



Bank of St. Helena Ltd.

[www.sainthelenabank.com](http://www.sainthelenabank.com)

# **Business Loan Application**

# **Limited Company**

## **FINANCIAL SUPPORT FOR YOUNG**

## **ENTREPRENEURS**



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[Bank of St Helena Ltd](http://www.sainthelenabank.com)

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Established and regulated under the Financial Services Ordinance, 2008, the Financial Services Regulations, 2017 and the Company Ordinance, 2004



# TERMS AND CONDITIONS

## September 2024

### 1 General

- 1.1 These Terms & Conditions apply to Financial Support for Young Entrepreneurs facilities.

In these Terms & Conditions:

- 'Applicant' and 'Borrower' shall be construed in the plural in the case of joint applications.
- 'Facility' shall be construed as any form of Financial Support for Young Entrepreneurs applied for, whether it is a loan or overdraft facility.

- 1.2 These terms and conditions form part of the contract between the Bank and the borrower.

### 2 Eligibility

- 2.1 Any business that meets the following criteria is eligible to apply for financial assistance:

- Be aged 18 – 25 years
- Be setting up business for the first time
- Be sole owner of the business or in partnership with another young entrepreneur who also meets the criteria above
- Is registered by the Companies Registrar of St. Helena if the businesses legal form is that of a company
- Is registered with the Commissioner of Income Tax on St Helena
- Has a current business account with the Bank of St. Helena Ltd

- 2.2 Applications from inward investors will be considered, providing that the request is for working capital only.

- 2.3 The applicant must also provide proof that if the funds are for the purchase of assets, the assets will be for use within St Helena only.

### 3 Application

- 3.1 Every application must be made on the Bank's standard Financial Support for Young Entrepreneurs application form, which must be completed in full and signed by the applicant or an authorised signatory, in which case Power of Attorney forms will need to be submitted.

- 3.2 The purpose of the facility must be clearly stated within the application form and the loan funds must be used for the purpose for which it was approved.

- 3.3 All applications must be supported by a business plan, a minimum of three years cash flow forecasts and projected financial statements for the same period.

### 4 Qualification

- 4.1 The applicant agrees that the Bank may take whatever steps it considers necessary to satisfy itself as to the creditworthiness of the applicant, and the applicant agrees to provide the Bank with whatever additional information it considers necessary in order to assess the application. The applicant may withdraw this consent at any time before an application is approved, whereupon the application will be deemed to have been withdrawn.

- 4.2 The Bank reserves the right to decline applications at its sole discretion, without the requirement to provide a reason for doing so.

- 4.3 Applicants should not assume that meeting the requirements laid out in these Terms and Conditions automatically means approval of their application.

Further analysis of the supporting data will be carried out to ensure the creditworthiness of the business and its ability to afford the repayment of the facility.

### 5 Conditions of approval

- 5.1 Approval of a facility will be communicated by way of letter, email or telephone. Any additional or varied conditions will be clearly stated in a formal letter.

- 5.2 To accept the facility offer, the applicant must sign and have witnessed in duplicate the facility letter.

- 5.3 Joint borrowers and guarantors are all responsible for ensuring that the facility is repaid and all conditions of the facility letter are met without default.

- 5.4 The borrower undertakes not to borrow further sums from any other source without the consent of the Bank whilst any amount of the facility remains outstanding.

- 5.5 The applicant will be required to prove ownership of any asset which is to be provided to the Bank as collateral.

- 5.6 The applicant will be expected to sign (where applicable) an acceptance form/schedule giving the Bank permission to inform the Licencing Officers at the Customer Service Centre and/or the Insurance Office of their interest in the asset being held as security for the duration of the proposed facility.

- 5.7 If the facility is not utilised within six months of the approval date it will become void.

### 6 Facility period

- 6.1 All facilities will be for a specified period of time which:

- will not exceed the estimated useful life of the collateral taken by the Bank as security.
- will be the repayment period determined by the Bank, not to exceed 5 years.

### 7 Interest rates

- 7.1 Interest will be calculated using the Bank's Base Rate, plus a margin that is set by the Bank depending on the type of facility, amount and repayment period.

- 7.2 By accepting the facility, the borrower authorises the Bank to vary the interest rate, whether occasioned by a change to the Base Rate or for other published reasons.

### 8 Repayments

- 8.1 All loan repayments will be automatically debited from an agreed BoSH Business Account on the same date each month, commencing one month from the date of signing the facility letter except in the case of deferred loans.

- 8.2 In the case of Deferred Business Loans, monthly repayments will not commence from the nominated business account until the agreed deferral period is complete. The deferred interest calculated as part of the approved loan amount will be debited on a monthly basis. Once the deferral period is complete, monthly repayments will automatically be debited from the agreed account on the same date each month of which the Facility Letter was signed.

- 8.3 The borrower must ensure that sufficient funds exist in the account to meet the scheduled monthly repayments.

- 8.4 Should there be insufficient funds in the Business Account, the repayment will still be made and an unauthorised overdraft will be created. The Bank will then attempt to contact the borrower to advise of this unauthorised overdraft and request that it is cleared immediately. The account holder will be unable to draw cash or make payments from the Business Account until



this overdraft has been cleared. Unauthorised overdrafts are deemed an event of default and will attract additional charges and/or interest at a higher rate.

- 8.5 All overdraft facilities must be repaid in full on or prior to the agreed expiry date of the facility.
- 8.6 The Bank reserves the right of set-off, i.e. the Bank may move money from other accounts held by you, jointly or personally, without notice, to repay an unauthorised overdraft and the overdraft interest thereon.
- 8.7 All repayments will be for a specific amount as calculated by the Bank in order to fully repay the facility, plus interest, by the agreed completion date.
- 8.8 Lump sum repayments are permitted but must be confirmed by the borrower in writing. By making lump sum payments this reduces the term of the facility. Lump sum repayments are applied to the facility at the next repayment date.

## 9 Disbursement

### Secured Facilities

- 9.1 Where facilities are for the purchase of specific items (capital assets/materials/labour) all disbursements under the facility letter will be made directly to the supplier.
- 9.2 All requests to disburse funds under a facility letter must be supported by a sales invoice.

### Unsecured Facilities

- 9.3 Upon approval of an unsecured facility, the Bank will notify the borrower. Once the facility letter has been signed, the agreed amount will be paid into the borrower's nominated account. The borrower need not supply documentation for the purchases made.
- 9.4 Where facilities are approved for agriculture purposes, all disbursements under the facility will be made directly to the suppliers/provider. All requests to disburse funds must be supported by a sales invoice.

### Overdrafts

- 9.5 Upon approval of an overdraft facility the Bank will notify the borrower. Once the facility letter has been signed, the agreed overdraft limit will be placed on the borrower's account. The borrower need not supply documentation for the purchases made, but must demonstrate that all business transactions are operated through this designated account.

## 10 Events of Default

- 10.1 The events that would cause a facility to be considered 'In Default' will be notified to the borrower in the facility letter.
- 10.2 In the case of an event of default, action (which may include legal action) will be taken to obtain payment and/or to take ownership of the assets held as security.
- 10.3 Any event of default will affect your credit rating with the Bank and subsequent lending applications.

## 11 Insurance

- 11.1 Appropriate insurance must be maintained over any assets held as security by the Bank for the period of the facility. Such insurance is to be evidenced by the submission of an annual insurance certificate to the BOSB.
- 11.2 Non-submission of appropriate and up-to-date insurance certification is deemed an event of default and will attract additional charges. Where loan funds have been approved to purchase an asset from overseas,

appropriate insurance must be obtained to ensure that the asset being purchased is adequately insured during the delivery to St. Helena; copy of this insurance must be submitted to the Bank.

- 11.3 Where loan funds have been approved to purchase an asset from overseas, appropriate insurance must be obtained to ensure that the asset being purchased is adequately insured during the delivery to St. Helena; copy of this insurance must be submitted to the Bank.

## 12 Fees

- 12.1 Applicants will be subject to the following fees:
- Application fee – Payable upon submission of your application form
  - Administration fee – Payable on the date of signing your Facility letter
- 12.2 Applicants can be subjected to the following additional fees:
- Valuation fee – If a valuation of the asset being offered as security is necessary, a valuation fee will be charged
  - Reminder Letter fees – in the event of default, a reminder letter will be sent and the applicable fee will automatically be debited from your Bank Account.
  - Cancellation fee – if the lending approval process is completed and you notify the Bank that the facility is no longer required; the applicable fee will automatically be debited from your Bank Account.

## 13 Other conditions

- 13.1 The borrower is required to maintain proper books of accounts of the business, (to include a Trading, Profit & Loss Account and/or Income Expenditure Account, a Balance Sheet and Depreciation Schedule). Accounts must be audited where applicable and made available to the Bank for review annually and on demand.
- 13.2 The applicant may use the services of third parties to assist in completing the application forms and required supporting data. However, the accuracy and completeness of the application remains the sole responsibility of the applicant.
- 13.3 The Bank reserves the right to monitor the use of funds by the borrower in order to evaluate compliance with the provisions of the facility agreement and as such will carry out site visits from time to time. Notice will be given to the borrower prior to any site visits being undertaken.
- 13.4 If the asset/s held by the Bank as security is sold, the Bank must be informed of the sale and the borrower must either:
- settle the outstanding loan balance immediately: or
  - provide alternative security of a value sufficient to secure the outstanding loan balance
- If neither option is feasible, the Bank will seize the asset from the new owner and sell it.

## 14 Amendment

- 14.1 The Bank reserves the right to revise these terms and conditions at its sole discretion, at any time, without notice. Revisions will apply to new and existing borrowers. Existing borrowers will be informed of any material changes.

### General Advice to Borrowers

**Bank of St. Helena attempts to establish that facilities it makes are affordable to the borrower. However, the Bank recognises that circumstances may change unexpectedly. In the event that a borrower is likely to be unable to meet the repayments on a facility s/he should contact the Bank as soon as possible to discuss the situation, preferably before any payments are missed, so that a satisfactory solution can be agreed.**

# A GUIDE FOR APPLICANTS

## Updated March 2022

Bank of St. Helena has a flexible package of loans available for businesses.

Appropriate borrowing can allow a business to seize opportunities and grow, but inappropriate borrowing can cause a business to fail. When assessing an application for a loan the bank aims to ensure that the business does not take on debt that it cannot manage to repay and that all documentation provided demonstrates methodical preparation and realistic targets. The information required allows the bank to form its judgement on whether this is the case.

**Any event of default, including your account becoming overdrawn due to insufficient funds being left to cover your loan repayments, will affect your credit rating with the Bank and subsequent loan applications.**

### 1 Application Format

All applications for commercial lending must be made in writing, on the appropriate Bank of St Helena Ltd, Business Loan Application form. An application and supporting documents can be faxed or emailed but must be signed by authorised signatories, appropriate to the legal form of the borrower.

The Application Form should be accompanied by Company Documentation (where applicable) and Tax Registration Certificate.

Please note that these requirements apply for all loan and overdraft facilities excluding Short Term Contract Finance.

### 2 Business Plan Requirements

The purpose of the business plan is to enable the Bank to determine the scope and nature of the business to which it is being asked to lend; and also for it to satisfy itself that the applicant has a good understanding of the risks that may befall the business.

The plan must cover a three year period from the date the loan will be drawn. The Bank does not impose a set format for a business plan. However, to be acceptable for the purposes of commercial lending, the business plan must provide details of:

- the structure of the business,
- the product or service,
- how the loan will be utilised within the business and the expected benefits
- supplier costs and/or contractors quotes
- the targeted customer
- the growth potential of the business
- the offered collateral on which the loan will be secured
- existing borrowings by the business and the business owners <sup>1</sup>

It is strongly recommended that the business plan also includes the following information in as much detail as is appropriate to give the bank a good understanding of the business:

- Information on how the business will operate in relation to its customers and competitors; this could include market research and competitor analysis.
- Information on the owner(s) and key staff of the business and their relevant experience; this could include CVs and information on completed and planned training.

<sup>1</sup> Details of borrowing by business owners, is not required for Limited Companies.

### 3 Financial Forecast Requirements

Financial forecasts will allow the bank to assess the businesses ability to repay the loan and must include:

- A Cash Flow Forecast for a minimum of three years<sup>2</sup>, however if a positive net cash position is not obtained within this period, an extended cash flow will be required until such time that it does.
- A projected Trading, Profit & Loss Account and/or Income & Expenditure Account for the same period as the cash flow forecast.
- Information on all assumptions used in compiling the forecasts.
- For existing businesses, the accounts of the business for at least the previous completed Financial Year<sup>3</sup>, and management reports for any completed quarters since. The accounts should include:
  - A Balance Sheet,
  - Depreciation Schedule,
  - Trading, Profit & Loss Account and/or Income & Expenditure Account.

### 4 Obtaining Assistance

Applicants may require assistance in preparing some or all of the documentation specified above.

The Bank can provide some help to applicants, mostly in terms of identifying areas of the application that are of concern to it and suggesting how these areas might be better researched. Note however, that the Bank cannot give advice on the actual underlying business planning.

<sup>2</sup> An example cash flow forecast is available from the bank and can be downloaded from the Bank's website.

<sup>3</sup> Audited, where required.



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**APPLICATION FORM**  
**Limited Company**  
**FINANCIAL SUPPORT FOR YOUNG**  
**ENTREPRENEURS**



## SECTION 1 DO YOU HAVE THE RIGHT FORM?

This form should be used when a Young Entrepreneur operating as a Limited Company (Private or Public) wishes to apply for a loan or an overdraft.

## SECTION 2 BUSINESS DETAILS

Name of Company:	
Company Registration No.:	
Business Bank Account No.:	
Company Email Address:	
<b>Business Postal Address:</b>	
Address Line 1:	
Address Line 2:	
Address Line 3:	
<b>Details of other Bank Accounts off island (Bank Statements may be required)</b>	
Name of Bank:	
Type of Account:	

## SECTION 3 DIRECTORS DETAILS

If the company has more than two directors, please provide further details on a separate sheet.

Personal Details:	Director 1	Director 2
Title:		
First Name:		
Middle Name:		
Last Name:		
Date of Birth:		
<b>Contact Details:</b>		
Home Tele No.:		
Work Tele No.:		
Mobile Tele No.:		
Email Address:		



Connected Party Disclosure		Director 1		Director 2	
Name of Spouse/Partner:					
Does your Spouse/Partner or you own a business on St Helena? (Delete as appropriate)					
Owner:	Spouse/Partner/You	Yes/ No	Owner:	Spouse/Partner/You	Yes/ No
If Yes, please state the name of the business:					
Name of business:					

## SECTION 4 DETAILS OF REQUEST

Type of Facility Required: (choose the applicable)					
Ordinary Repayment Loan (Secured)			Ordinary Repayment Loan (Unsecured)		
Overdraft (Secured)			Overdraft (Unsecured)		
Deferred Repayment Loan			Please specify deferral period: _____ months		
Purpose of Loan: (choose the applicable)					
Vehicle Purchase (On Island)		Vehicle Purchase (Off Island)		Boat Purchase	
Purchase of Premises		New Construction		Extension/Alteration	
Agricultural		Other (Give details)			
<b>Declaration (Vehicle purchase only):</b> I/we confirm that all intended drivers of the vehicle have not been convicted of any driving offenses within the last 5 years					
Details of Loan/Overdraft:					
Amount: £		Security offered:			
Preferred term _____ years (Maximum term 15 years depending on eligibility)					
Additional questions if application is for assistance in conjunction with the construction or alteration of a building:					
Cost of project: (£)					
Excavation		Transport			
Labour		Materials			
Rooms planned:					
Kitchen		Living Rooms		Bedrooms	
Other (Give Details)					



Details of property to be purchased/or where work to be carried out:									
Address:									
On Freehold			Government Lease			Other Lease			
Registration Section:					Block No.:		Parcel No.:		
<b>Property costs:</b>			<b>Outright purchase</b>			<b>New construction, extension, repairs or alteration</b>			
Total Cost: (£)									
Applicants Contribution: (£)									
Amount of Loan Required: (£)									
<b>Present property is:</b>		Owned by me		Owned by other		Owned by Company		Rented	
Other (Give Details)									
If other than outright house purchase, please specify name of person/s undertaking the job:									
Plan number _____ has been approved by the Building Authority and a copy of my Decision Notice is attached.									

## SECTION 5 FINANCIAL INFORMATION

Statement of Company Assets and Liabilities:			
Assets	Amount (£)	Liabilities	Amount (£)
Land/Buildings		Existing Mortgage	
Vehicle(s)		BoSH Loans*	
Debtors (Persons who owe you)		Creditors (Persons you owe)*	
Cash in Hand/Bank			
Other Assets			
<b>OFFICE USE ONLY - NET:</b>			





\*Please list other creditors hereunder, together with confirmation of amount still outstanding.

BoSH Facilities	Amount (£)	Name of Creditor	Amount (£)

Further information applicants may consider of relevance:

### DECLARATION

I/We certify that the information provided above is correct:

- I/We have read and accepted the applicable Terms & Conditions for this loan, and will utilise the loan in accordance with these Terms & Conditions as set by Bank of St Helena.
- I/We will promptly notify the Bank of any changes in the above details.

If the business has more than two directors, please provide further details on a separate sheet.

	Director 1	Director 2
Signature:		
Date:		

OFFICE USE ONLY  
Application fee £10



### AUTHORITY TO DISCLOSE INFORMATION

I/We, ....., hereby give consent for the Bank of St. Helena to disclose information to my/our business plan provider, ....., such as any or all outstanding balances arising from loan commitments as well as any other information that will aid the progression of this application.

If the business has more than two directors, please provide further details on a separate sheet.

	Director 1	Director 2
Signature:		
Date:		