

Employee ref: _____

Request no: _____

Business Start-up or Development Loan Application Form

1. About the former employee

Title	First Name	Surname	
Address			
Postcode			
Home telephone number (include dial code)		Mobile number	
Email address			

NI Number							
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Date of Birth dd mm yyyy							
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Dates of Employment	From	To
	<i>You may need to provide evidence of this if your employment record is not held on our database</i>	

Place/Department	<i>Where did you last work?</i>
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2. Who is the request for?

Please tick relevant box and include all documents requested as evidence (see guidance notes).

Former Employee		Spouse or Partner <i>Provide marriage certificate, and proof of co-habitation</i>		Dependent child (under 18 or in full-time education if over 18) <i>Provide long form birth certificate</i>	
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2.1 About you the applicant (if not the former employee)

Title	First Name	Surname	
Address (if different the former employee)			
Postcode			
Home telephone number (include dial code)		Mobile number	
Email address			

NI Number							
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Date of Birth dd mm yyyy							
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3. Business Start-up or Development

What is the nature of your business and the reason you need additional funding?			
Are you starting a new business?	Yes	No	
Give a brief outline of your business plan <i>*attach a full copy to your application</i>			
Are you developing an existing business?	Yes	No	
Is any government funding available?	Yes*	No	Don't know
Have you approached a bank for a loan?	Yes*	No	
*If yes, please give details of the finance available to you.			
Are you making any personal investment?	Yes	No	
If yes, please give details of this.			
Why are you unable to obtain sufficient funding from other sources?			
How much additional funding are you requesting?			

4. Privacy

Baily Thomas Provident Fund is committed to protecting your privacy. We will use the information you have supplied on this form to process your application and to update the Trustees' records relating to the employee beneficiaries. Full details of how we process your personal data can be found in our [Privacy Policy](#). To request a printed copy please contact us using the details below.

5. Declaration

- I declare the information I have provided in this form is, to the best of my knowledge, accurate and true and will update the Baily Thomas Provident Fund if my information changes.
- I understand that the information I have provided will be used to process this application and to update beneficiary records.
- I understand that to comply with the legal reporting obligations for trustees, basic personal information will be disclosed to HMRC for inclusion on the Trust Register.
- I understand that the information I have provided will be processed in accordance with the Baily Thomas provident Fund [Privacy Policy](#)

Your Signature (applicant)

Date

dd mm yyyy

Your completed form should be returned to:

Baily Thomas Provident Fund, Chadburn House, Weighbridge Road,
Mansfield, Nottinghamshire, NG18 1AH

Have you included all the supporting documentation requested?

If you have any queries, please contact us

Tel 01623 473290

Email enquiries@bailythomasprovidentfund.org.uk

Web www.bailythomasprovidentfund.org.uk