



## GIBRALTAR ENTERPRISE SCHEME

### APPLICATION FORM

You are expected to provide as much information as possible to enable us to assess your application. You should not, however, disclose any information which is commercial in confidence. You should also refrain from disclosing any details on any application or process which may be patentable, unless you have secured or are patent pending; please be warned that any such disclosure may invalidate any patent application you choose to make in the future.

#### Section 1

|  |  |
|--|--|
| Name of applicant:                                 |  |
| Date of birth:                                     |  |
| Position in organisation/company:<br>(if relevant) |  |
| Name of organisation/company:<br>(if relevant)     |  |
| Personal address:                                  |  |
| Business address:<br>(if relevant)                 |  |
| Present occupation: (if any):                      |  |
| Previous occupation(s): (if any):                  |  |
| Mobile phone number:                               |  |
| Email address:                                     |  |
| Nature of business<br>(in a maximum of 5 words)    |  |

**Section 2**

Brief description of your business project, its aims and objectives:

Briefly explain why the funds are needed:

How long has your business been trading? (if relevant)

Has your business obtained any third party financing or grant/funding? (if so, please provide details)

Proposed project start date

Proposed project completion date

**Section 3** Business project costs:

| <b>Items of expenditure</b> | <b>Amount</b> |
|-----------------------------|---------------|
|                             |               |
|                             |               |
|                             |               |
|                             |               |
|                             |               |
| <b>TOTAL:</b>               | <b>£</b>      |

|                                       |   |
|---------------------------------------|---|
| Total cost of project                 | £ |
| Total loan required (maximum £25,000) | £ |

**Section 4**

Is the project likely to:

Y/N

(a) Create any new jobs?

(b) Safeguard any existing jobs?

**Section 5**

|   |  |
|---|--|
| <p><b>Convictions</b><br/>Do you have any criminal convictions?<br/><br/>(If so, please provide details)</p>  |  |
| <p><b>Bankruptcy</b><br/>Have you ever been adjudged bankrupt or been disqualified from being a director of a company?<br/><br/>(If so, please provide details)</p> |  |
| <p><b>Arrears</b><br/>Do you have any arrears?<br/><br/>(If you do owe any PAYE, social insurance and/or corporate tax, please provide details)</p>                 |  |
| <p><b>Disqualification</b><br/>Have you ever been disqualified from being a director of a company?<br/><br/>(If so, please provide details)</p>                     |  |

## Declaration

I (name of applicant) \_\_\_\_\_ confirm the following;

- (a) EITHER: I am resident in Gibraltar and have been resident in Gibraltar for the past 5 years / the Company is registered in Gibraltar (*delete as appropriate*);
- (b) The applicant is compliant with all statutory employment, tax and licensing requirements (*note that this includes all trade licensing and relevant registrations with the Employment Service and Income Tax Office*);
- (c) The information submitted in this form is complete, correct and up-to-date as at the date of this application;
- (d) I am at least 18 years of age / I am duly authorised to submit this application on behalf of the applicant company (*delete as appropriate*);
- (e) All original invoices and receipts will be kept for a minimum period of 5 years from the date on which the project is completed;
- (f) I have enclosed copies of the following documents (tick as appropriate):
  - (i) Passport/I.D. Card:
  - (ii) Proof of address\*:
  - (iii) 2 Character references:
  - (iv) Business plan:
  - (v) 2 year financial forecast:  
(unless included in business plan)
  - (vi) Audited/Unaudited accounts:  
(if any)

\*Applicants providing an ID or residence card will only need to provide a recent proof of address. All other applicants to provide proof of address in Gibraltar for past 5 years.

### Corporate applicants only:

- (vii) Certificate of Incorporation:
- (viii) Register of members:
- (ix) Register of directors:
- (x) Company profile/Certificate of Good Standing

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**Signature of applicant**

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**Date**

**Confidentiality:** The information submitted in this form and supporting documentation provided by you will be treated in the strictest confidence by Gibraltar Enterprise Scheme and individual data will not be provided to any other party without your consent. We will endeavour to contact all applicants in order to notify you whether your application has been successful or otherwise, or to request further information to be submitted in writing or orally. All information submitted to us will be subject to and treated in accordance with the Data Protection Act 2004 and will not be used for any other purpose other than assessing your application. All applicants must be 18 or over.

### Returns

|   |   |
|---|---|
| Please return the completed form as soon as possible: | By Post:<br><br><u>Ministry of Business, Tourism &amp; The Port</u><br>Gibraltar Enterprise Scheme,<br>HM Government of Gibraltar,<br>Suite 971, Floor 7,<br>Europort, Gibraltar,<br>GX11 1AA<br><br>By Email: <a href="mailto:mbtp@gibraltar.gov.gi">mbtp@gibraltar.gov.gi</a> |
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