

Credit Review Office Borrower Application Form

Form 1: Borrower Facts F1BOFA

Office Use Only:

Case No.: _____

Date Received: _____

Officer: _____

***** THIS IS A SAMPLE FORM FOR INFORMATION ONLY *****
PLEASE SEE WWW.CREDITREVIEW.IE FOR AN APPLICATION FORM ***

PLEASE READ THE FOLLOWING NOTES BEFORE FILLING IN THE APPLICATION FORM.

All applicants must complete Sections 1, 2, 3, 4 and 5.

Farmers must complete sections 1 to 5 AND Appendix A.

Please ensure you have filled in all sections and ticked one box in each section, incomplete applications will be returned.

Enclose the appropriate fee (as indicated in Section 2) in the form of cheque, postal order or bank draft.

Please ensure you have signed and dated the form.

Please sign and date 3 copies of the legal consent (Section 5) and return 2, keeping 1 for your own records.

Gather and include any relevant supporting information.

Send the signed and dated application form and two copies of the Legal Consent together with the appropriate processing fee and supporting documentation by registered post to;

Credit Review Office, The Plaza, East Point Business Park, Dublin 3

Section 1: Borrower Factual Information

1.1. Business Basic Information

This section is to identify the borrower and their contact details

Name of Business applying for the facility:	
Trading Name: (if different)	
Type of Business: (place X in appropriate box)	<input type="checkbox"/> Sole Trader
<i>Place an X in the box which most represents your business</i>	<input type="checkbox"/> General Partnership
	<input type="checkbox"/> Limited Partnership
	<input type="checkbox"/> Limited Business
	<input type="checkbox"/> Farm Enterprise
	(If this box is ticked please fill out Appendix A)
Business Address:	
Nature of Business: Brief description of what the business does	<i>Examples:</i> <ul style="list-style-type: none"> • <i>Ford Dealership – New and used cars sales and service</i> • <i>One man plumbing business</i> • <i>Pub and Undertakers</i>

	<i>Farmers state 'Farm' and go the Appendix A Farm Farm business additional questions to complete details of the enterprise</i>
Website: if any	
Contact Name:	
Job Title:	
Telephone Number:	
Fax Number:	
Email: Please tick here if you would prefer to receive non-confidential correspondence by email	<input type="checkbox"/> Yes <input type="checkbox"/> No

1.2. Business Profile

This section is to give a very high level description of the borrower's business

Year Established:	<i>If not sure of exact date state approximate</i>
Provide brief details of the business's history and ownership; If part of a larger organisation give details of the group structure (provide parent Company details if relevant):	<i>Examples: Family business founded in 1924. Partnership founded 1980 (founding partners all retired – new partners appointed 1999 and 2002).</i>
Number of Employees:	<i>Employees in the business to which this lending appeal applies</i>

Do you trade internationally: <i>Do you export now, or have any intention of exporting in the future.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you already working with any State development agencies, If yes please state name of agency and adviser below:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Agency Name:	
Adviser Name:	

1.3. Business's Key Principal Management

This should refer to key person(s) on whom the business is reliant

	No 1 Principal	No 2 Principal	No 3 Principal
Name:			
Years experience:			
Briefly describe experience:	<i>Describe briefly; • Management experience and • Technical experience on what the business does</i>		

1.4. Bank Information

The bank against which the appeal is being made

Name on Bank Account:	
Bank Name:	
Bank Account Number:	
Bank Branch Name:	
Bank Sort Code:	

Relationship Manager:	
-----------------------	--

1.5. Current lending commitments of the Business

*This refers to any **other** borrowings which the business may have with the bank against which the appeal is being lodged, and/or any other institution. State Nil or enter details of amounts owing.*

Note: this should include personal borrowing for Sole Traders and Farmers

	No. 1 Lending	No. 2 Lending	No. 3 Lending
Lending Institution:	<i>Bank name</i>		
Loan Type:	<i>e.g. Overdraft, term loan, HP, Leasing</i>		
Loan Limit:	€	€	€
Amount Outstanding:	€	€	€
Are all repayments up to date:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

1.6 Collateral Obligations of the Business

This will include any guarantees given on behalf of other borrowers, including any pledges of security; performance bonds in respect of contracts etc. State Nil or enter details of any contingent liabilities.

	No. 1 Obligation	No. 2 Obligation	No. 3 Obligation
Lending Institution:			
Collateral Type:			
Contingent Limit:	€	€	€

1.7 Preferential Creditors: State any amounts outstanding and for how long

State Nil or enter details of the amounts owed and when due

Tax:	€	Months :
VAT:	€	Months:
PAYE/PRSI:	€	Months:
Rates:	€	Months:
Other Preference Creditors:	€	Months:

1.8 Declined Loan Details (the subject of this Credit Review): State amounts requested and for how long

This is where details of the declined/reduced lending being appealed are entered. Enter details in one or more boxes as appropriate

Capital Purchase :	€	Months :
Working Capital:	€	Months:
Restructuring :	€	Months:
Type(s) of Credit Declined:	<input type="checkbox"/> Overdraft <input type="checkbox"/> Term Loan <input type="checkbox"/> Leasing <input type="checkbox"/> Debtor Finance <input type="checkbox"/> Other (please give details)	

1.9 Reasons for request for credit

In Section 1.8 you were asked a high level question on the type of credit you requested. This section seeks more details as to the reasons for the credit request. This question is also used by Mazars in their survey work on SME lending.

Credit Type	Mark an X in one box only
Working capital/cash flow:	<input type="checkbox"/>
Decline in business revenues:	<input type="checkbox"/>
Slow down in debtor collection:	<input type="checkbox"/>
Bad debts increasing:	<input type="checkbox"/>
Increase in supplier costs:	<input type="checkbox"/>
Expansion:	<input type="checkbox"/>
Property related loan:	<input type="checkbox"/>
New business venture:	<input type="checkbox"/>
Other	<input type="checkbox"/>

Section 2: Processing Fee

Each application must be accompanied by the appropriate processing fee. This must be included with your application and may be paid by cheque, postal order or bank draft (made payable to the Credit Review Office)

To calculate the appropriate processing fee, please see the table below for examples.

Original Loan Amount requested from bank and declined or reduced	Up to €100,000 = flat fee of €100 Above €100,000 = divide Original Loan Amount by 1000
Up to €100,000	€100
€123,000	€123
€157,000	€157
€250,000	€250

Payment Amount included

Enter the appropriate fee against the method of payment you chose

Payment method	Amount
Cheque:	€
Bank Draft:	€
Postal Order:	€

Section 3: Eligibility

Please confirm that you meet each criterion. For the credit review to proceed you must meet **all** eligibility criteria.

<p>The business is a Small to Medium Enterprise (SME)¹, farm enterprise or sole trader</p> <p><i>Place an X in the appropriate box which describes your business</i></p>	<input type="checkbox"/> SME <input type="checkbox"/> Sole Trader <input type="checkbox"/> Farm Enterprise
<p>Require a review of a decision by a participating institution to refuse or reduce credit facilities up to €250,000, including applications for restructured credit facilities;</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Your appeal is with one of the participating banks² covered by the NAMA scheme legislation, these are</p> <ul style="list-style-type: none"> - AIB - Anglo Irish Bank - BOI - EBS - Irish Nationwide 	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>Have unsuccessfully appealed the decision through the bank's own internal appeal process</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

¹ SME's are businesses having less than 250 employees, turnover of less than €50,000,000 and/or balance sheet value of less than €43,000,000

² Other non-NAMA banks may voluntarily choose to join this scheme

Section 4: Declaration

I declare that;

I wish to proceed with an appeal to the Credit Review Office on my banks decision to refuse or reduce credit	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have read the eligibility criteria above and confirm that my lending appeal falls within these criteria	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I have to the best of my knowledge and belief answered all questions on this form honestly and correctly	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I will complete the necessary legal consent and waivers to allow the Credit Review Office to review the decision	<input type="checkbox"/> Yes	<input type="checkbox"/> No
I will pay the Credit Review Office's fee for this service	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Signature (Please print form then sign and date)

- *The signatures on this form must be the same as those who signed the Legal Consent form below.*
- *The signatures must be those held on the bank mandate.*

Signed: _____

Date: _____

Next Steps

- Once your application has been received and checked you will receive a notification.
- Your application form will be shared with the bank you have appealed against, for them to agree the facts you have supplied.
- This bank will then complete financial facts on your business. These details will come from your financial and management accounts, and their records,
- The bank will give its opinion on why it has declined the lending.
- In due course you will be sent a copy of the bank financial facts and opinions and you will be asked to agree the financial facts the bank has supplied.
- You will then be asked to complete another form (details of where to download the form will be sent at that time) which is used to gather your opinions on why the loan should have been made. These opinions will be shared with your bank and the Credit Review Office.

Section 5: Legal Consent

Your bank has a duty to keep your information confidential. To enable the credit review to take place you will need to instruct your bank to share information and opinions requested to the Credit Review Office.

- The Legal Consent form is in triplicate.
- It is required to allow the bank to provide information for the Credit Review Office.
- All three copies must be signed.
- Please retain one copy for your own records and forward the other two copies with your application form and processing fee to the Credit Review Office via registered post.

SAMPLE

Legal Consent (Bank Copy)

This is the legal consent form which is to be signed in triplicate, with two signed copies sent with your application and one signed copy (Borrower Copy) retained by you for your own records.

Your bank has a duty to keep your information confidential. To enable the credit review to take place you will need to instruct your bank to share the information and opinions requested to the Credit Review Office.

I/We hereby consent to the disclosure by the Bank to the Credit Reviewer of all details including any relevant personal data and/or confidential materials relating to me/us and my/our application for credit and this credit review application.

I/we further consent for the purposes of S25 of the Defamation Act 2009 to the publication in good faith by the Bank to the Credit Reviewer of any statement or opinion in relation to me/us and my/our application for credit and this credit review application.

Signature (Please print form then sign and date)

- *The signatures on this form must be the same as those who signed the Legal Consent form below.*
- *The signatures must be those held on the bank mandate.*

Signed:

Date:

Legal Consent (Credit Review Office Copy)

I/We hereby consent to the disclosure by the Bank to the Credit Reviewer of all details including any relevant personal data and/or confidential materials relating to me/us and my/our application for credit and this credit review application.

I/we further consent for the purposes of S25 of the Defamation Act 2009 to the publication in good faith by the Bank to the Credit Reviewer of any statement or opinion in relation to me/us and my/our application for credit and this credit review application.

Signature (Please print form then sign and date)

Signed:

Date:

SAMPLE

Legal Consent (Borrower Copy)

I/We hereby consent to the disclosure by the Bank to the Credit Reviewer of all details including any relevant personal data and/or confidential materials relating to me/us and my/our application for credit and this credit review application.

I/we further consent for the purposes of S25 of the Defamation Act 2009 to the publication in good faith by the Bank to the Credit Reviewer of any statement or opinion in relation to me/us and my/our application for credit and this credit review application.

Signature (Please print form then sign and date)

Signed:

Date:

SAMPLE

Appendix A: Farm Business additional questions

Only required if you are a farm business and have indicated this in Section 1.1

A.1 Land

Farm Enterprise(s) Type - List	Total Acres Farmed	Owned	Leased

Acres Rented (conacre - list):	Acres	Rental Cost €	Due Date

A.2 Stock

Livestock on Farm (Main details - List)	Type	Numbers	Value
<i>List type, numbers and value</i>			€
<i>e.g. Beef Herd</i>			€
<i>e.g. Dairy Herd</i>			€
<i>e.g. Suckler cows including cow premium</i>			€
<i>e.g. Other Cattle</i>			€
Livestock saleable in next 3-6 months (List)	Type	Numbers	Value (Expected Proceeds)
<i>List type, numbers and expected proceeds</i>			€
			€
			€
			€
			€

Milk Quota: <i>Litres and monthly expected milk cheque</i>	Litres	Expected Monthly Income €

Tillage on Farm (List):	Acres	Crop

Feedstuffs (List):	Type (tonnes)	Value
		€
		€
		€
		€
		€

A.3 Non-trading Income

	Amount	
Single Farm Payment:	€	
REPS	€	
Other Direct Payments (List): e.g. Area Aid, State Aid		
	€	
	€	
	€	
	€	
	€	
Off-farm income (List):	€	
	€	
	€	
	€	
	€	
Other Assets – Shares, Property etc (List)	€	
	€	
	€	
	€	
	€	
Is a farm waste management grant due:	Amount	Payment Due Date
	€	

A.4 Liabilities

	Amount	Payment Due Date
Merchant Credit \outstanding:	€	
Co-op\Suppliers Outstanding	€	
Mortgage for PDH/Bank	Amount	Annual Repayment
	€	€
Family Dependants:		

A.5 Nature of Problem

Did financial problem begin in 2009 or earlier:		
Estimate of Farm Income:	€	
Full debt repayment cost:	€	Year:
Interest only cost:	€	Year: