



Loan Application Form

**NFRN Credit Union Limited
Bede House
Belmont Business Park
Durham
DH1 1TW**

Phone: 0191 3864365

www.nfrncreditunion.com

Authorised by the Prudential Regulation Authority and Regulated by the Financial Conduct Authority and the Prudential Regulation Authority

Firm Reference No: 436625

COMPLETING YOUR LOAN APPLICATION

The information given in this form, together with any accompanying documents, will help us carry out a credit appraisal.

- ▶ Please type all sections of the form or hand write in black ink and in BLOCK CAPITALS. The applicant should read the declarations and must sign to confirm.
- ▶ If you have any problems in completing the form please ask for assistance from NFRN Credit Union Ltd's Credit Committee. Please call Credit Union Administrator on 0191 3864365 and leave your details. A member of the Committee will call you back. The Committee will also, in due course, notify you of the timescale for the assessment of your application.
- ▶ The information we require in support of your application is detailed below and on page 7. Please enclose all required information with your application. If any information is missing, the application process may be delayed. Additional information may be requested.
- ▶ Please send the completed and signed application form and all required information/documents to NFRN Credit Union Ltd at the address on the front cover.

APPLICATION REQUIREMENTS AND CONDITIONS

Along with a completed application form, you must provide as a minimum:

- A comprehensive up to date business plan covering all aspects of the business or proposed project/venture. Again, assistance can be obtained from the Credit Committee.
- Copies covering at least the latest 6 months of all business bank, personal bank and credit card statements.
- A minimum of two years' trading accounts are required. However, if you have been operating for less than that amount of time, a loan will be considered if you can provide current management accounts covering the life of your business.
- Evidence the business has registered for VAT if the business turnover has or within the next 12 months is expected to reach the current threshold.

Please note:

1. The maximum that can be borrowed varies from time to time and is based upon our capital adequacy and the availability of funds.
2. Loans can be applied for with repayment over 1 to 5 years but this period should match the purpose of the loan.
3. The Interest Rate is usually charged at 1% per month of the declining balance fixed for the duration of the loan - APR 12.7%. The loan can be repaid without penalty at any time.
4. The applicant must have been a member of Credit Union for at least 3 months and have indefinite leave to remain in the UK and the right to work and trade in UK.
5. Loans are permitted to Corporate Members (i.e. Districts and Branches of the NFRN). Our loans are personal loans so members who are directors of a limited company are able to borrow to enable a capital injection to be made into the business.
6. A credit search is carried out on every applicant and a satisfactory explanation required in case of adverse credit history, before consideration will be given to the application.
7. The loan is discretionary and should not be regarded as automatic in any circumstances.
8. Members of Credit Committee constitute the loan panel that meet to assess the applications.
9. The decision to sanction a loan rests with the Board of Directors whose decision will be final. In the event of an application being declined, there is no appeal process and the organisation is unable to enter into any communication, either written or verbal, regarding unsuccessful applications.

Personal Details

Credit Union Membership No

Title First Name Middle Name

Surname Home Address

Town/City County Postcode

Home Tel Work Tel Mobile

E Mail NI Number Date of Birth

Time at Address Owner Rented Shared accommodation

If less than 5 years at the above address the please state previous one/s including how long you have lived there (Continue on a separate sheet if necessary)

Previous Addresses	Time at Address
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Employment History / Last Five Years

Date (From-To)	Employer	Reason for Leaving
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Personal Assets Details

Please provide a list of all assets owned by you (details and value for all). State if jointly owned and give name of joint owners (please continue on a separate sheet if necessary). For house/property please give full address, purchase price and date purchased. For car please mention registration number, make, model and year.

Type of Asset	Details of Asset	Current Value
<input type="text"/>	1 <input type="text"/>	<input type="text"/>
<input type="text"/>	2 <input type="text"/>	<input type="text"/>
<input type="text"/>	3 <input type="text"/>	<input type="text"/>
<input type="text"/>	4 <input type="text"/>	<input type="text"/>
<input type="text"/>	5 <input type="text"/>	<input type="text"/>
<input type="text"/>	6 <input type="text"/>	<input type="text"/>
Total Assets Value		<input type="text"/>

Personal Borrowing

State who borrowing / facility is with, date borrowed and purpose Include overdraft limits (whether utilised or not) mortgages, loans and credit cards etc.

Bank, Building Society, Hire Purchase, Credit Card and other Borrowing	Credit Limit	Currently Outstanding
	Total Borrowing	

Income and Expenditure / Applicant only

	Monthly Income	Monthly Expenditure
Salary/Business Drawing		
Benefits		
Others		
Mortgage		
Rent		
Council Tax incl. Water		
Rate Rates and Utilities		
General household Expenses		
Totals		
Total Income less Total Expenditure		-

Have you ever been subject to formal insolvency proceedings e.g. Bankruptcy, Trust deed, IVA or other credit arrangements in respect of arrears on repayments of funds owed? If yes please provide the details and explanation below: Yes No

Do you owe any arrears of VAT, National Insurance or Income Tax? Yes No
If yes please provide the details and explanation below:

Existing Business Details

Business Type Sole Trader Partnership Business Start Date
 Limited Company Social Ent Company Reg. Number

If VAT Registered please provide Date of Registration VAT No

For a partnership please supply names and addresses of the partners (If more than two please add on a blank sheet)

Partner 1	<input type="text"/>	Partner 2	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
City + Postcode	<input type="text"/>	City + Postcode	<input type="text"/>
Contact No	<input type="text"/>	Contact No	<input type="text"/>
Business Name	<input type="text"/>	Tel No	<input type="text"/>
Address	<input type="text"/>	Fax No	<input type="text"/>
City	<input type="text"/>	Mobile No	<input type="text"/>
County	<input type="text"/>	E Mail	<input type="text"/>
Post Code	<input type="text"/>	Website	<input type="text"/>

Type of Business Premises Owner Rented Home Based Other

Please list below details of all business assets including property

Type of Asset	Details of Asset	Current Value
<input type="text"/>	1 <input type="text"/>	<input type="text"/>
<input type="text"/>	2 <input type="text"/>	<input type="text"/>
<input type="text"/>	3 <input type="text"/>	<input type="text"/>
<input type="text"/>	4 <input type="text"/>	<input type="text"/>
Total Assets Value		<input type="text"/>

Current Business Borrowing

Bank, Building Society, Hire Purchase, Credit Card and other Borrowing	Credit Limit	Currently Outstanding
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Borrowing		<input type="text"/>

Borrowing Requirements

Amount of Loan Requested Period of Loan

Purpose of the Loan	Amount
Please give full details of what the loan is required to finance. List fittings and attach quotations. Provide estimates for labour. If the loan is for stock building then provide a pro-forma invoice/s.	
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
Total project cost	<input type="text"/>

REFERENCES

You must provide details of 2 referees that we can contact, one should be your home or business landlord (or a trade supplier if you have no landlord), and the other should be a personal referee.

Name	Name
Address	Address
Town/City	Town/City
Postcode	Postcode
Tel No.	Tel No.
Email	Email
Capacity in which known	Capacity in which known

Declaration - please sign below to confirm you have read and understood the following

I hereby declare that the foregoing statements are correct to the best of my knowledge and belief, that I have not been adjudicated bankrupt, nor made any composition with my creditors or no judgment exists against me and that I will accept the conditions upon which NFRN Credit Union Ltd is prepared to give any loan and understand that any false information given could result in repayment of the monies paid to me in full immediately or prosecution.

I authorise NFRN Credit Union Ltd to make a search with a credit reference agency, and to keep a record of that search and share that information with other parties if necessary. I also authorise NFRN Credit Union Ltd to make enquiries about the other interested parties in the business with a credit reference agency, and to request any references deemed necessary.

I confirm that I am not involved or in any way connected with any illegal activity.

I further declare that the loan which is the subject of this application will be used solely for the purpose stated above and proof will be supplied to confirm the spend.

I understand the loan is discretionary and should not be regarded as automatic in any circumstances.

I understand that if I do not make the loan repayments as and when they are due that NFRN Credit Union Ltd will take legal action to recover the money.

DATA PROTECTION

All details will be held in accordance with the Data Protection Act 1998. All personal data collected by NFRN Credit Union Ltd is used for administrative purposes and is processed on the NFRN Credit Union Ltd client management system. This information is kept confidential at all times.

Date

Signature

Print Name

Supporting documents enclosed as ticked on right-hand side

- Business Plan if the business is under 6 months old or a professional Business Appraisal
- Cash-flow forecasts and/or Profit & Loss forecasts for a minimum of 2 years
- Copies of BUSINESS Bank Statements covering the last 6 months
- Copies of PERSONAL Bank Statements covering the last 6 months
- Copies of CREDIT CARD Statements covering the last 6 months
- Last 2 years' trading accounts or financial management accounts
- Copy of Passport (certified)
- Copy of utility bill with home address less than three months old (Not a mobile phone bill)
- Copy of current years Rates Bill with home address
- Copy of current years Rates Bill with business address
- Copy of VAT registration certificate (if registered)
- References (2 required)

For Office Use Only		
FOR ADMINISTRATOR		
Date Application Received		by
All supporting documents received (Y/N)?		
If No - Missing items requested from member:		
Application documents complete - application forwarded to Credit Committee on		by
Reply received from Credit Committee on		by
If agreed - Loan offer letter and agreement form sent to member on		by
Member accepts offer (Y/N)?	on	by
Application signed off on		by
FOR CREDIT COMMITTEE		
Shares held £	Outstanding Loan £	Availability of funds
Loan approved/not approved (Y/N)?	Amount £	Period
Confirmation on behalf of the Credit Committee that this loan has been determined		
Signature	Print Name	Date

The following quotations illustrate the cost of borrowing £10,000 over periods of between one and five years. The interest rate of 1% per month on the declining balance equates to 12.7% APR.

29/05/2014			
<u>LOAN QUOTATIONS</u>			
<hr/>			
Quotation No:	1		
Amount Borrowed:	10000.00	Interest rate:	1.000
Length of agreement:	12 months	Interest charged:	556.24
Amount of repayment:	879.69		
Date loan to be granted:	01/07/2014	Date of first repayment:	30/07/2014
<hr/>			
Quotation No:	2		
Amount Borrowed:	10000.00	Interest rate:	1.000
Length of agreement:	24 months	Interest charged:	1185.67
Amount of repayment:	466.07		
Date loan to be granted:	01/07/2014	Date of first repayment:	30/07/2014
<hr/>			
Quotation No:	3		
Amount Borrowed:	10000.00	Interest rate:	1.000
Length of agreement:	36 months	Interest charged:	1838.59
Amount of repayment:	328.85		
Date loan to be granted:	01/07/2014	Date of first repayment:	30/07/2014
<hr/>			
Quotation No:	4		
Amount Borrowed:	10000.00	Interest rate:	1.000
Length of agreement:	48 months	Interest charged:	2514.80
Amount of repayment:	260.73		
Date loan to be granted:	01/07/2014	Date of first repayment:	30/07/2014
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Quotation No:	5		
Amount Borrowed:	10000.00	Interest rate:	1.000
Length of agreement:	60 months	Interest charged:	3214.14
Amount of repayment:	220.24		
Date loan to be granted:	01/07/2014	Date of first repayment:	30/07/2014
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Please note that the above figures are for guidance only and assume that the required number of payments have been made before the first interest calculation takes place.			