

Annex 3 - Standard Question Set and Declarations for the Initial BBLs Facility

The application form must be used in full and with no amendments to wording, order or self-certification questions.

Copies of the State Aid Form and Business in Difficulty Questionnaire are included at Annexes 5 & 6 respectively. The State Aid form must be completed by a Borrower who answers in the affirmative to the second question in Section 4 of the Application Form (that the business was already insolvent or otherwise a business in difficulty on 31 December 2019), but does not need to be signed. The Business in Difficulty questionnaire is not mandatory.

Bounce Back Loan Scheme Application Form

Bounce Back Loan – Key Features

- Loans of between £2,000 to £50,000 (up to a maximum of 25% annual turnover)
- Government covers the first 12 months of interest (this means you pay 0% for the first year)
- No repayments required for the first 12 months
- Interest rate of 2.5%
- 6-year loans with no early repayment charges.

Section 1 - Applicant details

- Name of your company, business or association
- Company Registration/Registered Charity Number (if applicable)
- Business Address
- Business Postcode
- Contact telephone number
- Email address

Section 2 – Information for your Lender

Please select which of these is applicable to your application:

- If you are applying for a Bounce Bank Loan from a lender with whom you have a business current account or charity bank account, please supply your account number and sort code.

- If you are applying for a Bounce Back Loan from a lender with whom you have a personal current account used for your business, and your business was established on or before 5 April 2019, please supply your account number and sort code. The lender will require you to provide a scanned copy of your 2018/19 self-assessment tax return. [Lender to specify how this is to be provided – for example, uploaded with this application form or emailed]. Your lender may also ask for additional information to verify you as a business customer.
- If you are applying for a Bounce Bank Loan from a lender with whom you have a personal current account and your business was established between 6 April 2019 and 1 March 2020, you will need to discuss becoming verified as a business customer with your lender in order to qualify for a Bounce Back Loan
- If you are applying for a Bounce Back Loan from either a new lender or from a lender with whom you have a financial relationship that is neither a business current account nor a personal current account, or you are an unincorporated association, they may need to ask you some further questions as part of the loan application process.

For the relevant bank account selected above, please state:

- Name on account
- Account number
- Sort code

Section 3 - Loan

- You can apply for a loan which is up to 25% of your turnover in calendar year 2019, from a minimum of £2,000, up to a maximum of £50,000. If your business was established after 1 January 2019, you should apply the 25% limit to your estimated annual turnover from the date you started your business.
- What is your annual turnover, or if your business was established after 1 January 2019, what is your estimated annual turnover?
- For businesses which are part of a broader group, please state your group's turnover.

- How much would you like to borrow under the Bounce Back Loan Scheme:

- Please confirm that this is equal to or less than 25% of annual turnover for 2019 or your estimated annual turnover. Please note: if you are part of a larger group, this should apply at group level.

Yes

- As part of the scheme, the government is offering a Business Interruption Payment which will cover your interest payments for the first year of a Bounce Back Loan. The government will pay the Business Interruption Payment directly to your lender. Please confirm that you are content to agree to this Business Interruption Payment⁴.

Yes, I confirm that I agree to the Business Interruption

Section 4 – Questions about your Business

Has your business been adversely impacted by Covid-19? If you answer no to this question, your business is not eligible for a Bounce Back Loan.

Yes

No

Was your business already insolvent or otherwise a business in difficulty⁵ on 31 December 2019?

If you are unsure whether your business was in difficulty, please complete the 'Business in Difficulty' questionnaire which will help you to answer this question.

⁴ Please note: for the purposes of questions in this form and the State Aid form which ask about amount of State Aid received, you will need to take into account both the value of the loan applied for and the value of the Business Interruption Payment (covering the first year of interest on the loan).

⁵ As defined by [EU Regulation 651/2014](#), a business is considered in a difficulty if it met any one of the following criteria on 31 December 2019:

- a) Individuals or companies that have entered into collective insolvency proceedings;
- b) Limited companies which have accumulated losses greater than half of their share capital in their last annual accounts (this does not apply to SMEs* less than 3 years old);
- c) Partnerships, limited partnerships or unlimited liability companies which have accumulated losses greater than half of their capital in their latest annual accounts (this does not apply to SMEs less than 3 years old);
- d) Where the undertaking has received rescue aid and has not yet reimbursed the loan or terminated the guarantee, or has received restructuring aid and is still subject to a restructuring plan;
- e) A company which is not an SME where, for each of the last two accounting years: i) your book debt to equity ratio has been greater than 7.5; and ii) your EBITDA interest coverage ratio has been below 1.0

* SMEs are defined as a business with less than 250 employees and either (a) a turnover of less than £44.45m or (b) a balance sheet of less than £38.22m

If you selected yes, please also complete the State Aid form. If you selected no, please go to section 5 below.

Section 5 - Declarations

With the submission of this loan application, you, the Borrower, declare the following:

1. I/We confirm that my/our business was carrying on its business on 1 March 2020, that I was/we were engaged in trading or commercial activity in the United Kingdom as at the date of this application⁶, and the business has been adversely impacted by COVID-19.
2. I/We confirm that this is my/our only application for a Bounce Back Loan for this business, and I am/we are not part of a wider group which is in the process of applying for or has already received a Bounce Back Loan. I/We confirm that I/we (including as part of a wider group) have not yet obtained, nor am I/are we in the process of applying for, a loan through either the Coronavirus Business Interruption Loan Scheme (CBILS), the Coronavirus Large Business Interruption Loan Scheme (CLBILS), or the Covid Corporate Financing Facility (CCFF) for this business unless those facilities will be refinanced in full by the Bounce Back Loan which I am/ we are now applying for.
3. I/We confirm that I am/we are not:
 - a. a bank or building society;
 - b. an insurance company;
 - c. public sector organisation, or a state-funded primary or secondary school;
or
 - d. an individual other than a sole trader or a partner acting on behalf of a partnership.
4. I/We confirm at the time of submitting this application, I am/we are not subject to a debt relief order or an individual voluntary arrangement, an undischarged bankrupt nor, if we are applying for the loan as a partnership, in a voluntary arrangement with my/our creditors nor in liquidation, or (in Scotland) subject to a debt payment plan, trust deed – whether protected or not - or an undischarged bankrupt.
5. I am/we are either a company or limited liability partnership incorporated or established in the UK, or I am/we are tax resident in the UK
6. I/We confirm that either:

⁶ Ignoring any temporary cessation due to Covid-19

- a. I was/we were not a business in difficulty on 31 December 2019 and that if I am/we are successful in this Bounce Back Loan application⁷, that I/we, together with any other business in my/our group /under my/our common control will not have received more than £711,200 in State Aid since 19 March 2019 under the State Aid Temporary Framework⁸ (or £106,680 in the case of fisheries and aquaculture businesses, or £88,900 for agriculture businesses); or
 - b. That if I was/we were a business in difficulty on 31 December 2019, that, if I am successful in my Bounce Back Loan application⁹:
 - i. For businesses involved in fisheries and aquaculture: I/we together with any other business in my/our group/under my/our common control will not have received more than £26,670 in de minimis State Aid
 - ii. For businesses involved in agriculture: I/we together with any other business in my/our group/under my/our common control will not have received more than £17,780 in de minimis State Aid
 - iii. For businesses involved in logistics: I/we together with any other business in my/our group/under my/our common control will not have received more than £88,900 in de minimis State Aid
 - iv. For all other businesses: I/we together with any other business in my/our group/under my/our common control will not have received more than £177,800 in de minimis State Aid,

in each case during the last three years.
7. I/We confirm that if I was/we were a business in difficulty on 31 December 2019, the Bounce Back Loan will not (in whole or in part) be used to support export related activities.
 8. I/We confirm that if I/we or any member of my/our group receive income from sources other than my/our trading activity, more than 50% of my/our business' income, together with that of any member of my/our group, is derived from my/our business' trading activity¹⁰.
 9. I/We undertake to use the credit granted on the basis of this agreement only to provide economic benefit to my/our business, for example, providing working

⁷ The Bounce Back Loan (including the value of the Business Interruption Payment) constitutes State Aid. The Business Interruption Payment, which covers the interest of 2.5% for year one of the Bounce Back Loan, must be accounted for in this declaration. Please note: If you are active in Fisheries and Aquaculture, Bounce Back Loans are not available for the activities listed in Article 1, Paragraph 1 of [European Commission Regulation 717/2014](#)

⁸ State Aid under the Temporary Framework includes the Business Interruption Payment under CBILS, the Small Business & Retail Hospitality and Leisure Grants Fund, Business Support Grants, the Local Authority Discretionary Grants Fund and the Coronavirus Statutory Sick Pay Rebate Scheme.

⁹ The Bounce Back Loan (including the value of the Business Interruption Payment) constitutes State Aid. The Business Interruption Payment, which covers the interest of 2.5% for year one of the Bounce Back Loan, must be accounted for in this declaration. Please note: If you are active in Fisheries and Aquaculture, Bounce Back Loans are not available for the activities listed in Article 1, Paragraph 1 of [European Commission Regulation 717/2014](#)

¹⁰ This does not apply to charities or further education colleges.

capital, or investing in my/our business. I/We also confirm that the Bounce Back Loan will be used wholly for business purposes and not personal purposes.

10. I/We have reviewed and understood the costs associated with repayment of the loan, that is, the principal and interest and repayment of capital during the period beginning from the second year of the loan until its expiry five years later. I/We confirm that I am/we are able and intend to complete timely repayments in future. In addition, I/we understand that the 100% guarantee that is provided by the government under this scheme is to cover any losses made by the lender, and does not cover losses that I/we might suffer if I am/we are unable to meet my payment obligations for which I/we remain fully liable. I/We understand that if I am/we are unable to meet my/our payment obligations, this could have a negative impact on my credit score, which may reduce my ability to access further lending in the future.
11. I/We understand that, while the prohibition of personal guarantees under the Bounce Back Loan Scheme fully protects the personal assets of owners and directors of limited liability companies, if I am/we are a sole trader or partnership my/our personal assets may be at risk, should I/we fail to complete loan repayments as per the loan agreement with the lender. Per the terms of the Bounce Back Loan Scheme, neither the lender nor the government as guarantor will seek to enforce the loan against my/our main home or main vehicle.
- 12. I/We understand that this loan, made under the Bounce Back Loan Scheme , is not subject to the usual consumer protections that apply to business lending and as such I/we will not have the benefit of the protection and remedies that would otherwise be available to me/us under the [Financial Services and Markets Act 2000](#) or the [Consumer Credit Act 1974](#).**
- 13. I/We understand that the lender will not conduct any form of credit or affordability check and accepts no responsibility, whether arising in contract, tort (including negligence) or otherwise, for my/our decision to borrow. I/We also understand that the lender may register its Bounce Back Loan with credit reference agencies, and that my credit rating may be affected by any failure or delay in repaying.**
14. I am/We are aware that, if I am/we are in any doubts as to the consequences of the agreement not being regulated by the [Financial Services and Markets Act 2000](#) or the [Consumer Credit Act 1974](#) then I/we should seek independent legal advice. I/We acknowledge that the lender is not responsible for informing me/us about these consequences.
15. I/We make the data protection declaration (annexed below) and, if relevant have provided notice of data processing to relevant individuals.
16. For loan applications being submitted on behalf of limited companies, unincorporated associations, charities, or partnerships: I/We declare that I/we are submitting this form in accordance with my/our company/partnership/charity/unincorporated association signing mandate.

17. I/We recognise that by providing information that is inaccurate or incomplete in any material particular, I/we may be regarded as attempting to gain, or gaining, a financial advantage dishonestly and as such will be liable to criminal prosecution for fraud under the Fraud Act 2006 (or equivalent law in Scotland) (for which the penalties include imprisonment or a fine or both), as well as to the forfeiture of all loan proceeds together with interest and court costs.
18. I/We confirm that the information provided in this application is complete and accurate.

Section 6 - Borrower's Signature(s)

Please sign below and submit the form. In signing, I/we confirm that I/we have authority to bind my/our organisation to this agreement, noting that personal liability may exist if I/we apply without such authority.

Name: _____

Signature: _____

Position: _____

Date: _____

Name: _____

Signature: _____

Position: _____

Date: _____

Name: _____

Signature: _____

Position: _____

Date: _____

Annex: Text of data protection declaration

Data protection declaration (referred to above)

I/We, acknowledge in relation to the Bounce Back Loan Scheme application that personal data provided in this application shall be collected by the Lender and the British Business Bank plc, both of whom are data controllers, and used in the following ways:

- (A) the Lender's processing of my personal data shall be carried out in accordance with the Lender's Privacy Notice: [insert link to lender's privacy notice]
- (B) The British Business Bank's processing of my personal data shall be carried out in accordance with the British Business Bank Privacy Notice: <https://www.british-business-bank.co.uk/privacy-notice/>
- (C) 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;
 - 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); and,
 - v. the Lender's own group and relevant third parties.(the "**Guarantor Relevant Parties**");
- (D) being used by the Guarantor and any Guarantor Relevant Parties:
 - (i) for analytical and administrative purposes;
 - (ii) to contact me in connection with the Bounce Back Loan; and
 - (iii) to evaluate the effectiveness of the Bounce Back Loan Scheme; and
- (E) if a scheme facility is made available to me/us 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.

Note: the following is optional and not part of the prescribed form.

Lenders may choose to use the following text as a guidance note or pop up to the BBLs SME application form, in relation to the State aid declarations required.

[Declarations 6.a or 6.b (as applicable) in this / The Bounce Back Loan] application form require[s] you to be able to certify that you will not be exceeding the applicable State Aid limit as a result of receiving the loan you are applying for, after taking into account any other State aid received.

To calculate this, you must add together the amounts which your business, any businesses in your group and any business which you control, have already received and any for which you or they are now applying, by way of:

- Bounce Back loans; plus
- the Business Interruption Payments on those loans; plus
- any other qualifying State aid payments.
- Qualifying State aid payments which must be included in order to calculate whether you are under the threshold in declaration 6.a include any payments received:
 - under the Small Business & Retail Hospitality and Leisure Grants Fund; plus
 - by way of Business Support Grants; plus
 - under the Local Authority Discretionary Grants Fund; plus
 - under the Coronavirus Statutory Sick Pay Rebate Scheme; plus
 - any Business Interruption Payment under the Coronavirus Business Interruption Loan Scheme.

If you have received any of these qualifying State aid payments, you will have received a notification of the amount of the aid.

Qualifying State aid payments which must be included in order to calculate whether you are under the threshold in declaration 6.b include any other de Minimis State aid payments received in the three years prior to your application. If you have received any de Minimis aid, you will have received a letter setting out the amount of the aid.