

BUSINESS LOAN SCHEME APPLICATION FORM

Please state funding scheme you are applying:

Business Support Fund Vanilla Scheme Fund Agricultural Development Fund Sustainable Export Fund

Please tick below statement most relevant to your business name:

I have a business name and registered with Ministry of Justice

I have a business name, however, I am not registered with Ministry of Justice

I don't have a business name is not registered with Ministry of Justice

I am a Sole Trader In Partnership I have a Company Other: _____

Personal Details

Full Name	Location: Village / Island
Home Phone:	Mobile Phone:
Your Email Address:	
Other Contact Info (Family member here in Rarotonga)	Gender MALE: ___ FEMALE: ___
Your Relationship to you: (e.g Sister / brother):	Are you working? Yes <input type="radio"/> No <input type="radio"/>
Your family member's mobile/contact:	Part-time ___ or Full-time ___
Age: Tick one group 16-20 <input type="radio"/> 21-30 <input type="radio"/> 31-40 <input type="radio"/> 41-50 <input type="radio"/> 51-60 <input type="radio"/> 70+ <input type="radio"/>	Who do you work for? Name of Company:

Business Details

Business Name (If you have one)	Work Phone/Mobile:	Location (Business)
RMD#:	CINSF# (Superannuation Fund):	No. of Staff
Is this a new business venture? Yes <input type="radio"/> No <input type="radio"/>	Is this an existing business? Yes <input type="radio"/> No <input type="radio"/>	Are you an existing client of BTIB? Yes <input type="radio"/> No <input type="radio"/>
Have you been in business before? Yes <input type="radio"/> No <input type="radio"/>	Is your business expanding? Yes <input type="radio"/> No <input type="radio"/>	Website information:
Facebook Page: _____		Instagram name:

Type of Industry: Agriculture Entertainment Hospitality Fisheries Retail
Food & Beverage Transport Tourism Building Arts & Crafts Other: _____

Business Background Information

Tell us what is your current situation or some background about your business?

How much is the loan for? \$ _____

What is this loan for?

Tell us about your business idea - what are you selling (PRODUCTS) or offering as a service?

Where will you sell these? _____

Customer Type: Who are your main customers?

What makes your product or service unique? Tell us any features and benefits that is unique in the market

What will you give (contribute) to this new / existing business? Money, office, equipment, tools or other

What experience do you have in business?

How will you promote or market your business?

Tick here if you would like BTIB to help promote your business: (Choose an option)

Yes, I/We are ready No Thank You, maybe later I need help to set this up

Financial Situation

List your assets (vehicle, equipment etc)

_____	\$ _____
_____	\$ _____
_____	\$ _____

List all your liabilities – money owed, mortgage debt or other debts per month

_____	\$ _____
_____	\$ _____
_____	\$ _____

List items or materials you need for this business loan – if there are too many, provide a detailed quote or invoice

_____	\$ _____
_____	\$ _____
_____	\$ _____

How would you repay this business loan? Do you have a back-up plan?

What Training or assistance do you need to help you get started? (Tick one or as many)

How to create a new Facebook page	<input type="radio"/>	Facebook Tips & Tricks	<input type="radio"/>
Book-keeping & Cash Handling	<input type="radio"/>	Sales & Marketing	<input type="radio"/>
Taxes – All you need to know	<input type="radio"/>	Labelling & Packaging	<input type="radio"/>



Other: _____

APPLICANT:

By submitting this application, I _____ (the Applicant) am certifying that the application in this document is accurate and true. I am fully responsible for all payment amounts due in repayment of my loan. I authorise BTIB to access the local credit agency for the purpose of related credit related information.

Applicant's Full Name: _____ Date: _____

Signature: _____

GUARANTOR:

I _____ (the Guarantor) am certifying that the application in this document is accurate and true. I am fully responsible in the event that the applicant above is unable to service this loan, I accept the remaining liability and will arrange to have it serviced.

Guarantor's Full Name: _____ Date: _____

Guarantor's Email Address: _____

Signature: _____

Where there is a second Guarantor required, please complete the Guarantor's Form. Please also sign below:

GUARANTOR:

I _____ (the Guarantor) am certifying that the application in this document is accurate and true. I am fully responsible in the event that the applicant above is unable to service this loan, I accept the remaining liability and will arrange to have it serviced.

Guarantor's Full Name: _____ Date: _____

Guarantor's Email Address: _____

Signature: _____

Business Application Fund Loan Checklist

1. Complete your Application Form (fill in as much detail)
 - a. Signed and dated
2. Invoices and/or Quotes – must have supplier name
3. Guarantor Letter
4. Basic Business plan
5. Your Passport & Driver's License
6. Guarantors Passport & Driver's License
 - a. Guarantor's Policy
7. Basic Sales Forecast Worksheet

If you are an existing business

1. Provide a Bank Statement for the last 3 months
 - a. Your bank can help you with this
2. Cashflow Worksheet (BTIB can provide you with one)

If you have a part-time job or full-time employment

- Pay Slips for the last 4 weeks

OFFICE USE ONLY

BUSINESS REGISTRATION COMPLETED: YES / NO **CINSF#:** _____ **RMD#:** _____

NAME OF RECEIVING STAFF: _____

DATE APPLIED: _____ **DATE SUBMITTED:** _____