below. (Max. Words 120)

Who are your competitors and what is different about what you are doing? (Max. Words 120)

What type of customer is your business aimed at? Explain age group and market locality. (Max. Words 120)

How will you promote your business? (Max. Words 120)

Have you started selling your product or service yet? If yes, what sales have you achieved? (Max. Words 120)

Have you completed any Business Training like Start Your Own Business courses? (Max. Words 75)

Do you have a business mentor to assist you? (For financial/marketing plans) Provide details. (Max. Words 75)

How much have you invested in the business?

Personal Savings

Bank Loan

De Minimis Aid

Family or Friends

Grant Support

Other, please provide details

Please provide a breakdown of how you would use the Microfinance Ireland Loan.

Details:

Planned Expenditure:	Amount	Source of Funds	Amount
		Own Funds	
		Family Funds	
		Other Investors	
		Bank Loan	
		Microfinance Ireland Loan	
		Grant Support	
		Other	
Total Expenditure		Total Funding	

## 1. Data Protection

The information, including personal data, provided on this application may be used Microfinance Ireland DAC ("MFI") for the purposes of determining your eligibility for a loan, verifying your identity and protecting against money laundering, terrorist financing and fraud. Details of how MFI processes your personal data are set out in MFI's Privacy Policy, available at <https://microfinanceireland.ie/privacy-policy/>

The information, including personal data, provided on this application may be disclosed by us to the Strategic Banking Corporation of Ireland (SBCI). SBCI may, in turn, process your personal data independently, in accordance with their respective privacy policies.

For further information on how SBCI handles your personal data, including information about your data protection rights and the contact details of the relevant data protection officer, please refer to: • SBCI's data protection statement which is available at <https://sbci.gov.ie/>

## 2. State Aid

### 2.1 (De Minimis Aid)

Have you received any state aid over the previous 3 years and if so please provide details below?

Provider	Date	Amount (€)

### 2.2 AILS Aid

Have you received any state aid in relation to this project and if so please provide details below?

Grant Provider	Form of	Date of Grant (DD/MM/YY)	Amount of Aid in EUR (€)

If AILS State Aid has been received, please tick this box to confirm that the total loan amount does not exceed 1.5 times the amount of 'eligible costs' of the project.

## 3. Credit Checking

MFI will conduct a credit search against the Data held on the Central Credit Register ("CCR") in order to evaluate whether or not you are a suitable candidate for loan finance. For the avoidance of doubt, you agree that MFI or its agents may carry out a credit check with the CCR (or similar credit references databases), where deemed appropriate and using your Data for the purpose of credit assessment.

Under the Credit Reporting Act 2013 lenders are required to provide personal and credit information for Credit Agreements of €500 and above to the Central Credit Register (CCR). This information will be held on the Central Credit Register and may be used by other lenders when making decisions on your credit applications and credit agreements. The Central Credit Register (CCR) is owned and operated by the Central bank of Ireland and for more information please go to <https://www.centralcreditregister.ie/>

Please tick this box to provide us with your consent to collect and retain your personal data for the purpose of a loan with Microfinance Ireland

If you decide to proceed with a loan facility or any other communication with MFI through or in relation to its services, you accept the use by MFI of the data. Where we engage third parties to process the data on our behalf, we will ensure that they do so under contract and within the terms of GDPR.

NOTE: All applicants/partners or, if a private limited company, at least one authorised signatory must sign the Application Form

Signature(s) of Applicant(s)

1.

Date:   /   /

2.

Date:   /   /