



**MINISTRY OF EMPLOYMENT,  
ENTREPRENEURSHIP DEVELOPMENT AND  
BUSINESS INNOVATION**

**SEED CAPITAL APPLICATION FORM**

YEAR: .....

**(Official Use Only)**

Date of Receipt:.....

Reference No:.....

## NOTES TO APPLICANTS

- This form is to be used by eligible small businesses that wish to benefit from the Seed Capital Grant Scheme.
- This application form and any attached documents will be treated as confidential throughout and after the project evaluation process.
- All replies must be clearly explained and substantiated.
- The application form can be hand-written or filled out electronically.
- Further information, as well as information and guidance on the filling in of this application form may be obtained by contacting the Ministry responsible for Employment, Entrepreneurship Development and Business Innovation on 4297200
- Start-ups seeking support through this measure should submit the required documentation by not later than **31<sup>st</sup> March of each year. However for the year 2017, the deadline for submission of all forms shall be the 21<sup>st</sup> July 2017.** The seed capital shall be provided for **5 years** and the last application form shall be submitted not later than **31<sup>st</sup> March 2021** by the close of business.

**1. APPLICANT DETAILS**

1.1 Taxpayer Identification Number (TIN):

1.2 Name of Business:

1.3 Full Name of Contact Person:

1.4 Postal Address for Service of Notice:

1.5 Full Details of Nature of Business:

1.6 Business Telephone Number:

1.7 Business E-mail Address:

1.8 Legal form of Undertaking

1.9 Start-up Date:

## 2. GRANT DETAILS

2.2 Amount being requested:

2.2 Purpose of the grant:

## 3. DOCUMENTS CHECKLIST

Please ensure that all relevant documents listed below are submitted together with this application form:

- Application form completely filled in and duly signed
- Business Plan
- Detailed curriculum vitae of:
  - i. Key Promoters: The personnel which are contributing to the start-up project through knowledge and experience; and
  - ii. Individuals involved in the business and holding 25% or more of the shares or voting rights of the business.
- The Memorandum and Articles of Association of any business holding 25% or more of shares or voting rights of the undertaking.
- List of employees, roles and competencies of the employees engaged with the undertaking.
- Partnership Agreement signed by a notary (in case of unregistered partnerships)
- If the business has been in operation for more than 1 year, a certified copy of the Bank Statement by the bank as at 31<sup>st</sup> December for the preceding year.
- Certified copy of an Audited financial statement for Companies for the preceding financial year
- Business Certificate and/or license

**4. DETERMINATION AS TO WHETHER THE BUSINESS OF AN APPLICANT IS IN DIFFICULTY (kindly circle)**

4.1 Has the promoter received any rescue aid for this business or any other businesses in which it has either 25 % or more shares under his/her name and has not yet reimbursed the loan or terminated the guarantee, or has received funding for restructuring and is still subject to a restructuring plan?

YES/NO (please explain where the answer is yes)

4.2 Is the business or any other businesses in which the promoter has either 25% or more shares under his/her name subject to collective insolvency proceedings or risks being placed in collective insolvency proceedings at the request of creditors?

YES/NO (please explain where the answer is yes)

4.3 Some members of the applicant company have an unlimited liability for the debt of the company (other than an SME that has been in existence for less than 3 years), where more than half of its capital as shown in the company accounts has disappeared as a result of accumulated losses.

YES/NO/NOT APPLICABLE (please explain where the answer is yes)

## 5. DECLARATION

I, \_\_\_\_\_ hereby declare that:

- i. all factual information provided in this application as well as the accompanying information are true and accurate and reflect the status of affairs as at the date of submission. I undertake to inform the **Department of Entrepreneurship Development and Business Innovation** immediately if there are any subsequent changes to the above information (in particular, subsequent approval of funds by other public funding sources after this application is submitted);
- ii. the Applicant will indemnify the Government against all losses, liabilities and claims that it may suffer, incur or subject to in relation to this application or the Project;
- iii. I understand that any false declaration would lead to termination of the funding agreement, refund of any funds given, and the possibility of criminal charges.
- iv. I authorise the Seed Capital Committee through the Ministry responsible for Employment, Entrepreneurship Development and Business Innovation to procure credit checks as necessary to verify the accuracy of the statements made and to determine my creditworthiness.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_