



**Bank-able NZ™
Securitisation Scheme
Application Form**

The Bank-able NZ™ Support Scheme

The Bank-able NZ™ Support Scheme assists small businesses and those people who want to start a business but don't have the necessary security to get assistance from the bank. The project or business idea must have commercial potential and lead towards the creation of a new business or the expansion on an existing one.

The scheme can contribute up to \$10,000 towards starting a business or up to \$20,000.00 towards the costs of developing a project within an existing business. The award is by way of security against an overdraft from a commercial lender.

The funds are available on top of funds from other government sources. Proposals are assessed by an independent panel that looks for the projects most likely to succeed, and which have the most potential to contribute to the regional economy.

This is a contestable process and the fact that a proposal meets the basic criteria does not necessarily mean that it will receive an award.

Guidelines and criteria for making a proposal

Scheme Criteria

- the maximum level of support is \$10,000 for a new business and \$20,000.00 for an existing business
- conditions apply to the awards (see award conditions)
- an individual must be a New Zealand citizen or have permanent resident status
- there must be a commitment to develop and retain the value of the project in New Zealand
- these funds are available over and above any capitalisation grant entitlements from Work and Income.

Project criteria

- For a start up venture a business plan must be submitted
- For a project the concept should have been advanced to a stage where it has been established that there is good commercial potential
- Applicants must demonstrate that they have the capacity and capability to carry the project through to commercialisation
- The project must be consistent with relevant laws and regulations
- The applicant should show how the project will add value to an existing business or an entrepreneur's current activities

Additional Criteria

Where a business is applying it must be:

- Operating in a commercial environment
- Be financially viable

How do I Apply?

- Complete all parts of the attached proposal form
- Include all relevant supporting information

All proposal forms should be sent to or delivered:

Bank-able NZ
Opportunity Hamilton
711 Victoria Street
P.O Box 19209
Hamilton
Email admin@opportunityhamilton.co.nz

You will be advised by Opportunity Hamilton within seven working days that your application has been received. If you have not received acknowledgement within that time, contact Opportunity Hamilton on (07) 959 8693.

Supporting Information

Please provide the following information. This will assist the Panel when assessing the proposal.

- A clear outline of the business or project and a detailed business/project plan.
- Information about the company/individual making the application. This may include a company profile or brochures of the products currently supplied by the business. In the case of an individual a detailed C.V should be included.
- A realistic cash flow projection and profit and loss projection should be included in the business plan. If a project is being put forward for consideration then a realistic project budget should be included showing how the funds will be utilised.
- If the project requires the use of outside resources then these should be listed and an indication of their skills and competencies should be included.
- List any regulatory requirements that are relevant to the project or business. These should be included in the project or business plan, and taken into account in the project timeframe. If you require a consent, permit or license in order to undertake the project or business and this has yet to be obtained, then a decision on the Award may be withheld pending the result of the application.
- Whether or not the applicant(s) have attended any relevant training programmes recently (e.g. business training seminars, industry specific programmes or similar).
- A balance sheet (existing businesses only)

How proposals are assessed

All proposals will be reviewed for completeness and compliance by Opportunity Hamilton staff before assessment by the independent Panel. You may be contacted to provide additional information to support your proposal. The panel meets on a monthly basis.

Proposals received by Bank-able NZ are held in the strictest confidence. If however an award is made then any request for information is subject to the provisions of the Official Information Act. Under the Act, Members of the Public can request access to official information. The extent of the information that can be released under the Act is explained in the Declaration at the end on the Proposal Form.

A background check through the Companies Office and a credit check will be made on all applicants. This information may be taken into consideration by the panel when assessing an application.

The Panel looks for the strongest proposals and the best ideas based on the information supplied by the applicant. Where the basic entry criteria are met, the assessment is on the proposal's value and to the extent to which the preparatory planning indicate good prospects for success.

The Panel bases its decisions on the following:

- The quality of the business/project plan
- The ability of the individual(s)/business to succeed with the business or project.
- The soundness of the idea, or level of innovation
- Level of growth within the organisation, and the level of benefit to the regional economy
- Level of need for support

This is a contestable process and the fact that a proposal meets the basic criteria does not necessarily mean you will be offered support under the Bank-able NZ scheme.

Proposals will be assessed in relation to other applications being considered by the Panel.

If support is offered what conditions apply?

When the offer of support is made the applicant has twenty working days to accept the offer. The letter of offer will contain:

- The amount recommended by the Panel
- The process for accepting the offer
- The details of how to start drawing on the facility will be sent to you once you have accepted the Bank-able NZ offer of support and accepted the terms and conditions.
- Details of how often the applicant will be expected to meet with a representative of the board, or report to the board, whilst the Bank-able NZ security is in place.
- The 10 terms and conditions relating to the Award are outlined in the letter of offer. These conditions are available on request from Opportunity Hamilton.
- The levels of support and assistance available under the Bank-able NZ scheme

Bank-able NZ™

REGISTRATION FORM

Business Name: _____

Full name of Applicant: _____

Position in Business: _____

Postal Address: _____

Street Address: _____

Phone: Business _____

Phone: Home _____

Fax: Business _____

Fax: Home _____

Email: _____

Website: www _____

Client (Tick ✓)

Work & Income NZ

Other _____

Status of the business or individual making the proposal (Tick ✓) group that best describes you:

Sole Trader

NZ Company

Partnership

Cooperative

Maori Trust/Inc

Not yet trading

Current Personal Financial Status as at
Customers Name:

Assets (what you own) – exclude any business assets

Deposits / Investments

Current Bank Accounts \$.....
 Other Bank Accounts \$.....

Real Estate Owned

Family Home (Location)..... \$.....

Other Property / ies \$.....

Number of VOHicles
 Combined value of vOHicle / s..... \$.....

Superannuation –
 (Held with)
 (Current Value) \$.....

Shares / Bonds/ Investment..... \$.....

Other Asset
 (Exclude general personal & domestic house hold and business assets)
 \$.....
 \$.....

Total Assets (1) \$.....
Less Total Liabilities (2) \$.....
Net Assets (1 - 2) \$.....

Current Monthly Budget

Income – Monthly Gross per Month Net Per Month

Primary Source of income
 \$..... \$.....

Secondary Source of income.....
 \$ \$

Please supply confirmation of income (Pay Slip)

Other Income.....
 \$ \$

Rent Received Monthly.gross.
 \$ \$

Total net Monthly Income (3) \$.....
Less Total Monthly Expenditure (4) \$.....
Uncommitted Monthly Income (3 - 4) \$.....

Liabilities (what you owe) – exclude any business Limits

Current Overdraft \$
 Name of Bank

Current Loans \$
 Name of Bank.....

Other Financial Institutions.....

Overdraft Limits
 Loans

Hire Purchases (Who to and remaining term of lending)

\$
 \$
 \$.....
 \$.....

Credit cards (specify) \$

Total Liabilities (2) \$.....

Expenses - Monthly ,Do not include Expenses paid by the Business

Credit / Store cards \$

Mortgage (Specify Bank) \$

Loans at other financial Institutions \$

Hire Purchase / Lease Payments \$

Rent / Board \$

Insurance \$.....

VOHicles; regn/ insurance/ run exp \$

Gas./Power./Phone..... \$.....

Rates – Council (incl. house insurance).....\$.....

Living Expenses \$.....

No. Of Dependents \$.....

Liab Parent contribution

Other please specify

Total Monthly Expenses (4) \$.....

Guarantor Detail

Are you acting guarantor for a loan taken out by some one else?

Yes No

Name the Debtor, Bank or institution where debt is held

.....

Details of Security held

.....

I declare that all the information is true and correct and discloses all material matters that I know which effects my Current financial position.

Signature:

Date: /

Declaration and Acknowledgement

Declaration

I/we declare that:

- I/we have read the guidelines for making a proposal under the Bank-able NZ scheme which outlines the scheme's procedures, terms, conditions and criteria and I/we understand and agree to these.
- The proposal involves a project that is a legal activity and is directed at a commercial development.
- The proposal is not by an organisation that is in receivership or liquidation, or submitted by an individual who is an undischarged bankrupt.
- The project is not being managed by an undischarged bankrupt or someone barred from managing a business.
- The proposal is by an organisation which is resident in New Zealand for the purposes of tax, and/or by an individual who is a New Zealand citizen or who has New Zealand permanent residence status
- The information contained in this proposal is true and correct and there has been no omission of any relevant facts nor any misrepresentation made.
- I/we understand that Bank-able NZ has the responsibility for considering the proposal, and that if it does decide to make an award that this may be for a lesser amount that is sought.

Acknowledgement

Bank-able NZ may receive requests for information on these awards and these requests are subject to the provisions of the Official Information Act 1982. The undersigned acknowledges that if an Award is made, Bank-able NZ can release the following details.

- Name of the Award recipient
- Amount of the Award
- Contact details of the Award recipient
- General Statement on the nature of the project or business (any time after the letter of offer has been received by the applicant)
- The outcome of the activity assisted (not before six months after the final project report is received)

The Government expects regular reports on the effectiveness of the scheme including information on its usage. To this end I/we acknowledge that data may be made available to other Government Agencies that have an interest in monitoring the Scheme's usage under the following categories:

- Name, ethnicity and gender of the individuals who made the proposals
- Name and age of the businesses who made the proposals
- Details of the decisions on proposals
- Details of the amounts awarded called in by the lenders.

Signature_____

Name_____

Designation_____

Date_____

Company_____

(This declaration must be signed by applicant)

Bank-able NZ™

Credit Check Form

A background check through the Companies Office and Credit Check will be made on all applicants. This information may be taken into consideration by the panel when assessing an application.

First Names: _____

Surname: _____

Date of Birth: _____

Sex: Male Female

Occupation: _____

	Street	Suburb	City
Current Address			
Past Address 1			
Past Address 2			
Past Address 3			

Contacts:

Name:	Name:
Phone: (0)	Phone: (0)
Relationship:	Relationship:

1. I declare that the information I have provided on my application is true and complete. I authorise Opportunity Hamilton to perform checks on the information provided.
2. I agree that Opportunity Hamilton may request information from any person who is mentioned in the application.
3. I agree to the privacy act Opportunity Hamilton may obtain personal information from the credit reporting agencies to assess my application.

Date:/...../.....

Signature:

Checklist

When submitting your proposal for consideration by the independent Bank-able NZ Securitisation Scheme Panel, please complete the following checklist.

Comply with the criteria of the Scheme

- Employ less than 5 full time staff equivalent staff (fulltime = 30 hours per week or more)
- Have a turnover of equal to or less than \$200k per financial year (the applicant's financial year)

Supporting Information

- have completed all sections of the proposal form
- have attached and enclosed a business plan/project plan
- have attached and enclosed project budgets showing how the funds will be utilized
- have attached a copy of your current statement of financial position

Information on Applicant

- have attached information about the business (profile/business history or similar)
- have attached a balance sheet
- Completed the credit check form

or

- have attached a current CV/resume

Declaration

- have signed the Declaration section
- have signed clients contractual obligations form

Please submit your Application to

**Bank-able NZ
Opportunity Hamilton
P O Box 19209
Hamilton
Phone: (07) 959 8693
Email admin@opportunityhamilton.co.nz**

Bank-able NZ™ Applicant's Contractual Obligations

AGREEMENT dated this _____ day of _____ 200

PARTIES

- 1 **Opportunity Hamilton**, an incorporated charitable trust having its registered office at Hamilton ('OH').
- 2 _____ **Limited**, a duly incorporated company having its registered office at _____, ("Applicant") (IF A COMPANY)
OR
_____, of _____, a _____ (IF AN INDIVIDUAL OR INDIVIDUALS – PLEASE LIST) ("Applicant")

TERMS OF AGREEMENT

- 1 The Applicant authorises the compliance officer, nominated by the trustees of OH from time to time ("Compliance Officer"), to have online access to the Applicant's business bank accounts whilst the Applicant is a participant under the Scheme.
- 2 The Compliance Officer is entitled to request the Applicant to provide Quarterly financial accounts and other relevant information relating to its business whilst the Applicant is a participant under the Scheme and the Applicant will provide such information requested by the Compliance Officer in a complete and timely fashion.
- 3 The Applicant will (unless varied by OH in its sole discretion) meet the Compliance Officer at least fortnightly for the first three months after the Facility is set up and then at least monthly thereafter for the purpose of reviewing the Applicant's continued participation in the Scheme.
- 4 OH and the Compliance Officer will have no involvement in the management or decision making of the Applicant's business and will not be liable for any transactions and the consequences of these conducted by the Applicant.
- 5 The Applicant will not exceed its overdraft limit and/or cause its account to become overdrawn whilst the Applicant is a participant under the Scheme.

- 6 In the event that the Applicant is granted a Facility under the Scheme, OH will provide a security deposit of \$10,000.00, and to secure such, the Applicant will grant a General Security Agreement (“GSA”) over all the present and after acquired property of the Applicant. The form of the GSA must be acceptable to OH, and OH reserves the right to recover all or any of its reasonable costs in respect of the GSA from the Applicant.
- 7 The Applicant acknowledges that OH has the sole discretion to:
- (a) select Applicants to participate under the Scheme;
 - (b) determine the amount of the Facility,
 - (c) determine whether the Facility is provided as an overdraft facility or a term loan.
- 8 OH may exercise its absolute discretion from time to time to:
- (a) remove the security provided to the Applicant;
 - (b) advise the Bank that it is unsatisfied with the Applicant’s participation; and/or
 - (c) request the Bank to cease providing money to the Applicant;
- in relation to the Scheme.
- 9 The Applicant can not exercise its right to cease participating under the Scheme by providing written notice to OH, until:
- (a) the Applicant has paid all monies including interest owing to the Bank under the Scheme; and
 - (b) the Bank provides written confirmation to OH that:
 - (i) the Bank no longer provides the Facility to the Applicant;
 - (ii) the Applicant has paid all monies including interest owing to the Bank;
 - (iii) the Bank has not and will not draw upon the security the Bank holds over OH’s security deposit in respect of the Applicant; and
 - (iv) the Bank will no longer hold the above security in respect of the Applicant;
- under the Scheme.

- 10 In the event the Applicant ceases to participate under the Scheme, it will:
- (a) immediately cease using the Facility;
 - (b) repay in the following order, the balance (including interest) owing to the:
 - (i) Bank; and
 - (ii) OH; and
 - (c) use proceeds from the sale, if any, of the Applicant's business assets to first repay the Bank and OH in accordance with clause 12 (b) of this Agreement; and
 - (d) remain liable to repay all amounts owed (including interest) and all reasonable legal, debt and other costs incurred or due by OH relating to the recovery of such amounts owing under the Facility.
- 11 The Applicant must immediately notify in writing:
- (a) OH of any change in circumstances that may alter any material information provided by the Applicant to OH; and
 - (b) OH and the Bank of any change in its name or the entity through which the business is conducted and/or its contact details.
- 12 OH will keep as confidential, information relating to the Applicant's business including financial accounts provided by the Applicant, except to the extent that such information is:
- (a) to be disclosed to the Bank;
 - (b) required in order to enforce the GSA for the purposes of the Scheme;
 - (c) for the purposes of enforcing OH's rights pursuant to this Agreement; or
 - (d) required to be disclosed by OH to the provider of funding for the Scheme.
- 13 The Applicant acknowledges that the Bank's normal lending criteria, terms and conditions and collection process apply to the Facility.
- 14 The Applicant has no medical condition that could effect their ability to operate and manage their business. That any pre existing health condition has got medical clearance in writing by a registered Medical practitioner.

- 15 The Applicant will indemnify and hold harmless OH in respect of all liabilities, costs (including costs as between solicitor and client), claims or demands arising out of or incidental to this Agreement or resulting from any acts or omissions on the part of the Applicant except where such liabilities, costs, claims or demands are the result of deliberate act or gross negligence on the part of OH.
- 16 To the extent permitted by law, OH will be under no liability whatsoever to the Applicant for any indirect, special, incidental, consequential or exemplary damages or losses suffered by the Applicant arising out of this Agreement and whether actionable in contract, tort (including negligence), equity or otherwise.
- 17 The Applicant acknowledges that:
- (a) OH is not an agent of the Bank; and
 - (b) the Applicant has been given the opportunity to take independent professional legal advice on this Agreement before entering into it.

Executed as an agreement.

SIGNED for and on behalf of)
Business Development Centre Trust)
Board)
 by:)

 Trustee's signature

 Trustee's full name (please print)

 Trustee's signature

 Trustee's full name (please print)

Pursuant to resolutions of Opportunity Hamilton
 Trustees' Resolutions in the presence of:

Witness' signature:

Witness' name:.....

Occupation:

Address:

IF THE APPLICANT IS A COMPANY WITH MORE THAN ONE DIRECTOR:

SIGNED by _____ by:

Director's signature

Director's full name (please print)

Director's signature

Director's full name (please print)

IF THE APPLICANT IS A COMPANY WITH ONLY ONE DIRECTOR:

SIGNED by _____ by:

Director's signature

Director's full name (please print)

Witnessed by:

Signature

Full name (please print)

Occupation

Address

IF THE APPLICANT IS AN INDIVIDUAL:

SIGNED by _____)
in the presence of: _____)

Witness' signature:

Witness' name:.....

Occupation:

Address: