

# CREDIT UNION LOAN APPLICATION FORM

## TO BE USED FOR NON-CONSUMER LOANS



**Please read these notes carefully before filling out this form.**

Please answer all questions on the form. Write NONE where appropriate. In order to enable the Credit Committee or Credit Officer to deal promptly with your application, the questions should be answered as fully as possible. Please note in accordance with the registered rules of the credit union no loan shall be made to a member who is under the age of eighteen and neither is nor has been married unless an indemnity is provided by the member's parent or guardian or by a person approved by the board of directors. ***This loan application does not relate to the purchase of property or land.***

**To: People First Credit Union Limited.**

Registered Name of: Company/Organisation/Club Name/Sole Trader/Partnership etc.:

\_\_\_\_\_

Registered address: \_\_\_\_\_ \*Eircode: \_\_\_\_\_

CRO Number: \_\_\_\_\_

Other Registered Number: \_\_\_\_\_

Tax Number: \_\_\_\_\_

Phone No.: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Names of Authorised Signatories:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Identifiers required for the purpose of the CCR:**

- Sole Trader: PPSN (Irish)/Tax reference number (abroad)
- Legal Entity (inc. Registered Charity): CRO Number
- Partnership: CRO number (i.e. business registration number)
- Club/association/group: Tax reference number where one exists

**Note: Identification & Personal Details are needed for all Beneficial Owners of the entity, i.e. those who own a 25% shareholding interest in the entity or otherwise exercise control over the management of the entity.**

**Beneficial Owner 1 Details** Name: \_\_\_\_\_

Address: \_\_\_\_\_ \*Eircode: \_\_\_\_\_

Phone No.: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Occupation: \_\_\_\_\_

% Ownership: \_\_\_\_\_ Director of this company?: Yes  No

**Beneficial Owner 2 Details** Name: \_\_\_\_\_

Address: \_\_\_\_\_ \*Eircode: \_\_\_\_\_

Phone No.: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Occupation: \_\_\_\_\_

% Ownership: \_\_\_\_\_ Director of this company?: Yes  No

**Beneficial Owner 3 Details** Name: \_\_\_\_\_

Address: \_\_\_\_\_ \*Eircode: \_\_\_\_\_

Phone No.: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Occupation: \_\_\_\_\_

% Ownership: \_\_\_\_\_ Director of this company?: Yes  No

**NOTICE: Under the Credit Reporting Act 2013 lenders are required to provide personal and credit information for credit applications and credit agreements of €500 and above to the Central Credit Register. 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 is owned and operated by the Central Bank of Ireland. For more information see [www.centralcreditregister.ie](http://www.centralcreditregister.ie).**

**I hereby apply for a loan** of € \_\_\_\_\_ for a period of \_\_\_\_\_ weeks/months/years **(delete whichever does not apply)** for the following purpose: \_\_\_\_\_

I propose to repay this loan by instalments of not less than € \_\_\_\_\_ plus interest/including interest **(delete whichever does not apply)** in the following manner, by instalments that are weekly/ fortnightly/monthly/other (please specify \_\_\_\_\_) as will be secured by any attached shares and deposits held as security, the lien that the credit union has over all shares and deposits in my account, and any other agreed security.

Is a Guarantor required as part of this loan application?

If so please ask that they make contact with the Credit Union to ensure that they complete a guarantee agreement.

Other Security to be offered: \_\_\_\_\_

#### ACCOUNT DETAILS

Share Balance: € \_\_\_\_\_ Existing loan balance (if any): \_\_\_\_\_

Deposit Balance (if any): € \_\_\_\_\_ Amount applied for: € \_\_\_\_\_

New total loan balance: € \_\_\_\_\_

#### Purpose of the Account:

We confirm that the account is for the use and benefit of the Group/Society/Company Yes  No

If you answered No above, please specify the beneficial owner of the account

Authorised Signatory: \_\_\_\_\_ Authorised Signatory: \_\_\_\_\_

#### BUSINESS PLAN AND FINANCIAL PROJECTIONS REQUIRED FOR BUSINESS LOANS

Where a credit union is considering granting a commercial loan, a comprehensive business plan and detailed financial projections (supported by evidence based assumptions), appropriate for the scale and complexity of the loan, should be provided and in place before granting the relevant loan. This should enable the credit union to ensure that they are satisfied that the borrowing business has the capacity to generate sufficient income to repay the commercial loan.

A comprehensive business plan should include the following at a minimum:

- an executive summary;
- a company description;
- market analysis;
- current sector/market position;
- staffing and operations; and
- financial projections including;
- key assumptions;
- profit and loss accounts;
- balance sheets; and
- cash flow projections for 3 years.

#### PLEASE ATTACH TO THIS APPLICATION:

1. **Business Plan and Financial Projections**
2. **Most recent Constitution of Company**
3. **Most recent Audited Financial Statements**
4. **Most recent Tax Clearance Certificate**
5. **Extract of Minutes of Board/Executive Meeting at which it was decided to apply to a loan on behalf of the Company.**

## LIST OF OTHER BORROWING

Please now list all other debts you currently have with any other credit union, bank or loan agency either as borrower, or guarantor. The statements made herein are made for the purpose of obtaining the loan, by signing this form you are declaring that they are true to the best of your knowledge and belief.

List all debts, such as loans, including car loans, hire purchase instalments, banks, overdrafts, visa / access / credit cards, furniture accounts, etc.):

<b>Borrowings</b>	<b>Financial Institution</b>	<b>Amount Outstanding</b>	<b>Monthly Repayments</b>
Mortgage	_____	_____	_____
Personal Loan	_____	_____	_____
Overdraft	_____	_____	_____
Credit & Other Cards	_____	_____	_____
Tax Liability	_____	_____	_____
Other Debt	_____	_____	_____

**WARNING: IF YOU DO NOT MEET THE REPAYMENTS ON YOUR CREDIT AGREEMENT, YOUR ACCOUNT WILL GO INTO ARREARS. THIS MAY AFFECT YOUR CREDIT RATING, WHICH MAY LIMIT YOUR ABILITY TO ACCESS CREDIT IN THE FUTURE.**

**WARNING: YOUR HOME IS AT RISK IF YOU DO NOT KEEP UP PAYMENTS ON A MORTGAGE OR ANY OTHER LOAN SECURED ON IT.**

## INFORMATION ON HOW WE USE YOUR PERSONAL DATA

*Where there are multiple loan applicants - this page should be copied and signed by each party to the loan.*

**Who we are: People First Credit union (“The Credit Union”)**

**Address: James Fintan Lalor Avenue, Portlaoise, Co Laois**

**Contact in respect of Data Protection: Emma Sinnott**

This notice is to provide you with information in respect of the processing of your personal data (as defined in the Data Protection Acts, 1988 and 2003 (the “DPA”) by the Credit Union in relation to your application for a loan from us and to the subsequent administration of your loan. You also have a right under Section 71 of the Credit Union Act, 1997 as amended, subject to exceptions listed in the Section, that any information that concerns an account or transaction of yours with the Credit Union may not be disclosed by the Credit Union without your consent.

### **What data is processed?**

The Credit Union will collect and process personal data to include your name(s), contact details, date of birth, PPSN (in the case where a loan application or agreement is reportable to the Central Credit Register) account number, and any other information provided by you in the application form and any other information relating to you which is held by the Credit Union.

### **The purposes of processing your personal data in respect of your loan:**

The Credit Union will use your personal data to assist it in carrying out the following:

- Assessing your loan application and determining your creditworthiness for a loan.
- Verifying the information provided by you in the application.
- Where applicable, to facilitate the provision of loan protection insurance.

- Conducting credit searches and making submissions to Irish Credit Bureau and the Central Credit Register.
- Administering the loan, including where necessary, to take steps to recover the loan or enforce any security taken as part of the loan.
- We may use credit scoring techniques and other automated decision making systems to either partially or fully assess your application.
- Meeting legal and compliance obligations and requirements under the Rules of the Credit Union.
- Providing updates on our services by way of directly marketing to you.

### **Retention**

The Credit Union is sometimes obliged to retain your personal data. Where your data is retained it will be kept in accordance with the Credit Union’s Retention Policy. Please contact the Credit Union should you wish to receive a copy of same.

### **Security**

The Credit Union is obliged under the DPA to have certain security measures in place in order to protect your personal data. The Credit Union has taken the necessary measures to have those security measures in place.

### **Disclosure of personal data to third parties**

#### **Agents/Subcontractors**

The Credit Union in carrying out its functions, may require the expertise or assistance of a third party contractor or agent. The necessary contracts ensuring the protection of your personal data will be entered into.

A condition of a credit agreement between the credit union and a borrower is that the borrower agrees that the credit union may use the data supplied for the purpose of credit checking. Consequently, where a borrower enters a credit agreement with the credit union, details of the borrower's performance in complying with the terms of the agreement are input to the ICB "credit file" database, which may be accessed by all member institutions of the ICB. Each time an individual applies for credit with an ICB member, that ICB member will access the ICB's credit file to ascertain the individual's performance under any previous credit agreements with other ICB members.

**For the member:**

*I consent to and authorise the credit union to process and retain data provided by me in respect of this application, and to record details of any transaction relating to a loan or other credit which may result from this loan application with the ICB for a period of 5 years from the expiry date of the credit agreement.*

*I acknowledge that the credit union and/or the ICB are permitted to disclose any material misstatement of fact contained in the application to its members and relevant bodies. I consent to any such application being processed, recorded and retained by ICB.*

**Signature of applicant:**

\_\_\_\_\_

Date (DD/MM/YYYY): \_\_\_\_\_

**The Member(s) has the right to access personal data held about them by the ICB and to correct any inaccuracies in such data. More information can be found at [www.icb.ie](http://www.icb.ie)**

**The Central Credit Register (CCR)**

The CCR is a credit referencing agency which is operated by the Central Bank of Ireland. Unlike the ICB, the Credit Union is obliged to make certain submissions to the CCR in respect of personal and credit information about you under the Credit Reporting Act 2013. The member has certain rights in respect of the CCR. Please see [centralcreditregister.ie](http://centralcreditregister.ie) for more information.

**Insurance**

We act as an intermediary with ECCU Assurance DAC (ECCU) in respect of Loan Protection Insurance (LPT). In order to administer this service we will pass your details to ECCU. This may include sensitive personal data such as data about your health. You will be provided with an opportunity at a later date to consent to the transfer of any sensitive data from us to ECCU as your specific consent is required in that regard.

**Savings Protection Scheme**

We are affiliated to the Irish League of Credit Unions (ILCU) and have the benefit of being a member of the ILCU Savings Protection Scheme (SPS). We may

disclose information in your application or in respect of any account or transaction of yours from the date of your original consent to authorised officers or employees of the Irish League of Credit Unions for the purpose of fulfilling requirements under the SPS.

**Debt Recovery**

In the unfortunate case of having to recover this loan or enforce any security taken, certain personal and financial details may be passed to our solicitor, debt collection agent or private investigator to assist with same.

**Audit**

The Credit Union is required to engage both internal and external auditors. Auditors may require access to certain personal data in performing their function.

**Your Rights**

Please note that you have the right **to access** personal data held about you by the credit union and **to correct** any inaccuracies in such data. If you wish to avail of either of these rights, please contact us at Emma Sinnott at People First Credit Union Limited.

**Receive obligatory notices by email**

There are certain notices that credit unions are obliged to provide from time to time. Please provide your email address if you would like to receive these obligatory, non-marketing communications by email (for example the AGM notice). This will assist the Credit Union in reducing its carbon foot print and will also reduce costs.

**Email address:**

\_\_\_\_\_

**The credit union maintains the right to contact members by such means as best available to it in relation to a non-performing loan or outstanding debt to the credit union, including by text or email.**

**Keeping you informed: Direct Marketing**

To improve our service to you, from time to time, the Credit Union would like to inform you of goods, services, competitions and or/ promotional offers available from the Credit Union. The Credit Union may use different means when sending such marketing communications. Please indicate your consent or otherwise to being marketed using the below methods.

	<b>Yes</b>	<b>No</b>
Post:	<input type="checkbox"/>	<input type="checkbox"/>
Email:	<input type="checkbox"/>	<input type="checkbox"/>
Text:	<input type="checkbox"/>	<input type="checkbox"/>
Landline call:	<input type="checkbox"/>	<input type="checkbox"/>
Mobile call:	<input type="checkbox"/>	<input type="checkbox"/>

**Signature of applicant:**

\_\_\_\_\_

Date (DD/MM/YYYY): \_\_\_\_\_

## DECLARATION OF BORROWERS

To be completed by the Authorised Signatories.

**I/We hereby confirm that I/We have reviewed this application and the details provided by me/us are true to the best of my/our knowledge and belief.**

**I/We confirm that I/We have the authority to make this loan application on behalf of the Company.**

Signature of Authorised Signatory 1: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature of Authorised Signatory 1: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature of Authorised Signatory 1: \_\_\_\_\_

Print Name: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

### FOR OFFICE USE ONLY

**Loan considered by: Loans Officer/Credit Committee/Special Committee/Board of Directors**  
*(delete whichever does not apply)*

On \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_  
we approved the loan of € \_\_\_\_\_  
for \_\_\_\_\_

'Member' (subject to the following conditions):  
\_\_\_\_\_  
\_\_\_\_\_

Total loan approved: € \_\_\_\_\_  
Less RPI cancellation amount (if any): € \_\_\_\_\_  
Plus RPI Premium (if any): \_\_\_\_\_

**Approved by Credit Committee:**  
*(Signatures of Credit Committee)*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Approved by Special Committee** *(Signature of Chairman):*  
\_\_\_\_\_

**Approved by Board of Directors** *(Signature of Chairman):*

\_\_\_\_\_

**Approved by Credit Officer** *(Signature of Credit Officer):*

\_\_\_\_\_

**Name of Guarantor/Parent/Guardian:**

Mr./Ms./Mrs. \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Dated:** \_\_\_\_\_

**Entered in minutes of:**

**Credit Committee    Special Committee    Board**  
*(delete whichever does not apply)*

**Any other comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Entered in record book:** \_\_\_\_\_