



SUPPORTING LARGE AND MID-SIZED BUSINESSES THROUGH THE CORONAVIRUS OUTBREAK

Coronavirus Large Business Interruption Loan Scheme

Coutts

CONTENTS

05

Helping you protect your business during the
coronavirus crisis

06

Introducing the Coronavirus Large Business
Interruption Loan Scheme (CLBILS)

08

How to apply for CLBILS

11

CLBILS Application Form

HELPING YOU PROTECT YOUR BUSINESS DURING THE CORONAVIRUS CRISIS

We're in unprecedented times, with the impacts of the coronavirus wide-ranging. We want to reassure you that we're here to help your business when you need us most and we're continuing to make sure we have the right support in place.

This pack outlines the support available under the Coronavirus Large Business Interruption Loan Scheme (CLBILS). But for the most up to date information, please visit our dedicated [online hub](#).



INTRODUCING THE CORONAVIRUS LARGE BUSINESS INTERRUPTION LOAN SCHEME (CLBILS)

What is CLBILS?

CLBILS is a government-backed scheme that provides financial support to large and mid-sized businesses that are losing revenues or experiencing cashflow pressures because of the coronavirus. Coutts is an accredited provider of the scheme.

The UK government provides banks with a guarantee for 80% of the loan, but the borrower remains liable for 100% of the outstanding debt.

You can find more information at the [British Business Bank website](#).

Security may be required. Over 18s only. Business use only. Subject to status. Exclusions may apply.

ANY PROPERTY OR ASSET USED AS SECURITY MAY BE REPOSSESSED OR FORFEITED IF YOU DO NOT KEEP UP REPAYMENTS ON ANY DEBT SECURED ON IT.

A SUMMARY OF CLBILS

What is it?	The scheme is designed to support mid-sized and larger UK businesses who are suffering disruption to their cashflow due to lost or deferred revenues during the COVID-19 outbreak.
Which businesses can apply?	UK-based businesses with group turnover of more than £45 million per annum. The business must have confirmed they have been impacted by coronavirus and be considered a viable business. The scheme is not available to businesses who have already received financial support from the Bank of England's COVID Corporate Financing Facility.
Which sectors are eligible?	Almost all business sectors can apply for CLBILS, but the following are excluded: <ul style="list-style-type: none"> • a credit institution, building society or insurance company • an individual other than a sole trader or a partner acting on behalf of a partnership • an organisation classified as public sector by the Office for National Statistics • a state-funded primary or secondary school.
Which Coutts products are available through CLBILS?	CLBILS will be offered as a term loan, linked to the Coutts base rate and in sterling only.
How much could I borrow?	CLBILS supported loans are available for businesses with turnover over £45 million. The amount of the loan should be based upon your liquidity needs for the next 12 months. The maximum amount we will lend is £50 million.
How long do I have to pay the loan back?	CLBILS loans are available for terms of three months up to three years and include a standard 12-month capital repayment holiday. This means you don't have to pay off any of the loan over the first year, although you do still pay the interest during that period. More capital will be outstanding for longer, so you'll pay more interest over the full term than if you didn't take the capital repayment holiday. But you can make extra capital repayments to reduce the overall interest costs.
What will it cost?	Pricing will reflect the economic benefit of the government guarantee for 80% of the loan amount.
How long will CLBILS remain available?	CLBILS will remain available until 20th October 2020. This period may be extended by the government at their discretion. The government has indicated that there is no maximum cap set for total lending to be supported through the new scheme. Therefore, there is no immediate need to approach lenders if finance is not needed in the short term.

HOW TO APPLY FOR CLBILS

Are you eligible to apply?

To be eligible for support via CLBILS, your business must be:

- UK-based, with group turnover of over £45 million
- have been directly impacted by coronavirus
- have not used the Bank of England's COVID Corporate Financing Facility (CCFF)
- have been trading successfully before the coronavirus outbreak and be considered viable over the longer term

My business turnover is less than £45 million. Can I get any support?

Businesses with a turnover of less than £45 million may be eligible for the equivalent government scheme for smaller enterprises – the Coronavirus Business Interruption Loan Scheme (CBILS). [Coutts is also an accredited provider of that initiative.](#)

For more information please visit the [British Business Bank website](#) or our dedicated [online hub](#).

How to apply for CLBILS

Please complete the relevant forms which are:

- an application form to provide further details about your business and the funding you need (Section 1-7 of the application form in this document)
- a data disclosure agreement to grant permission for us to share your information with the British Business Bank (Section 8 of the application form in this document)

Returning the forms

Here are the options for signing the documents and returning them to us:

- 1) Complete the documentation 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](#).
- 2) Scan or take a photograph of the completed documentation, which you've 'wet ink' signed.

Once complete send the document to your banker via our secure messaging service within Coutts Online ([details of how to do this can be found here](#)).

Alternatively, if you're not registered for Coutts Online, please email it to your banker.

If you're unable to sign via these methods, please contact your Commercial Banker

Next steps

After receiving your application, your commercial banker will get in touch to talk through next steps. As part of this, you will ultimately need to provide:

- a financial forecast covering a minimum 12-month period which includes full details of the underlying assumptions applied to estimate your total cash requirement and amount you're seeking to borrow
- a summary of the actions you've already taken, or are considering, to mitigate the coronavirus impact, and details of the extent to which you've explored other areas of funding or government support
- if available, a copy of your business plan or strategy formed in response to coronavirus

You will also need to complete an undertaking in difficulty declaration form.

If you have any questions or would like to discuss this further, please contact your commercial banker.



CORONAVIRUS LARGE 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 banker via our secure messaging service within Coutts Online (details of how to do this can be [found here](#)). Alternatively, if you're not registered for Coutts Online, please email it to your 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 NatWest Group plc.

Need help completing this application form?

Please contact your commercial banker.

Coutts

1. Business details

Business name

Trading name (if different)

Business type/Legal status

Sole Trader	<input type="checkbox"/>	Partnership	<input type="checkbox"/>	Limited Liability Partnership	<input type="checkbox"/>
Private Limited Company	<input type="checkbox"/>	Public Limited Company	<input type="checkbox"/>	Other	<input type="checkbox"/>

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.

Impact of coronavirus

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

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 Large 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) (DD/MM/YY)

2. About the facility

What is the value of the facility being applied for? (Min £50,001 to include fees added.)

Over how long do you want the facility to be structured? (Including any initial capital repayment holiday.) (Max 3 years.)

years months

Purpose of facility

What will the facility be used for?

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 here** (Credit reference and fraud prevention agencies).

Application decisions may be taken based on solely automated checks of information from credit reference agencies and internal NatWest 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 NatWest Group plc companies

We and other NatWest Group plc companies worldwide will use the information you supply in this application (and any information we or other NatWest 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 NatWest Group plc companies in order to comply with legal and regulatory requirements.

We and other NatWest 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

NatWest 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.

NatWest 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 Large 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 CLBILS 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	Date
Telephone number	Telephone number

8. Data Protection and Disclosure Declaration

I

acknowledge in relation to the Coronavirus Large Business Interruption Loan Scheme (“CLBILS”) 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 Large Business Interruption (“CLBILS”) Scheme facility);
- (ii) to contact me in connection with the CLBILS scheme;
- (iii) to make enquiries about my/our CLBILS 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 CLBILS scheme; and
- (vi) to evaluate the effectiveness of the CLBILS 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 Large 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

Name of the business making the CLBILS application
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and have provided notice of data processing details to relevant individuals.

Signature	Signature
Please print name	Please print name
Position held	Position held
Date	Date

To be signed by each person who is required to sign the Lender's Scheme Facility Letter in respect of the CLBILS application of

Name of the business making the CLBILS application
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The Coronavirus Large 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 Large Business Interruption Loan Scheme (CLBILS) 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). Full details on CLBILS and the list of participating CLBILS lenders can be found on the British Business Bank website: www.british-business-bank.co.uk

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