

CBILS FACT FIND

To allow us to process your request as soon as possible, please give some thought to the following information we will need. **You can complete this form by typing directly into the form fields using Adobe Acrobat Reader.** If you don't have this software [you can download it for free here](#). When this is completed, please send it via email to your commercial or private banker who will review the information provided and discuss the application with you. If you have any queries, or are having any problems completing this form, please contact your commercial or private banker. NOTE: If you need more space to answer any questions, please use a separate document and send it to us with this form.

A brief update on the performance of your business prior to the onset of the virus

Any internal information showing the 12-month performance of your business prior to the impact of coronavirus (e.g. management accounts or audited accounts for 2019)

The impact of coronavirus on your business and a summary of the actions you've already taken, or are considering, to mitigate the impact

The set of forecasts which you've used to estimate your total cash requirement over the next 12 months and the amount of borrowing you're seeking

Any key assumptions or risk factors which may impact the above

Any schedules of hire purchase or third-party finance commitments (including current balances, repayment commitment details and expiry dates)

The extent to which you've explored other areas of funding or government support

We will base your business performance in 2021 and 2022 on your performance prior to the onset of coronavirus. Please outline any longer-term impacts which may mean this is not appropriate



CORONAVIRUS BUSINESS INTERRUPTION LOAN SCHEME APPLICATION FORM

Applicant Sections

You can complete this form by typing directly into the form fields using Adobe Acrobat Reader. If you don't have this software [you can download it for free here](#). Once completed please email the form to your commercial or private banker. If you have any queries, or are having any problems completing this form, please contact your commercial or private banker.

How we will use your information

Before continuing with this application, please read the information below which explains how we and others will use your personal and financial information during this application process. When we use and share personal and financial information, we do so on the basis that we have a legitimate interest to prevent fraud and money laundering, to manage our risk and to protect our business, and to comply with laws that apply to us (including verifying your identity and assessing the suitability of our products).

For full details about how we use the personal and financial information of our clients, please see our full privacy notice at www.coutts.com/privacy.

Who we are

The organisation responsible for processing your personal and financial information is Coutts & Co, a member of The Royal Bank of Scotland Group plc.

1. Business details

Business name

Trading name (if different)

Business type/Legal status

Sole Trader Partnership Limited Liability Partnership

Private Limited Company Public Limited Company Other

Company registration number (if applicable)

Business/Trading address line 1

Business/Trading address line 2

Business/Trading address line 3

Business/Trading address line 4 OR overseas country

Postcode

Business activity

Please describe the business activity of the business applying for the facility. **Please be as specific as possible** as this description will be used as part of an eligibility check.

What is the current annual turnover of your business? (Based on the latest (within 12 months) management or statutory accounts. Where the borrower is a business within a larger holding, the aggregated turnover for the whole Group should be used. Turnover should also be aggregated with any other businesses, regardless of legal status, which are controlled by the entity which also controls the business making the Coronavirus Business Interruption Loan Scheme application). (If a start-up, state forecast turnover).

On what date did your business commence trading? (If a start-up, on what date will the business commence trading?)

If you bought an existing business/franchise, the start date is when the existing business was started.

We confirm that as at the date of this application our headcount (based on FTE) is:

Less than 250 employees 250 employees or more

Do any Private Equity or Venture Capital investors own 50% or more of your shares or voting rights?

Yes No

2. About the facility

What is the value of the facility being applied for?

(Min £50,001 but no more than £5m to include fees added.)

Over how long do you want to repay the facility?

(Including any initial capital repayment holiday?) (Max. 6 years.)

years months

Purpose of facility

What will the facility be used for?

Have you (or any part of your wider group) accessed or are in the process of applying for any other CBILS, Bounce Back Loan Scheme (BBLs), Coronavirus Large Business Interruption Loan Scheme (CLBILS) or COVID Corporate Financing Facility (CCFF) borrowing? Also, include any borrowing to other businesses where shareholders have a controlling interest both in the CBILS applicant and one or more other businesses.

Yes No

If Yes, please advise the amount of borrowing:

	Accessed	Applied for
CBILS	<input type="text"/>	<input type="text"/>
BBLs	<input type="text"/>	<input type="text"/>
CLBILS	<input type="text"/>	<input type="text"/>
CCFF	<input type="text"/>	<input type="text"/>

3. How we will use and share your information

Credit reference and fraud prevention agencies

We may request information about you/your business and the proprietors of that business from credit reference agencies to help verify your identity, and to check your credit status to help assess what product you are most suitable for and/or your ability to repay any credit. Those agencies may keep a record of our request(s) and this may affect your ability to obtain credit elsewhere.

While you have a relationship with us, we will continue to share information with credit reference agencies about how you manage your account including your account balance, the regularity of payments being made, credit limits and any arrears or default in making payments. This information will be made available to other organisations.

When assessing this application, we may consider any financial connections you have with third parties (for example from any joint accounts or joint mortgage you hold/have held). If this is a joint application then a new financial connection may be created. Any financial connection will remain on your record until you request the third party's information to be removed from your record by filing a "notice of disassociation" with the credit reference agencies.

However, for this application you may choose to be treated as financially independent of any person (except another party to this application). If you do, by signing this application you declare that you believe that the finances of any individual(s) with whom you remain financially connected will not affect our decision and agree that we may check your declaration. We may decline this application if we find that your declaration is inaccurate.

If you wish to be treated as financially independent for this application, please place a cross in this box.

Further information about credit reference agencies, how they use personal information, and financial connections and how they may be ended, can be obtained from the credit reference agencies. The main agencies we use are Experian (www.experian.co.uk/crain), Equifax (www.equifax.co.uk/crain) and Callcredit (www.callcredit.co.uk/crain). We may use other agencies from time to time. For more information about the agencies we use, see Section 11 of our main privacy notice (Credit reference and fraud prevention agencies).

Application decisions may be taken based on solely automated checks of information from credit reference agencies and internal The Royal Bank of Scotland Group plc records. You have rights in relation to automated decision making. If you want to know more please see our full privacy notice at www.coutts.com/privacy or contact your Commercial Banker.

In order to prevent and detect fraud and/or money laundering, the information provided in this application may be checked with fraud prevention agencies. If fraud is identified or suspected details may be recorded with these agencies to prevent fraud and money laundering.

If we, or a fraud prevention agency, determine that you pose a fraud or money laundering risk, we may refuse to provide the services and financing to you.

When credit reference and fraud prevention agencies process your information, they do so on the basis that they have a legitimate interest in preventing fraud and money laundering, to protect their business and to comply with laws that apply to them.

With other The Royal Bank of Scotland Group plc companies

We and other The Royal Bank of Scotland Group plc companies worldwide will use the information you supply in this application (and any information we or other The Royal Bank of Scotland Group plc companies may already hold about you) in connection with processing your application and assess your suitability for our products.

If your application is declined we will normally keep your information for up to 5 years, but we may keep it for longer if required by us or other The Royal Bank of Scotland Group plc companies in order to comply with legal and regulatory requirements.

We and other The Royal Bank of Scotland Group plc companies may use your information in order to improve the relevance of our products and marketing.

With other third parties

The information provided in this application may be used for compliance with legal and regulatory screening requirements, including confirming your eligibility to hold a UK bank account and sanctions screening.

We may be required to disclose certain information to regulators, government bodies and similar organisations around the world, including the name, address, tax number, account number(s), total gross amount of interest paid or credited to the account and the balance or value of the account(s) of our customers to HM Revenue and Customs ("HMRC"). HMRC may exchange this information with other countries' tax authorities.

4. Confirming your agreement

By continuing with this application, you confirm that you have read and understood how we may use your information in the ways described above and are happy to proceed.

5. Marketing information

The Royal Bank of Scotland Group plc would like to keep you informed by letter, phone, email and text message about products, services and offers that we believe may be of interest to you.

If you do not wish us to contact you for these purposes, please place a cross in this box.

The Royal Bank of Scotland Group plc will not share your information with third parties for their own marketing purposes.

6. Communications about your account

Notwithstanding your marketing choices above, we will contact you with information relevant to the operation and maintenance of your account by a variety of means including online banking, mobile banking, email, text message, post and/or telephone.

7. Declaration and signature(s)

I/We understand that even though the UK government is providing a guarantee to the Lender in connection with my/our loan, I/we remain responsible to the Lender, for the Loan and, in the event that I/we default on the terms of the loan (for example, by failing to make the specific repayments), the Lender is entitled to seek to recover the full amount outstanding from me/us.

I/We give my/our permission to Coutts & Co (the Lender) and the UK government to:

- make any enquiries about my/our facility application
- take up references about me/us and my/our business
- give information to each other about me/us and my/our business
- give information to any official involved in running or monitoring the Coronavirus Business Interruption Loan Scheme. I/We confirm to the Lender and the UK government that:
- all the answers I/we have given here are true and accurate
- I/we have not left any information out
- information in all other documents I/we may have given you is true and accurate

The provision by the Secretary of State for Business, Energy and Industrial Strategy (BEIS) of a Coronavirus Business Interruption Loan scheme guarantee does not imply any endorsement or warranty of the Lender from BEIS or the UK government.

Client signature	Client signature
Please print name	Please print name
Position held	Position held
Date <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>	Date <input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
Telephone number	Telephone number

8. Data Protection and Disclosure Declaration

I

acknowledge in relation to the Coronavirus Business Interruption Loan Scheme (“CBILS”) application of

that personal data shall be used in the following ways:

(1) being communicated to each of:

- (i) the Secretary of State for Business, Energy and Industrial Strategy its agents and auditors (the “Guarantor”)
- (ii) the British Business Bank plc, any affiliate of the British Business Bank plc and any of their advisers, agents or contractors including professional advisers and consultants, auditors and advisers carrying out due diligence;
- (iii) processing agents, fund managers, delivery partners and companies providing services to the British Business Bank and its affiliates; and
- (iv) government departments and Devolved Administrations (including but not limited to the National Audit Office, Office for National Statistics, HM Treasury and the Department for Business, Energy and Industrial Strategy) and other politicians or government members (i.e. ministers). (the “Guarantor Relevant Parties”);

(2) being used by the Guarantor and any Guarantor Relevant Parties:

- (i) for analytical and administrative purposes (including to keep a record of the types of borrowers and/or applicants applying for a Coronavirus Business Interruption (“CBILS”) Scheme facility);
- (ii) to contact me in connection with the CBILS Scheme;
- (iii) to make enquiries about my / our CBILS application;
- (iv) to take up references about me and the business;
- (v) to give information about me and the business to any other party referred to in paragraph (1) above or to any official involved in running or monitoring the CBILS Scheme; and
- (vi) to evaluate the effectiveness of the CBILS Scheme; and

(3) (if a scheme facility is made available to

by the Lender), being retained by the relevant recipient for a minimum of ten (10) years after the initial drawdown date of such scheme facility:

and otherwise being used in accordance with the British Business Bank Privacy Notice found at <https://www.british-business-bank.co.uk/privacy-notice/>.

I acknowledge that I have the right to request that any personal data held by or on behalf of any of the parties referred to in paragraph (1) above, be verified, amended, deleted or otherwise modified. I acknowledge whilst I have the right to make such requests, the personal data may continue to be used as necessary to administer the Coronavirus Business Interruption Loan Scheme. I acknowledge that any such requests made by me should be addressed to British Business Financial Services Limited acting as Agent for the Guarantor at the following address, or such other address as may be notified to me by the Lender from time to time:

The British Business Bank, Steel City House, West Street, Sheffield S1 2GQ.

Email: DataProtection@british-business-bank.co.uk.

I acknowledge that I may lodge a complaint with the Information Commissioner if I consider that my rights under (i) the Data Protection Act 2018, (ii) the Privacy and Electronic Communications (EC Directive) Regulations 2003 (SI 2003/2426), (iii) any other United Kingdom or European Union laws (with direct effect) relating to processing of personal data and privacy or (iv) any laws or guidance that replaces them (including the European Union’s General Data Protection Regulation (Regulation (EU) 2016/679)) have been infringed as a result of the processing of Personal Data by the parties referred to in paragraph (1) above.

I confirm that I have authority to enter into this declaration on behalf of

and have provided notice of data processing details to relevant individuals.

Signature	Signature
Please print name	Please print name
Position held	Position held
Date <input type="text" value="D D M M Y Y Y Y"/>	Date <input type="text" value="D D M M Y Y Y Y"/>

To be signed by each person who is required to sign the Lender’s Scheme Facility Letter in respect of this CLBIS application.

The Coronavirus Business Interruption Loan Scheme is managed by the British Business Bank on behalf of, and with the financial backing of, the Secretary of State for Business, Energy and Industrial Strategy (BEIS).

LEGAL INFORMATION

Coutts & Co. Registered in England no. 36695. Registered office: 440 Strand, London, WC2R 0QS.
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority
and the Prudential Regulation Authority.

This information does not constitute financial, investment or professional advice or an offer, recommendation or solicitation to buy or sell any financial instrument, product or service. The value of investments, and the income from them, can go down as well as up; you may not recover the amount of your original investment.

The Coronavirus Business Interruption Loan Scheme (CBILS) is managed by the British Business Bank on behalf of, and with the financial backing of the Secretary of State for Business, Energy and Industrial Strategy (BEIS). British Business Bank plc is wholly owned by HM Government and is not authorised or regulated by the Prudential Regulation Authority (PRA) or the Financial Conduct Authority (FCA). Full details on CBILS and the list of participating CBILS lenders can be found on the British Business Bank website at: www.british-business-bank.co.uk/CBILS

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