



Covid-19 Credit Guarantee Scheme Borrower Application Form

In order to apply under the Scheme, this form must be completed and returned with your loan documentation

We recommend that you read the Information Section below before completing this form as it contains important details relating to the Scheme and the application process

Information

The Covid-19 Credit Guarantee Scheme (the “**Scheme**”) is provided by the Government through the Minister for Enterprise, Trade and Employment¹ to facilitate lending to Micro², Small³ and Medium-sized Enterprises⁴ (together, “**SMEs**”)⁵ adversely impacted by Covid-19. sectors of SMEs can avail of the Scheme, including Primary Producers – Agriculture⁶.

The Scheme enables a borrower to access credit which would not otherwise have been available to it. The borrower contributes to the cost of the Scheme by paying a premium on the credit advanced, which in turn is passed on to the Minister for Enterprise, Trade and Employment by the finance provider. This premium is separate from and is in addition to the cost of the credit advanced.

The premium charged to a borrower under the Scheme is required to be paid under the European Commission’s Temporary Framework for State aid Measures to Support the Economy in the Current Covid-19 outbreak⁷, (the “**Temporary Framework**”). The premium rate that will apply will depend on the size of the business and the length of time for which the credit is being advanced, as per the tables below:

SMEs	Duration of Credit	1 year	2 year	3 year	4 year	5 year	5 ½ year
	Rate %	0.15	0.26	0.29	0.50	0.61	0.68

Small Mid-Caps	Duration of Credit	1 year	2 year	3 year	4 year	5 year	5 ½ year
	Rate %	0.30	0.63	0.73	1.19	1.40	1.55

¹

² An enterprise which (i) employs less than 10 persons and (ii) whose annual turnover and/or balance sheet total does not exceed €2 million.

³ An enterprise which (i) employs less than 50 persons and (ii) whose annual turnover and/or balance sheet total does not exceed €10 million.

⁴ An enterprise which (i) employs less than 250 persons and (ii) whose annual turnover does not exceed €50 million and/or whose annual balance sheet total does not exceed €43 million.

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⁶ A person engaged in the production, rearing or growing of primary products including harvesting, milking and farmed animal production prior to slaughter. It also includes fishing and the harvesting of wild products.

⁷ Temporary Framework for State aid measures to support the economy in the current COVID-19 outbreak, OJ C 91I, 20.3.2020, p. 1–9, as last amended by Third amendment to the Temporary Framework for State aid measures to support the economy in the current COVID-19 outbreak, OJ C 218, 2.7.2020, p. 3–8.

The Minister for Enterprise, Trade and Employment is providing a guarantee to the finance provider to facilitate the provision of credit under the Scheme, but the borrower remains responsible for the full repayment of the credit advanced. In the event of a default on the terms of the finance agreement (for example failing to make repayments of principal, interest or the premium), the finance provider is entitled to seek to recover the full amount of the credit that remains outstanding.

This application form gathers information to establish if you are eligible to apply for a Scheme backed finance agreement. It contains mandatory binding declarations regarding eligibility for the Scheme. If a false or misleading declaration is made, or if false or misleading information is provided with this application, it may lead to a demand for repayment of the credit advanced under the Scheme by the finance provider.

All declarations made and business plans and documentation provided may be audited by the European Commission and other bodies as part of periodic audits of European support schemes. Further details shall be set out in the terms of any finance agreement granted to a borrower under the Scheme.

Maximum Credit Amount

The amount of credit that can be obtained by a borrower under the Scheme, (whether under one or more finance agreements), is subject to the Scheme rules and the Temporary Framework as well as the finance provider's own lending limits. The maximum amount of credit that is permitted to be advanced to a borrower under the Scheme cannot exceed the higher of:

- I. double the borrower's annual wage bill (including social charges as well as the cost of personnel working on the borrower's site but formally in the payroll of subcontractors) for 2019, or for the last year available. In the case of a borrower created on or after 1 January 2019, the maximum loan must not exceed the estimated annual wage bill for the first two years in operation; or
- II. 25% of the borrower's total turnover in 2019; or
- III. in limited cases and with appropriate justification, the amount of the loan may exceed the ceilings in (I) and (II) above to cover the liquidity needs of the borrower from the moment of granting for the coming 18 months for SMEs and for the coming 12 months for Small Mid-Caps. The liquidity needs should be established through self-certification by the borrower; or
- IV. €1 million (or, if applicable, the amount specified in footnote 15).

You will need to provide certain documents to the finance provider as part of this application process to determine the maximum credit amount which you are entitled to receive. These requirements vary, but are likely to include: -

- Management accounts *or* in limited circumstances, business current accounts (see footnote 15)
- Business plan
- Historic accounts

Completion of this application form is not a guarantee of credit approval. Approval of credit under the Scheme is at the discretion of the finance provider.

Note: For many borrowers approaching their existing finance provider for a small amount of credit, the process may be automated and may therefore not require the same level of documentation as would be required for larger amounts of credit.

Covid-19 Credit Guarantee Scheme

Borrower Application Form

BORROWER DETAILS

Borrower Name *

Year of Establishment *

Borrower Legal form⁸ *

Company Registration or Other Identification Number⁹ *

Address Line 1 *

Is the Borrower a Primary Producer¹⁰ *

Yes

☐

No

☐

Address Line 2 *

Address Line 3

Eircode¹¹ *

County *

Country

Appointed Contact Name *

Contact Telephone Number *

Contact Email Address *

* Mandatory fields

⁸ Choose among: Sole Trader, Partnership, Limited Liability Partnership (LLP), Private Limited Company (LTD), Public Limited Company (PLC), Charity, Trust, Not for Profit, Club, or Other to best describe your business's legal form.

⁹ Provide one of either: Company Registration Number, VAT Registration Number, Tax Identification Number or Dept. of Agriculture Number e.g CRO XXXX or VAT XXXXX or Herd XXXX

¹⁰ A person engaged in the production, rearing or growing of primary products including harvesting, milking and farmed animal production prior to slaughter. It also includes fishing and the harvesting of wild products.

¹¹ Go to the Eircode finder <https://finder.eircode.ie> to find your Eircode.

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BUSINESS DETAILS

Sector *

Annual Turnover (or Group if applicable)¹³ *

Number of Employees at present *

Sector (NACE Code)¹² *

Annual Balance Sheet Total (or Group if applicable)¹⁴ *

Forecast Number of Employees after the loan *

DETERMINING MAXIMUM CREDIT AMOUNT

Annual Turnover for 2019¹⁵ *

Purpose of the Credit¹⁷ *

Annual Wage Bill for 2019 (OR last year available)¹⁶ *

Nature of the Credit¹⁸ *

* Mandatory fields

¹² NACE codes are commonly used within the EU to classify business activities for statistical purposes. Please select the NACE code that best reflects the primary activity of the business. Alternatively the credit union will assist you with this. https://sbci.gov.ie/uploads/banners/Covid19-CGS-NACE-codes_04.11.20.pdf

¹³ Based on latest Audited or Management Accounts available, or estimated if carrying on business for less than 12 months.

¹⁴ Based on latest Audited or Management Accounts available, or estimated if carrying on business for less than 12 months.

¹⁵ Based on 2019 Audited or Management Accounts (**NOTE:** If available, 2019 Audited or Management Accounts **must** be submitted with this form). Please note that an exemption from producing audited or management accounts is available to Micro Enterprises, Sole Traders and/or Primary Producers where the credit amount which will be advanced is equal to or less than €250,000. The Annual Turnover for 2019 may instead be based on bank/credit union statements for the Borrower's business current accounts, which **must** be submitted with this form.

¹⁶ Based on latest Audited or Management Accounts available (**NOTE:** If available, latest Audited or Management Accounts **must** be submitted with this form). If borrower was created on or after 1 January 2019, please **instead insert estimated** annual wage bill for the first two years in operation.

¹⁷ Choose from: Working Capital purposes or Investment purposes. If for Investment purposes, please also specify whether for: Purchase of Equipment; New Product or Process; Fit-out of Premises or Other Investment purposes.

¹⁸ Choose from: Debt transferred from another Lender/refinance of Covid-19 expenses or New debt related to Covid-19. Please note that the ability to refinance existing debt is limited under this Scheme and a borrower cannot arbitrarily terminate an existing loan agreement in order to refinance a loan under this Scheme.

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Borrower Application Form

BORROWER DECLARATIONS

The undersigned is/are duly authorised to submit this application form on behalf of the Borrower and by signing this form certifies and declares as follows:

1. Data Protection Declaration

I/We acknowledge that I/we have read and understood the following processes governing the use of my/our personal data in relation to my/our application to access credit under the **COVID-19 Credit Guarantee Scheme**.

I/We acknowledge that Blanchardstown and District Credit Union Limited (the “Finance Provider”), the Minister for Enterprise, Trade and Employment (the “Minister”) acting by the the Department of Enterprise, Trade and Employment the Strategic Banking Corporation of Ireland (being the Operator of the Scheme) (the “Operator”) and the Department of Agriculture, Food and the Marine (“DAFM”) will process my personal data in relation to my application for credit under the Scheme. This processing will include taking up references about me and my business, sharing information and documents about me and my business and contacting me by letter, telephone or e-mail where it is necessary for the operation of the Scheme. This may also include processing my personal data for the purposes of preventing fraud or other abuses of the Scheme.

I/We understand that the lawful bases for the processing or “use” of my/our personal data under the [General Data Protection Regulation](#) (the “GDPR”) by the Minister as a data controller and each of the Operator and DAFM as data processors are [Art. 6\(1\)\(e\) – Public Interest or Official Authority](#): Data processing is lawful where it is necessary for a task carried out in the public interest or in the exercise of an official authority (in this case the functions of each of the Minister, the Operator and DAFM), and [Art. 6\(1\)\(c\) – Legal obligation](#): Data processing is lawful where it is necessary for compliance with a legal obligation.

I/We understand that the lawful bases under the GDPR for the processing of my/our personal data by the Finance Provider as a data controller are Art. (6)(1)(b) – *Contract Performance*: Data processing is lawful where it is necessary for performance of a contract and Art. 6(1)(c) – *Legal obligation: Data processing is lawful where it is necessary for compliance with a legal obligation*.

For the avoidance of doubt, the Minister and the Finance Provider are separate independent data controllers.

Further information about this processing and your privacy rights can be viewed by clicking on the Data Protection Statements below:

Finance Provider [\[Data Protection Statement\]](#);

Department of Enterprise, Trade and Employment [\[Data Protection Statement\]](#);

Strategic Banking Corporation of Ireland [Data Protection Statement](#); and

Department of Agriculture, Food and the Marine [\[Data Protection Statement\]](#).

In the event that this application is successful, and I/we avail of the product from the Finance Provider, I/we (hereafter referred to as the “Borrower”) acknowledge that the Finance Provider will be authorised to disclose all relevant details, information or documentation (including personal data) relating to all facilities made available by the Finance Provider to the Borrower (note that this includes the facilities which are the subject of this application and in addition, if it becomes necessary to demand repayment such facilities, other facilities which the Borrower may have with the

Finance Provider) or any security held relating thereto, to (i) the Minister, (ii) the Operator, (iii) DAFM, (iv) the employees, contractors, sub-contractors, auditors and professional advisors of the Finance Provider, the Minister, the Operator and DAFM and (v) any other persons or bodies having a legal right or duty to receive same ((i), (ii), (iii), (iv) and (v) may be together referred to in the subsequent 'Qualifying Finance Agreement/ Offer Letter' as the "Recipient") for the purposes of audit and research by the Recipient and as may be necessary to give effect to the terms of and for the proper operation of the Scheme.

2. Details of Previous Aid Received

The Scheme has been notified to the European Commission on the basis that the credit to be provided falls within the parameters set down in the Temporary Framework. Member States are required to have a mechanism to track such aid and to ensure that the combined amount of aid received by any one beneficiary under the Temporary Framework in the form of guarantees on loans, (and/or subsidised interest rates granted in respect of the same loans), does not exceed the specified thresholds. Please provide details of all other aid which has been previously been granted to the Borrower (or Group if applicable) under either (i) this Scheme or (ii) pursuant to the Temporary Framework from any public agencies such as the County Enterprise Boards, Enterprise Ireland, Microfinance Ireland or others. It should be noted that a false declaration by a borrower resulting in the relevant thresholds being exceeded could later give rise to the aid being recovered with interest.

- (i) Has the Borrower (company, group or individual) previously availed of credit under either (i) this Scheme from a finance provider or (ii) pursuant to the Temporary Framework from any other public agency?

Yes

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No

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- (ii) If you answered YES to question (i) above, set out below the amount(s) of credit previously received, together with the name(s) of the corresponding finance provider(s) or other public agency.

Covid-19 Credit Guarantee Scheme

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WARNING
• When aggregated, the total amount of credit which may be advanced to a borrower under any aid measure designed to conform with the Temporary Framework (including this Scheme) must not exceed the higher of the three limits set out in paragraphs I, II and III on page 2 of this application form. • When aggregated, the total amount of credit which may be advanced to a borrower under this Scheme (whether from one or more finance providers) must not exceed the higher of the three limits set out in paragraphs I, II and III on page 2 of this application form, and notwithstanding the foregoing, is further subject to an overall cap of €1 million per borrower (or, if applicable, the amount specified in footnote 15).

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Please complete the boxes:

3. Borrower details

The Borrower is operating in Ireland and is (select one):

(i) an SME

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4. Financial Condition of Borrower:

(i) There has been or the Borrower believes there will be a reduction in the Borrower's turnover or its profitability by a minimum of 15% as a direct result of the Covid-19;

and

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(ii) the Borrower expects, or believes that it has a reasonable prospect of returning to viability post Covid-19.

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5. Borrower Not in Financial Difficulty

Where the Borrower is a **Micro Enterprise** or a **Small Enterprise**:

As at 31 December 2019 the Borrower:

- was not subject to a collective insolvency procedure under its domestic law;
and
- has not received rescue aid, or alternatively, if rescue aid was received, such rescue aid has since been repaid;
and
- has not received restructuring aid, or alternatively, if any restructuring aid was received, it is no longer subject to a restructuring arrangement.

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OR

Where the Borrower is a **Medium Enterprise** or a **Small Mid-Cap**:

As at 31 December 2019, the Borrower was not in financial difficulty.¹⁹

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¹⁹ "Financial difficulty" as defined in Article 2(18) of the Commission Regulation (EU) No 651/2014 of 17 June 2014 declaring certain categories of aid compatible with the internal market in application of Articles 107 and 108 of the Treaty, OJ L 187 of 26.6.2014, p. 1, and includes companies for which:

- as a result of accumulated losses, 50% or more of the Borrower's subscribed share capital (for limited liability companies) has disappeared due to the deduction of those accumulated losses from its reserves), or 50% or more of the share capital as shown in the company's accounts (for companies where at least some members have unlimited liability for the debt of the company) has disappeared; or
- the Borrower was subject to, or fulfilled the criteria under its domestic law for being placed into collective insolvency proceedings; or
- the Borrower had received rescue aid (which had not been repaid); or
- the Borrower had received restructuring aid (and remained subject to a restructuring arrangement); or
- in the case of *Small Mid-Caps only*, for the past two years:

PRINT NAME

SIGNATURE _____

DATE / /

PRINT NAME

SIGNATURE _____

DATE / /

WARNING – Receipt of State aid in contravention of the conditions specified in the Finance Agreement will constitute an event of default by the borrower. Please take care to ensure accuracy in completion of this form.
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- the Borrower's book debt to equity ratio had exceeded 7.5; and
 - the Borrower's EBITDA interest coverage ratio had been below 1.0.