

# Douglas Promenade Support (No.2) Scheme

## Loan Application Form – PS2

Please complete in BLOCK CAPITALS and in black ink (or online) before returning to:

**Douglas Promenade Support (No.2) Scheme - Loan  
Enterprise Support  
Department for Enterprise  
1st Floor  
St George's Court  
Upper Church Street  
Douglas  
IM1 1EX**

**T: +44 1624 687333**

**E: [enterprisesupport@gov.im](mailto:enterprisesupport@gov.im)**

The Enterprise Support Team can provide you guidance regarding eligibility, ensuring you receive all the support available to you to grow your business.

**Please complete all sections of the application form.**

## Section 1: Business Information

Please tick as appropriate:	<input type="checkbox"/>	Start Up	<input type="checkbox"/>	Sole Trader	<input type="checkbox"/>	Partnership	<input type="checkbox"/>
	<input type="checkbox"/>	Limited Company	<input type="checkbox"/>	Public Limited Company	<input type="checkbox"/>	Franchise	<input type="checkbox"/>

Company Trading name:

Surname:  First Name(s):

Location of affected business:

Postcode:  Telephone:

Email Address:

Company Tax Reference Number:

VAT Number (if applicable):

Date the business started trading:

Company Registration Number:

Registered Company Address:  
(If different to affected business location address above)

Is this business part of a group of companies or linked to any other companies? If YES, please list.

Please tell us your Market Sector (tick as appropriate):

<input type="checkbox"/>	Retailer	<input type="checkbox"/>	Restaurant	<input type="checkbox"/>	Cafe	<input type="checkbox"/>
<input type="checkbox"/>	Service Provider	<input type="checkbox"/>	Takeaway	<input type="checkbox"/>	Other*	<input type="checkbox"/>

\*If other, please tell us what sector you belong to/type of business you are:

Please list the beneficial owners of the business and their % shareholding:

Name:	% shareholding:
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

I/We confirm that none of those listed above are bankrupt or disqualified from acting as a company director etc. (tick).

**Staffing Details**

a) Total number of current staff (including part time employees, full time employees and owners working in the business):	
b) Out of this total number of staff, how many of these are owners:	
c) Total number of employees (excluding owners) previous to Promenade Regeneration works (before 26th November 2018) that are no longer working for the business:	

**Annual Turnover**

From the date of this application form, what has been the business's turnover in the previous 12 months?	
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**Section 2: Disruption & Impact on Business**

I/We confirm the business relies on public access for footfall and trade (tick).	
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I/We understand that the business must have operated within the zone on or before 26 <sup>th</sup> November 2018 and continually thereafter (tick).	
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**Please state the period(s) of disruption to your business:**

From:	To:
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Please provide a brief description of the non-financial disruption the Douglas Promenade Refurbishment Scheme has caused:

Please provide a description of the financial impact the Douglas Promenade Refurbishment Scheme has had on your business:

### Section 3: Outstanding Liabilities and Going Concern Status

Please list all the business's liabilities below as at date of application (including Income Tax, National Insurance, VAT, Loans, Overdrafts, supplier debts):

Description	Amount

I/We declare the business is not in immediate danger of closing and is therefore trading as a going concern in accordance with generally accepted accounting principles or practice (tick).

I have attached financial statements to support these declarations and liabilities or any other form of evidence (tick).

I/We declare that the information provided in this section is true and accurate (tick).

Is the business fully up-to-date with payments and paperwork in respect of I.T.I.P, company tax, National Insurance, and VAT? (Please circle)

Yes

No

If NO, please detail below why not:

**Section 4: The Loan**

Please enter below the value of the loan required.

Note: The minimum loan value offered would normally be £5,000. The maximum aggregate value of loan(s) to any business will be £50,000.

£

I have attached a business plan to support the business case for the loan

Please detail below how the loan will be spent.

Item	Supplier	Cost

Please propose a loan repayment schedule in the box below:  
See Section 1.3H in the Guidance notes for more information.

I/We confirm the loan will be used for purposes set out above only (tick):

I/We understand that the Department will make checks to verify the expenditure listed above (tick):

I/We declare that if the business closes before the loan has been fully repaid, the loan will be repaid in full to the Department (tick).

I/We declare that the business has the financial means to service the loan (tick).

## Section 5: The Accountant

There is an additional grant towards the cost of an Accountant to review and comment upon the information detailed in this application. This grant is normally capped at £450 per business and will be paid directly to the Accountant upon completion of their review and submission of their comments.

Name of the Accountant:			
Email:			
Telephone number:			
Business/company name (if applicable):			
Hourly rate:		How many hours have they estimated to complete the work:	
Total cost quoted for the work:			
I/We confirm that the Accountant is Chartered (ACCA/ACA/CIMA qualified) and will adhere to generally accepted accounting principles or practices (International Financial Reporting Standards, UK GAAP, or US GAAP) (tick).			

## Section 6: Declarations

Please tick each box to confirm / declare:

I/We confirm that I am/we are duly authorised to make this application and that the business is trading lawfully and is not operating in contravention of any statutory requirement relating to its trade or business. The business' conduct (to the best of my/our knowledge) is not detrimental to the environment of the Isle of Man, nor is it likely to bring the Department into disrepute.	
I/We am/are authorised by the company and hereby apply for Government assistance as described above.	
I/We declare that all the information given in this application is correct.	
I/We confirm that no person involved in control of the company/business is disqualified for holding appointment as a director or a company secretary anywhere in the world or is subject of outstanding executions in the island.	
I/We confirm that the business is based in the Island (i.e. a significant number of the business' transactions are conducted from premises on the Island and that some or all of the persons employed or engaged by the business are Isle of Man staff).	
I/We acknowledge that if this application for financial assistance is successful, the financial assistance or part of it (at the Department's discretion) may become repayable in a number of circumstances including if this Application or any supporting documentation relevant thereto is shown to have been false, misleading or inaccurate in any material respect.	
I/We understand that a person who provides false, incomplete, or misleading information in connection with an application under the Scheme commits an offence. Maximum penalty (summary) – a fine of level 5 on the standard scale	
I/We acknowledge that the Department for Enterprise collects and processes your personal information to allow public authorities to respond to requests for information made under the Freedom of Information Act 2015. Should your personal information be subject to such a request, information will not be released into the public domain without your prior notification. The Department will where appropriate uphold all applicable exemptions in accordance with the <a href="#">Freedom of Information Act 2015</a> , <a href="#">Data Protection Act 2018</a> & <a href="#">Law Enforcement Directive 2018</a> .	
I/We understand and permit that the information I/We provide will be used by the Isle of Man Department for Enterprise in accordance with the <a href="#">Data Protection Act 2018</a> for the purposes of administration, research, analysis and to inform me/us of relevant marketing information. To view a copy of the Department's Privacy Notice, <a href="#">click here</a> . The Department will not share my details with third parties without firstly seeking my permission.	
The Department for Enterprise will not share your data with any third party that has not been explicitly listed by you.	
I/We confirm that the business satisfies the probity requirements set out in this declaration and has an appropriate anti-bribery policy as required by section 10 of the <a href="#">Bribery Act 2013</a> .	

Signed		Position in Company	
Name in BLOCK CAPITALS		Date:	

**NOTE:** If the application is on behalf of a company, please ensure that signatures for all Directors are listed below:

Signed		Position in Company	
Signed		Position in Company	
Signed		Position in Company	
Signed		Position in Company	
Signed		Position in Company	

"Isle of Man Staff" means persons resident in the Island who:

- a) are Isle of Man workers within the meaning of the Control of Employment Act 2014;
- b) hold valid Isle of Man work permits under that Act; or
- c) are subject to conditions or restrictions on their employment in the Island by virtue of the Immigration Act 1971 (of Parliament) as that Act applies in the Island, and are employed there in conformity with those conditions or restrictions.

To the fullest extent permitted by law, neither the Department nor its 3rd party contractors accept any liability for any loss suffered by the business as a result of any action or inaction taken by the business in relation to guidance offered.

To view a copy of the Department for Enterprise Privacy Notice, please visit:  
<https://www.iomdfenterprise.im/policy/privacy-policy>

Should you have any queries surrounding this Policy, please contact:

**DEPARTMENT FOR ENTERPRISE DATA PROTECTION OFFICER:**

Address St George's Court, Upper Church  
Street, Douglas, Isle of Man, IM1 1EX

Tel +44 1624 686733  
Email [DPO-DfE@gov.im](mailto:DPO-DfE@gov.im)

**Additional Information**

Please use this space to explain in detail where the law hasn't been complied with regarding income tax or national insurance, value added tax, health & safety, planning, employment, immigration or work permits.