

ENTERPRISE FINANCE GUARANTEE

WEB PORTAL MANUAL SUPPLEMENT

**Information on the changes to the Portal effective
from 1st April 2014**

- **De Minimis State Aid;**
- **Changes to Type E and Type F;**
- **Introduction of Type G and Type H;**
- **Amended Home Page to include Claim Limit
information;**

WEB PORTAL SUPPLEMENT

Summary of Amendments

5.0 Home Page

- New layout including Claim Limits.

5.3.1 Claim Limits

- Explanation of the Functions.

7.1 Completing the Eligibility Check

- New rules regarding facility amounts and terms added to functionality;
- Additional question re 'Businesses in Difficulty';
- Type E rebadge as Revolving Credit Guarantee (overdrafts are still included).

8.0 Actions After Eligible

- 8.1 State Aid Calculation removed as an option.

8.2 Loan Entry

- Lenders Loan Reference;
- Relevant Sector Thresholds included in State Aid check;
- Inclusion of new lending Types as an option;
- Revised questions depending on Lending Type;
- Details of the options available under 'Revolving Credit'.

8.3 State Aid

- The State Aid Calculator has been replaced with 'Generate Premium Schedule'.

8.5 Information Declaration

- Amended version of this document.

8.6 State Aid Letter

- Amended version of this document.

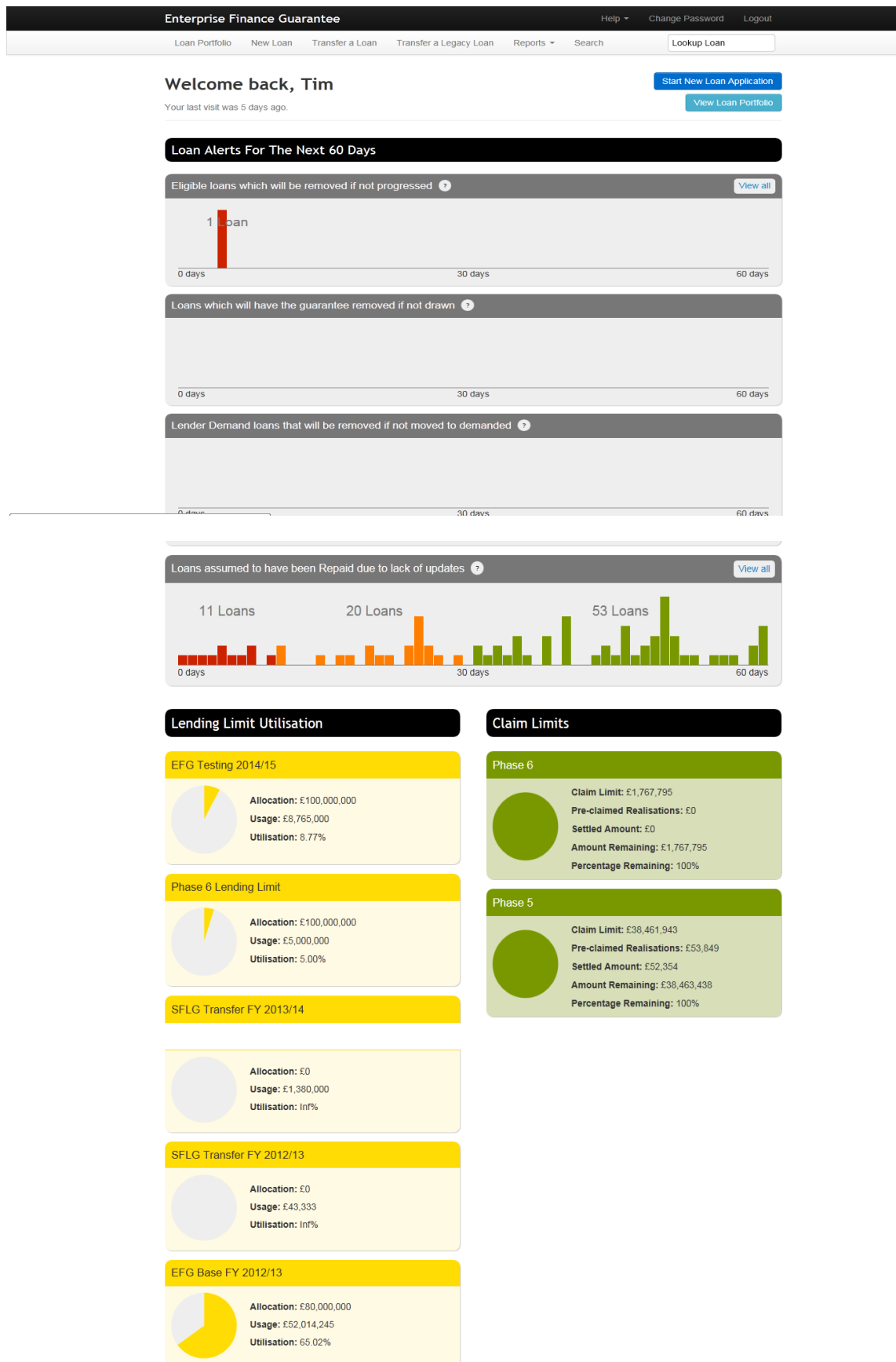
10.2 Guarantee and Initial Draw

- Value of initial draw prefilled to amount of facility;
- To change amount 'update the Premium Schedule'.

11.2 Change Amount or Terms

- Extend or Reduce Loan Term;
 - Date of change and number of months + or -;
- Lump Sum Repayment;
 - Date of change and amount of repayment;
- Reprofile Draws;
 - Date of change and details of future drawdowns.

5.0 HOME PAGE



5.3.1 Claim Limits

Claim Limit functionality shows a Lender the current status of their Claim Limit for each individual Phase of EFG.

Function Type	Description
<i>Claim Limit</i>	The maximum amount the Lender can Claim for the particular Phase of EFG
<i>Pre-claimed realisations</i>	The amount of realisations made by the Lender
<i>Settled Amount</i>	The cumulative amount of Claims settled by the BBB
<i>Amount Remaining</i>	The amount left to claim following previous settlements by BBB
<i>Percentage Remaining</i>	The percentage of the original Claim Limit remaining after previous settlements by BBB

7.1 Completing the Eligibility Check

WEB PORTAL SCREEN 7.1.1: CHECK ELIGIBILITY

Enterprise Finance Guarantee

Help +Change PasswordLogout

Loan PortfolioNew LoanTransfer a LoanTransfer a Legacy LoanReports +SearchLookup Loan

Home /

Check Eligibility

Declaration by Lender

1

Other than in respect of the availability of security, are the Applicant's plans viable and serviceable, as assessed according to your Normal Commercial Lending Criteria?

☒ Yes☐ No

2

Following Due Enquiry are you prepared, subject to the backing of the Enterprise Finance Guarantee, to provide the Applicant with a term loan or other debt facility?

☒ Yes☐ No

3

Do you confirm that, even after taking any available Collateral, the inadequacy of the Applicant's security would otherwise prevent a facility from being provided except with the backing of the Enterprise Finance Guarantee?

☒ Yes☐ No

4

Do you confirm that the Applicant is not a business which is, or likely to become, unable to meet its obligations as they fall due (whether through its own resources or with the funds it is able to obtain from its shareholders or creditors)?

☒ Yes☐ No

About the Borrower and Their Facility

5

What is the value of the EFG facility being applied for?

£

6

What is the Lending Limit against which this facility is to be allocated? (Note that the date of the Scheme Facility Letter must fall within the validity of the Lending Limit)

Please select

7

Over what term does the Applicant intend to repay the guaranteed facility?

years

months

8

What is the current annual turnover of the Applicant business?

£

9

What is the Commencement of Trading Date of the Applicant business?

dd/mm/yyyy

10

Which Standard Industrial Classification (SIC) code best describes the business sector in which the guaranteed facility will be used?

Please select

11

Which EFG Lending Type which most accurately describes the facility to be guaranteed?

Please select

12

What is the principal purpose that this facility will be used for?

Please select

13

Including this facility, will the total outstanding balances and / or available limits of the Applicant's current EFG facilities be no more than £1.2 million?

☐ Yes☐ No

14

Will the granting of this facility be made conditional upon a new charge being taken over a Principal Private Residence?

☐ Yes☐ No

15

Will the granting of this facility be made conditional upon the provision of one or more personal guarantees, whether supported or unsupported, by the owners, directors, shareholders or others associated with the borrowing business?

☐ Yes☐ No

Check

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DECLARATION BY LENDER

Question Number in 7.1.1	Question	Required Input	Comments
1	Other than in respect of the availability of security, are the Applicant's plans viable and serviceable, as assessed according to your Normal Commercial Lending Criteria?	Yes or No	To be eligible for EFG, the answer must be "Yes"
2	Following Due Enquiry are you prepared, subject to the backing of the Enterprise Finance Guarantee, to provide the Applicant with a term loan or other debt facility?	Yes or No	To be eligible for EFG, the answer must be "Yes"
3	Do you confirm that, even after taking any available Collateral, the inadequacy of the Applicant's security would otherwise prevent a facility from being provided except with the backing of the Enterprise Finance Guarantee?	Yes or No	To be eligible for EFG, the answer must be "Yes"
4	Do you confirm that the Applicant is not a business which is, or likely to become, unable, whether through its own resources or with the funds it is able to obtain from its shareholders or creditors, to meet its obligations as they fall due?	Yes or No	To be eligible for EFG, the answer must be "Yes"

ABOUT THE BORROWER AND THEIR FACILITY

Question Number	Question	Required Input	Comments
5	What is the value of the EFG Facility being applied for?	Amount of Facility	Enter between £1,000 and £1.2m . Commas and full stops can be entered
6	What is the Lending Limit against which this Facility is to be allocated?	Select appropriate Limit	Each lending period has its own specific Lending Limit
7	Over what term does the Applicant intend to repay the guaranteed Facility?	Term of Facility	<p>Type A, B, C & D Term Loans can be between 3 months and 10 years</p> <p>Type E Overdraft Guarantee Facilities can be between 3 months and 3 years</p> <p>Type F Invoice Finance Guarantee Facilities can be between 3 months and 3 years</p> <p>Type G Revolving Credit Refinance Guarantee can be between 3 months and 3 years</p> <p>Type H Invoice Finance Refinance Guarantee can be between 3 months and 3 years</p>

Question Number	Question	Required Input	Comments
8	What is the current Annual Turnover of the Applicant's business?	Annual Turnover	<p>Use the most recent accounts or Management Information to determine the Annual Turnover</p> <p>Annual Turnover should be less than £41m</p> <p>If part of a group, use the consolidated group accounts to determine turnover</p> <p>For Start Ups, use forecast turnover for the first year of trading</p>
9	What is the Commencement of Trading Date of the Applicant business?	Date the business started trading	<p>Needs to be input in dd/mm/yyyy format. Include the // - date must not be > 6 months in the future.</p>
10	Which Standard Industrial Classification (SIC) code best describes the business sector in which the guaranteed Facility will be used?	<p>Click on the "Select SIC Code" drop down.</p> <p>Entering text will expose the SIC descriptions as you type</p> <p>There is also a pdf file behind the help option that will enable a 'search' on other / older codes – so that the 2007 SIC code can be entered / or the most up to date description acquired</p>	<p>See Screen Shot 7.1.1</p> <p>After selecting the correct SIC code, you will return to the 'Eligibility' Input screen</p> <p>Please note that certain SIC Codes will expose a pop up window :-</p> <div data-bbox="1023 1003 1430 1115" data-label="Text"> <p>ⓘ This SIC code is not eligible for public sector businesses. Please verify the business applying for this loan is not in the public sector before continuing.</p> </div> <p>Users will need to ensure that the business applying for an EFG loan is <u>not</u> in the public sector <u>BEFORE</u> continuing.</p>

Question Number	Question	Required Input	Comments
11	<p>Please select the EFG Lending Type which most accurately describes the facility to be guaranteed:</p> <div> <p><u>DROP DOWN MENU</u></p> <p>Type A - New Term Loan with No Security</p> <p>Type B - New Term Loan with Partial Security</p> <p>Type C - New Term Loan for Overdraft Consolidation</p> <p>Type D - New Term Loan for Debt Consolidation or Refinancing</p> <p>Type E – Revolving Credit</p> <p>Type F - Invoice Finance Guarantee Facility</p> <p>Type G – Revolving Credit Refinance Guarantee</p> <p>Type H – Invoice Finance Refinance Guarantee</p> </div>	Select Type of EFG Facility from Drop Down Menu	<p>Use Type A if NO additional security whatsoever is to be taken in respect of the new EFG Facility</p> <p>Use Type B if one or more forms of security are to be taken in respect of the Facility, irrespective of their financial value at the time of charging</p> <p>If existing debt is to be refinanced using a Term Loan under EFG then the new facility provided must be recorded as Type D, other than the specific case of overdraft restructuring to a new term loan which should be recorded as a Type C Loan. If the existing debt instrument is to be retained then the facility should be recorded as Type G or H depending whether it is Revolving Credit or Invoice Finance.</p>
12	<p>Please select the principal purpose the Facility will be used for:</p> <div> <p><u>DROP DOWN MENU</u></p> <p>Start-up costs</p> <p>General working capital requirements</p> <p>Purchasing specific equipment or machinery</p> <p>Purchasing licences, quotas or other entitlements to trade</p> <p>Research and Development activities</p> <p>Acquiring another business within UK</p> <p>Acquiring another business outside UK</p> <p>Expanding an existing business within UK</p> <p>Expanding an existing business outside UK</p> <p>Replacing existing finance</p> <p>Financing an export order</p> </div>	Select purpose of EFG Facility	<p>Ineligible activities include:</p> <ul style="list-style-type: none"> - Acquiring another business outside the UK - Expanding an existing business outside the UK - Replacing existing finance - Financing an export order
13	<p>Including this Facility, will the total outstanding balances and / or available limits of the Applicant's current EFG facilities be no more than £1.2 million?</p>	Yes or No	<p>Including this Facility, the total outstanding balances and / or available limits of the Applicant's current EFG facilities cannot be more than £1.2 million (SFLG loans are not included in the calculation) – Answer must be “YES”.</p>

Question Number	Question	Required Input	Comments
14	Will the granting of this Facility be made conditional upon a new charge being taken over a Principal Private Residence?	Yes or No	To be eligible the answer must be NO.
15	Will the granting of this Facility be made conditional upon the provision of one or more personal guarantees, whether supported or unsupported, by the owners, directors shareholders or others associated with the borrowing business?	Yes or No	If a term loan is being provided and a personal guarantee taken, it should be recorded as a Type B and not as a Type A

Once all fields have been completed, click the “Check” button. Any errors in completing the various data fields will be highlighted as shown in 7.1.2.

WEB PORTAL SCREEN 7.1.2: ERROR MESSAGE

Following Due Enquiry are you prepared, subject to the backing of the Enterprise Finance Guarantee, to provide the Applicant with a term loan or other debt facility? ☒ Yes ☐ No

Do you confirm that, even after taking any available Collateral, the inadequacy of the Applicant's security would otherwise prevent a facility from being provided except with the backing of the Enterprise Finance Guarantee? ☒ Yes ☐ No

Do you confirm that the Applicant is not a business which is, or likely to become, unable to meet its obligations as they fall due (whether through its own resources or with the funds it is able to obtain from its shareholders or creditors)? ☒ Yes ☐ No

About the Borrower and Their Facility

What is the value of the EFG facility being applied for? £ can't be blank

What is the Lending Limit against which this facility is to be allocated? (Note that the date of the Scheme Facility Letter must fall within the validity of the Lending Limit) EFG Testing 2014/15

Over what term does the Applicant intend to repay the guaranteed facility? 5 years 0 months

What is the current annual turnover of the Applicant business? £ 2500000.00

What is the Commencement of Trading Date of the Applicant business? dd/mm/yyyy can't be blank

Which Standard Industrial Classification (SIC) code best describes the business sector in which the guaranteed facility will be used? 47721: Retail sale of footwear in specialised stores

Which EFG Lending Type which most accurately describes the facility to be guaranteed? Type B - New Term Loan with Partial Security

What is the principal purpose that this facility will be used for? General working capital requirements

Error Messages

8.0 ACTIONS AFTER ELIGIBLE

WEB PORTAL SCREEN 8.1: DETAILS AND ACTIONS FOR AN ELIGIBLE FACILITY

Enterprise Finance Guarantee

Help ▾Change PasswordLogout

Loan PortfolioNew LoanTransfer a LoanTransfer a Legacy LoanReports ▾SearchLookup Loan

Home / Loan Portfolio / Loan 4DMXPGT+01 /

Loan Summary for 4DMXPGT+01

Export CSV

State:Eligible

Amount:£50,000.00

Business name:<not assigned>

Last modified:24/03/2014 11:25:28

Modified by:Tim Jones

Loan Details

Loan Changes

View Audit Log

Loan Entry

Cancel Loan

Data Protection and Disclosure Declaration

Previously “State Aid Calculation” was an option on this screen but has now been removed due to the way State Aid is being calculated from 1st April 2014.

8.2 Loan Entry

WEB PORTAL SCREEN 8.2.1: LOAN ENTRY SCREEN

Enterprise Finance Guarantee

Help ▾Change PasswordLogout

Loan PortfolioNew LoanTransfer a LoanTransfer a Legacy LoanReports ▾SearchLookup Loan

Home / Loan Portfolio / Loan 4DMXPGT+01 /

Loan Entry

From this page you can complete the application for the Government Guarantee. Before entering any further information on this page, the lender must have received the [Data Protection and Disclosure Declaration](#) signed by the Applicant and checked the box by way of confirmation. Following completion of the Business Facility and Lender sections of the application a decision will be returned and if agreed the application can be progress to 'Offered'. Please note that all the information within Facility Entry can be revised, however before progressing to Offered the information must represent the final terms agreed with the Applicant as it cannot subsequently be changed.

1

Before proceeding, please confirm that a Data Protection and Disclosure Declaration signed by the Applicant has been received.

☒ Yes☐ No

2

Business

What is the legal name of the Applicant business?

3

What is the trading name of the Applicant if the Applicant trades under another business name?

4

What is the legal form of the Applicant?

Please select ▾

5

What is the Applicant's Company Registration Number (if applicable)?

6

What is the current annual turnover of the Applicant business?

£ 2500000.00

7

What is the Commencement of Trading Date of the Applicant business?

01/05/2011

8	What is the postcode of the Applicant's main business address? (In instances where the Applicant's postcode is not available please enter the lender's branch postcode).	<input type="text"/>
9	(For banks only) What is the Sort Code of the bank branch or business centre which originated this application? (nnnnn)	<input type="text"/>
Loan		
10	Lender's loan reference	<input type="text"/>
11	What is the value of the EFG facility being applied for?	£ 50000.00
12	What is the Lending Limit against which this facility is to be allocated? (Note that the date of the Scheme Facility Letter must fall within the validity of the Lending Limit)	EFG Testing 2014/15 <input type="button" value="v"/>
13	Over what term does the Applicant intend to repay the guaranteed facility?	5 <input type="text"/> years 0 <input type="text"/> months
14	At what frequency will the Applicant make repayments of the principal of the facility? (Note: Type E, F, G & H facilities should be input as Interest Only unless there is to be a structured repayment of the facility principal over the period the guarantee is to be in place.)	Please select <input type="button" value="v"/>
15	Which Standard Industrial Classification (SIC) code best describes the business sector in which the guaranteed facility will be used?	47721
16	SIC code activity description	Retail sale of footwear in specialised stores
17	What is the principal purpose that this facility will be used for?	General working capital requirements <input type="button" value="v"/>
18	Please indicate whether the interest on this facility is to be charged at a fixed or variable rate:	<input checked="" type="radio"/> Variable <input type="radio"/> Fixed
19	Please enter the interest rate margin applicable to this facility:	<input type="text"/>
20	Please enter the total value of any arrangement, insurance or other fees (but excluding interest and the guarantee premium) the Applicant will be charged in connection with this facility being provided:	£ <input type="text"/>
21	Including this facility, will the total outstanding balances and / or available limits of the Applicant's current EFG facilities be no more than £1.2 million?	<input checked="" type="radio"/> Yes <input type="radio"/> No
22	Value of De Minimis State Aid applicable to this facility (in Euro)	€ <input type="text"/> <input type="button" value="State Aid Calculation"/>
23	Is the total value of the Applicant's De Minimis State Aid for the last three years (including that arising from this application) no more than €200,000?	<input type="checkbox"/>
24	Will the granting of this facility be made conditional upon a new charge being taken over a Principal Private Residence?	<input type="radio"/> Yes <input checked="" type="radio"/> No
25	Will the granting of this facility be made conditional upon the provision of one or more personal guarantees, whether supported or unsupported, by the owners, directors, shareholders or others associated with the borrowing business?	<input checked="" type="radio"/> Yes <input type="radio"/> No

EFG Lending Type

26	Which EFG Lending Type which most accurately describes the facility to be guaranteed?	Type B - New Term Loan with Partial Security <input type="button" value="v"/>
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26a	<p style="color: red; font-weight: bold; margin: 0;">Other questions appear here – depending on Lending Type</p>
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Lender

27

28

29

30

31

Other than in respect of the availability of security, are the Applicant's plans viable and serviceable, as assessed according to your Normal Commercial Lending Criteria? ☒ Yes ☐ No

Following Due Enquiry are you prepared, subject to the backing of the Enterprise Finance Guarantee, to provide the Applicant with a term loan or other debt facility? ☒ Yes ☐ No

Do you confirm that, even after taking any available Collateral, the inadequacy of the Applicant's security would otherwise prevent a facility from being provided except with the backing of the Enterprise Finance Guarantee? ☒ Yes ☐ No

Do you confirm that the Applicant is not a business which is, or likely to become, unable to meet its obligations as they fall due (whether through its own resources or with the funds it is able to obtain from its shareholders or creditors)? ☒ Yes ☐ No

Enter any lender specific information to be captured for this application. (For optional internal use). Field 1.

Enter any lender specific information to be captured for this application. (For optional internal use). Field 2.

Enter any lender specific information to be captured for this application. (For optional internal use). Field 3.

Enter any lender specific information to be captured for this application. (For optional internal use). Field 4.

Enter any lender specific information to be captured for this application. (For optional internal use). Field 5.

Any relevant details input during the 'Eligibility Check' will automatically be carried through into the fields of the 'Loan Entry' screen. These may however be amended if any details have changed since the 'Eligibility Check' was made.

Question Number in 8.2.1	Question	Required Input	Comments
1	Before proceeding, please confirm that a Data Protection and Disclosure Declaration signed by the Applicant has been received.	Radio Button	A signed form is required, either the EFG-specific or the Lender's own form.
2	What is the legal name of the Applicant business?	Name of Business	The system can accept relatively long Business names (approx 90 characters). If names are longer than 90 characters then where possible, use abbreviations and other characters if possible i.e. "Ltd" / "&" etc.
3	What is the trading name of the Applicant if the Applicant trades under another business name?	Trading Name of Business	Optional if the applicant trades under a different trading name
4	What is the legal form of the Applicant? <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <u>DROP DOWN MENU</u> Sole Trader Partnership Limited-liability Partnership (LLP) Private Limited Company (LTD) Public Limited Company (PLC) Other </div>	Select the appropriate legal form	
5	What is the Applicant's Company Registration Number (if applicable)?	Companies House Registration Number	Required input for a LTD, LLP or plc

Question Number in 8.2.1	Question	Required Input	Comments
6	What is the current annual turnover of the Applicant business?	None	Pre-filled from Eligibility Check
7	What is the Commencement of Trading Date of the Applicant business? (dd/mm/yyyy)	None	Pre-filled from Eligibility Check
8	What is the postcode of the Applicant's main business address?	Postcode	
9	(For banks only) What is the Sort Code of the bank branch or business centre which originated this loan application?	Sort Code in number format (nnnnnn) with no spaces	For bank use only where the branch has a Sort Code. No spaces or separators are required.
10	Lenders Loan Reference	Free Format	For Lender use to put their own Loan/Current account reference
11	What is the value of the EFG Facility being applied for?	None	Pre-filled from Eligibility Check
12	What is the Lending Limit against which this facility is to be allocated? (Note that the date of the Scheme Facility Letter must fall within the validity of the Lending Limit)	None	Pre-filled from Eligibility Check. However the date of the Scheme Facility Letter must fall within the period of the Lending Limit being used
13	Over what term does the Applicant intend to repay the guaranteed Facility?	None	Pre-filled from Eligibility Check
14	At what frequency will the Applicant make repayments of the principal of the Facility? <div> <u>DROP DOWN MENU</u> Annually Six Monthly Quarterly Monthly Interest Only – Single Repayment </div>	Select Frequency (This field will allow the premium schedule to be calculated)	Where the “For Interest Only – Single Repayment” option is selected, the term of the facility needs to be input in the ‘Generate Premium Schedule’ see section 8.3) For Type E (Revolving Credit) and Type F (Invoice Finance), the Interest Only option should be used as the Premium is calculated on the limit rather than the outstanding balance
15	Which Standard Industrial Classification (SIC) code best describes the business sector in which the guaranteed Facility will be used?	None	Pre-filled from Eligibility Check
16	SIC code Activity	None	
17	What is the principal purpose that this Facility will be used for?	None	Pre-filled from Eligibility Check
18	Please indicate whether the interest on this Facility is to be charged at a fixed or variable rate:	Radio Button	Select Fixed or Variable
19	Please enter the interest rate margin applicable to this Facility	Enter a number specific to the interest %	No need to enter the % sign i.e. for 5% enter 5.

Question Number in 8.2.2	Question	Required Input	Comments
20	Please enter the total value of any arrangement, insurance or other fees (but excluding interest and the guarantee premium) the Applicant will be charged in connection with this Facility being provided:	Enter fees etc	
21	Including this Facility, will the total outstanding balances and / or available limits of the Applicant's current EFG Facilities be no more than £1.2 million?	None	Pre-filled from Eligibility Check
22	Select the State Aid Calculator button in order to calculate the <i>de minimis</i> State Aid applicable to this Facility.	See Section 8.3	The amount of <i>de minimis</i> State Aid will be pre-filled after completion of the Calculation. This will be included within the "State Aid Letter"
23	Is the total value of the Applicant's De Minimis State Aid for the last three years (including that arising from this application) no more than 200,000 Euro, or the relevant lower threshold where advised for eligible agriculture, fisheries and transport businesses?	Tick Box	State Aid must be less than 200,000 Euros to proceed. (or relevant sector threshold.) State Aid threshold pre-populated according to SIC, so ineligible facilities will not be permitted. It is the Borrower's responsibility to advise the Lender of any previous State Aid
24	Will the granting of this Facility be made conditional upon a new charge being taken over a Principal Private Residence?	None	Pre-filled from Eligibility Check
25	Will the granting of this Facility be made conditional upon the provision of one or more personal guarantees, whether supported or unsupported, by the owners, directors, shareholders or others associated with the borrowing business?	None	Pre-filled from Eligibility Check
26	Which EFG Lending Type which most accurately describes the Facility to be guaranteed?	None	Pre-filled from Eligibility Check
26a	Other questions may be asked below the Drop Down field – depending on what Lending Type has been selected at the eligibility stage		See below for further information
26a (cont.)	<p>(For Type B only) Please select the principal type of asset over which a charge has been taken to provide the partial security:</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><u>DROP DOWN MENU</u></p> <ol style="list-style-type: none"> 1) Residential property other than a Principal Private Residence 2) Commercial property 3) Shares and other securities 4) Cash on deposit 5) Plant, machinery or other business equipment 6) Raw materials or stock 7) Personal vehicle, boat or other asset 8) Personal life assurance or other policy 9) Debenture of Floating charge 10) Other </div>	Select appropriate security for Type B Only	<p>The Web Portal will allow only one item of security to be input. Therefore if there is more than one item of security, use the principal security</p> <p>For a supported guarantee, select the appropriate supporting security</p> <p>For an unsupported personal guarantee, select "other"</p>

Question Number in 8.2.2	Question	Required Input	Comments
26a (cont.)	(For Type B only) Based on your normal security valuation criteria, what proportion of the value of the EFG loan is covered by a specific charge over the asset identified?	Proportion in % for Type B only	The answer to this must be greater than zero.
26a (cont.)	(For Type C only) What proportion of the previous overdraft limit will remain available to the applicant following drawing of the replacement loan?	Proportion in % for Type C only	Proportion of previous overdraft that will remain in place <i>e.g. if the overdraft was £200k and is to be £100k input 50%.</i>
26a (cont.)	(For Types C & D) Based on your normal security valuation policy, what proportion of the total value of the refinanced package will be covered by any security held?	Proportion in % for Type C and Type D only	Proportion of the total refinanced package covered by the security held <i>e.g. the loan is £200k and £80k is covered by security input 40%. Must be greater than zero, if Nil is correct enter 0.1%</i>
26a (cont.)	(For Type D only) What is the current outstanding value of the existing Facility or Facilities intended to be refinanced?	Amount in £	The total value of existing facilities to be refinanced <i>e.g. if two terms loans of £100k are being refinanced, input £200k</i>
26a (cont.)	(For Type D only) On completion of the refinancing exercise what will be the total outstanding value, including any new funds provided, of the entire refinanced package?	Amount in £	The total value of existing facilities refinanced plus any new lending <i>e.g. if £200k is refinanced and new funds of £50k are provided, input £250k</i>
26a (cont.)	(For Type E & G) What is the limit of the Applicant's current facility (prior to the granting of the EFG facility)?	Amount in £	Facility limit prior to EFG
26a (cont.)	(For Type E & G) Are you able to confirm that if the Applicant's current, or previous, facility has been cancelled or reduced in the preceding three months that you have re-assessed the facts, circumstances and matters contributing to the decision and concluded that the facility satisfies the eligibility criteria for EFG?	Yes or No	For Type E & G EFG, this should be "Yes"

Question Number in 8.2.2	Question	Required Input	Comments
26a (cont.)	<p>(For Type E & G) What type of debt instrument is the facility to be guaranteed?</p> <div style="border: 1px solid blue; padding: 5px; margin: 10px 0;"> <p>DROP DOWN MENU</p> <ol style="list-style-type: none"> 1) Overdrafts 2) Fixed Term Revolving Credit facilities 3) Business Credit (or Charge) cards 4) Bonds & Guarantees (Performance Bonds, VAT Deferment, etc.) 5) BACS Facilities 6) Stocking Finance 7) Import Finance (Letters of Credit, Import Loans, etc.) 8) Merchant Services 9) Multi Option Facilities </div>	Select appropriate facility for Type E only	<p>The Web Portal will allow only one facility to be input.</p> <p>If the limit is to be used across a range of facilities select Multi Option Facility.</p>
26a (cont.)	(For Type F and H) What limit can be supported under Normal Commercial Lending Policy without EFG?	Amount in £	<p>For Type F enter the limit of the current Invoice finance.</p> <p>For Type H enter the limit which can be supported without EFG.</p>
26a (cont.)	(For Type F and H) What prepayment percentage can be supported for this Applicant under Normal Commercial Lending policy without EFG?	Proportion in %	<p>Type F the current Pre-Payment Percentage prior to EFG.</p> <p>Type H the Pre-Payment Percentage which can be supported without EFG.</p>
26a (cont.)	(For Type F and H) What Guaranteed Pre-Payment Percentage will be provided to the Applicant? (Not to exceed the lower of 30% or the difference between the non-EFG Pre-payment Percentage which can be supported for the Applicant under Normal Commercial Lending Policy and 100%)	Proportion in %	Type F & H maximum is 30%. Total of current and EFG Pre-Payment Percentage cannot exceed 100%.
27	Other than in respect of the availability of security, are the Applicant's plans viable and serviceable, as assessed according to your Normal Commercial Lending Criteria?	None	Pre-filled from Eligibility Check
28	Following Due Enquiry are you prepared, subject to the backing of the Enterprise Finance Guarantee, to provide the Applicant with a term loan or other debt facility?	None	Pre-filled from Eligibility Check
29	Do you confirm that, even after taking any available Collateral, the inadequacy of the Applicant's security would otherwise prevent a facility from being provided except with the backing of the Enterprise Finance Guarantee?	None	Pre-filled from Eligibility Check
30	Do you confirm that the Applicant is not a business which is, or likely to become, unable to meet its obligations as they fall due (whether through its own resources or with the funds it is able to obtain from shareholders or creditors?)	None	Pre-filled from Eligibility Check
31	Enter any Lender specific information to be captured for this application. (For optional internal use). Fields 1-5	Free format	These fields can be used to capture other data if a Lender desires / or must be used depending on the Lender and the Loans state.

8.3 State Aid

WEB PORTAL SCREEN 8.3: GENERATE PREMIUM SCHEDULE SCREEN

The State Aid Calculator screen has been replaced with the Generate Premium Schedule Screen.

The reason for this is the way State Aid is now calculated, purely being a function of Loan Amount and Term.

Generate Premium Schedule

From this page you can input the information to generate the Premium Payment Schedule applicable to this loan.

Please note that the terms entered here must represent the final terms agreed with the Applicant.

The screenshot shows the 'Generate Premium Schedule' web portal screen. It includes a title bar, a descriptive paragraph, and a form with two main sections: 'Generate Premium Schedule' and 'Draw Information'. The 'Generate Premium Schedule' section has three input fields: 'What is the expected year of the initial draw?' (with a 'yyyy' placeholder), 'What is the amount of the initial draw?' (with a '£ 250000.00' placeholder), and 'What is the loan term? (Months)' (with a '60' placeholder). The 'Draw Information' section has six input fields: 'What is the length of the initial capital repayment holiday? (Months)', 'What is the amount of the additional draw? (Second tranche)' (with a '£' placeholder), 'What is the number of months (from the initial draw) to second tranche drawdown?', 'What is the amount of the additional draw? (Third tranche)' (with a '£' placeholder), 'What is the number of months (from the initial draw) to third tranche drawdown?', and 'What is the amount of additional draw? (Fourth tranche)' (with a '£' placeholder). At the bottom are 'Submit' and 'Cancel' buttons. Annotations include a blue box labeled 'Input Year of draw down, amount of initial draw and term' pointing to the first three fields, a blue box labeled 'Input any capital repayment holiday' pointing to the first field in the 'Draw Information' section, and a blue box labeled 'Enter tranche details' pointing to the remaining five fields in the 'Draw Information' section.

What is the expected year of the initial draw? yyyy

What is the amount of the initial draw? £ 250000.00

What is the loan term? (Months) 60

Input Year of draw down, amount of initial draw and term

Draw Information

What is the length of the initial capital repayment holiday? (Months)

What is the amount of the additional draw? (Second tranche) £

What is the number of months (from the initial draw) to second tranche drawdown?

What is the amount of the additional draw? (Third tranche) £

What is the number of months (from the initial draw) to third tranche drawdown?

What is the amount of additional draw? (Fourth tranche) £

What is the number of months (from the initial draw) to fourth tranche drawdown?

Input any capital repayment holiday

Enter tranche details

Submit Cancel

8.6 STATE AID LETTER

EFG STATE AID LETTER TO BE SENT TO BORROWER ON LENDER'S LETTERHEAD AS PART OF THE FACILITY DOCUMENTATION

Applicant Name

Applicant Address

Date

ENTERPRISE FINANCE GUARANTEE – NOTIFICATION OF STATE AID

Applicant:	<i>XXXX Ltd</i>
Lender:	<i>Little Tinkers</i>
EFG Facility Reference Number:	<i>W5A39KG+01</i>
Facility amount (£):	<i>123,456.00</i>
Guarantee Term (months):	<i>120</i>

Dear Sirs,

Our ability to provide you with this facility has been dependent upon a guarantee we have received from the Department for Business, Innovation & Skills (BIS) under the Enterprise Finance Guarantee (EFG) scheme. The assistance provided through EFG, like many Government-backed business support activities, is regarded as a State aid and is deemed to benefit you as it has enabled us to provide you with a facility which would not otherwise have been possible.

Provision of such State aid is governed by regulations made by the European Commission, details of which may be found in the Annex at the end of this letter. Under these rules the maximum State aid any undertaking may receive over any rolling three-year period is generally €200,000, although lower ceilings apply in certain sectors as detailed in the Annex.

The value of the *de minimis* aid arising from this facility is **€14,773.57**

It is your responsibility to retain records of any State aid arising from assistance received for a minimum of ten years from the date of receipt and to ensure that you do not exceed the rolling three-year limit. If you make any other application to a support scheme which is deemed to provide State aid during the next three

years you will be required to inform the operator of that scheme about the State aid advised by this letter and any other applicable aid from other sources.

Please note that this letter is issued solely to advise you of the value of the State aid arising from your facility and does not in any way alter any of the terms of our facility letter to you, nor is it a notice of further funding.

Yours sincerely,

ANNEX – DETAIL OF RELEVANT EUROPEAN COMMISSION REGULATIONS

This information is provided for clarification and guidance.

Sector	Maximum Permissible Aid (€)	Relevant Regulation	Regulation Date
Agriculture	15,000	1408/2013	18/12/13
Fisheries and Aquaculture	30,000	875/2007	24/7/07
Road Transport	100,000	1407/2013	18/12/13
All Other Eligible Sectors	200,000	1407/2013	18/12/13

The “rolling three-year limit” is defined as follows:

- a) when considering the impact of previous aid on the provision of the present facility, the current fiscal year and the two preceding fiscal years; or
- b) when considering the impact of the aid attributable to the present facility on any future applications for aid, the current fiscal year and the two subsequent fiscal years.

With the “current fiscal year” being the fiscal year in which the date of the facility letter for the present facility falls, with each EFG fiscal year running from 1st April to the following 31st March.

An “undertaking” is defined as any entity engaged in economic activity, regardless of its legal status and the way in which it is financed. All entities controlled (on a legal or *de facto* basis) by the same entity are considered to be a single undertaking and thus collectively subject to the same single maximum permissible aid ceiling.

10.2 Guarantee and Initial Draw

WEB PORTAL SCREEN 10.2.1: GUARANTEE AND INITIAL DRAW

Enterprise Finance Guarantee

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Guarantee and Initial Loan Draw

From this page you can record the details of the initial draw of loan funds.

IMPORTANT! If any changes have been made from what was originally set out in the Scheme Facility Offer documents then the loan will have to be cancelled and re-entered.

REMINDER The Direct Debit details should now be uploaded to the Premium Collection Agent portal. Please retain the signed Direct Debit mandate for your own records.

Please note that on completion of Guarantee and Initial Draw, the Premium Payment Schedule will be delivered to the Premium Collection Agent automatically through the Web Portal.

1

Has a signed Information Declaration (without any amendments) been received from the Applicant?

☐ Yes☒ No

2

Has the Applicant the means to settle the first Scheme Guarantee Premium from the date of Guarantee and Initial Draw? Please note that the first and all subsequent Quarterly Premiums will be collected by the Premium Collection Agent by Direct Debit.

☐ Yes☒ No

3

Has a completed Direct Debit Mandate signed by the Applicant been received?

☐ Yes☒ No

4

On what date was the initial draw of funds made?

Maturity Date

calculated based on initial draw date

5

What was the value of the initial draw?

To change the initial draw amount, you must [update the premium schedule.](#)

6

Submit

6	To change the amount of the initial Draw you must update the Premium Schedule	Click on the link	You will be taken to 'Generate Premium Schedule' where you will need to input the initial amount drawn.
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11.2 Change Amount or Terms

WEB PORTAL SCREEN 11.2: CHANGE FACILITY

Enterprise Finance Guarantee

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Change Loan

From this page you can change the amount or terms of a facility (excluding the amount of the original facility or extending the term beyond ten years). A capital repayment holiday can be entered in any of the following options:

- [Extend or Reduce Loan Term](#)
- [Lump Sum Repayment](#)
- [Reprofile Draws](#)

Extend or Reduce Loan Term

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Change Facility

INFORMATION A new Premium Schedule will be generated from the information entered here.

1

What is the date when the change to be recorded occurred?

Original loan amount

£50,000.00

Current maturity date

17/01/2015

Original loan term

69

2a

Number of Months to extend or reduce the loan term (please note that if reducing the term, the figure must be entered as a negative value)

Draw Information

Next quarterly Premium month due

04/2014

3

What is the outstanding balance at the next quarterly Premium collection point, taking account of any draws or repayments which may be made between now and the relevant quarter date?

4

Outstanding loan term at the next quarterly Premium collection point

9

5

What is the length of the initial capital repayment holiday? (Months)

6

What is the amount of the additional draw? (Second tranche)

7

What is the number of months (from next (or subsequent) quarterly Premium collection point) to second tranche drawdown?

8

What is the amount of the additional draw? (Third tranche)

9

What is the number of months (from next (or subsequent) quarterly Premium collection point) to third tranche drawdown?

10

What is the amount of the additional draw? (Fourth tranche)

11

What is the number of months (from next (or subsequent) quarterly Premium collection point) to fourth tranche drawdown?

LUMP SUM REPAYMENT

Enterprise Finance Guarantee

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Change Facility

INFORMATION A new Premium Schedule will be generated from the information entered here.

1

What is the date when the change to be recorded occurred?

Original loan amount

£50,000.00

Cumulative amount drawn against this facility prior to this change

£50,000.00

Cumulative amount repaid to this facility prior to this change

£5,000.00

2b

What is the amount of the lump sum repayment?

Draw Information

Next quarterly Premium month due

04/2014

3

What is the outstanding balance at the next quarterly Premium collection point, taking account of any draws or repayments which may be made between now and the relevant quarter date?

4

Outstanding loan term at the next quarterly Premium collection point

9

5

What is the length of the initial capital repayment holiday? (Months)

6

What is the amount of the additional draw? (Second tranche)

7

What is the number of months (from next (or subsequent) quarterly Premium collection point) to second tranche drawdown?

8

What is the amount of the additional draw? (Third tranche)

9

What is the number of months (from next (or subsequent) quarterly Premium collection point) to third tranche drawdown?

10

What is the amount of the additional draw? (Fourth tranche)

11

What is the number of months (from next (or subsequent) quarterly Premium collection point) to fourth tranche drawdown?

REPROFILE DRAWS

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Change Facility

INFORMATION A new Premium Schedule will be generated from the information entered here.

1

What is the date when the change to be recorded occurred?

Original loan amount

£50,000.00

Draw Information

Next quarterly Premium month due

04/2014

3

What is the outstanding balance at the next quarterly Premium collection point, taking account of any draws or repayments which may be made between now and the relevant quarter date?

4

Outstanding loan term at the next quarterly Premium collection point

9

5

What is the length of the initial capital repayment holiday? (Months)

6

What is the amount of the additional draw? (Second tranche)

7

What is the number of months (from next (or subsequent) quarterly Premium collection point) to second tranche drawdown?

8

What is the amount of the additional draw? (Third tranche)

9

What is the number of months (from next (or subsequent) quarterly Premium collection point) to third tranche drawdown?

10

What is the amount of the additional draw? (Fourth tranche)

11

What is the number of months (from next (or subsequent) quarterly Premium collection point) to fourth tranche drawdown?

Question Number in 11.2	Question	Required Input	Comments
1	What is the date when the change to be recorded occurred?	Date in the format dd/mm/yyyy	Record the date of change
2a	Number of months to extend or reduce the term loan (please note that if reducing the term, the figure must be entered as a negative value)	Number of months, either positive or negative	
2b	What is the amount of the lump sum repayment?	Amount in £	Used for notifying lump sum reductions
3	What is the outstanding balance at the next quarterly Premium collection point, taking into account any draws or repayments which may be made between now and the relevant quarter date?	Amount in £	Balance of the EFG facility at the date of the next Premium payment
4	Outstanding loan term at the next quarterly premium collection point	None	Pre-filled with details from loan entry
5	What is the length of the capital repayment holiday? (months)	Number of months from the date of change.	This is where a Capital Repayment Holiday can be added and is available from all 3 Options.
6	What is the amount of the additional draw? (Second tranche)	Amount in £	To be completed if there are additional tranche draws
7	What is the number of months (from next or subsequent Premium collection point) to second tranche drawdown?	Number of months	To be completed if there are additional tranche draws
8	What is the amount of the additional draw? (Second tranche)	Amount in £	To be completed if there are additional tranche draws
9	What is the number of months (from next or subsequent Premium collection point) to second tranche drawdown?	Number of months	To be completed if there are additional tranche draws
10	What is the amount of the additional draw? (Second tranche)	Amount in £	To be completed if there are additional tranche draws
11	What is the number of months (from next or subsequent Premium collection point) to second tranche drawdown?	Number of months	To be completed if there are additional tranche draws