

## LEFS MICRO LOAN E-APPLICATION FORM FACT SHEET

**APPLICATION PROCEDURE**

Step 1  
You need to submit the completed E-Form with the necessary supporting documents to the Participating Financial Institution (PFI) (see List of PFI).

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Step 2  
PFI evaluates your Loan Application under the LEFS Micro Loan Scheme. The Micro Loan Application is subjected to individual PFI's credit assessment.

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Step 3  
When loan Application is approved, you will be given a Letter of Offer. Upon acceptance of the offer, loan will be disbursed (subjected to individual PFI's approval and disbursement process).

**ELIGIBILITY CRITERIA**

To be eligible for SPRING's LEFS Micro Loan scheme, you must be:

- (1) A locally owned entity, i.e. at least 30% of shareholdings in the entity must be owned by local (Singaporean/Singapore PRs).
- (2) Entity must be registered in Singapore.
- (3) Your entity must employ **10 or less employees** **OR** **your entity's turnover must not exceed S\$1 million.**
- (4) On a group basis, ( group consists of all levels up for corporate shareholders holding > 50% of total shareholding of company and any subsequent corporate parents, and subsidiaries all levels down)
  - a. Your Group annual turnover must not exceed S\$100 million **OR**
  - b. Your group employment size must not exceed 200,

**SYSTEM REQUIREMENT FOR E-FORM**

You need Adobe Reader version 8.1.2 or above to use the E-Form.

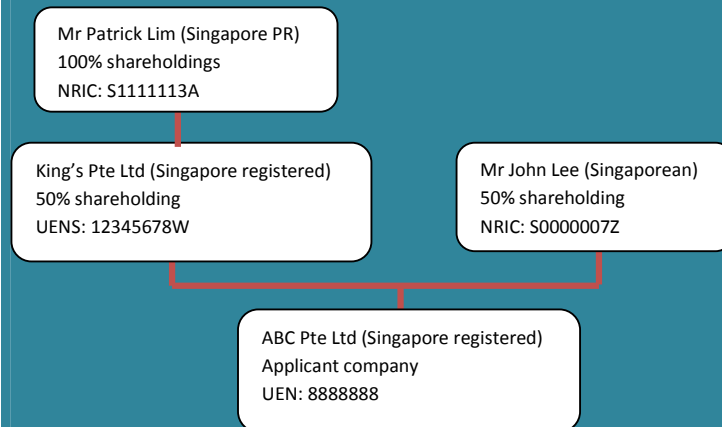
You may download the latest version of Adobe Reader at <http://get.adobe.com/reader/>

**HOW TO COMPLETE MICRO LOAN E-APPLICATION FORM?**

PART 1 – COMPANY DATA	
1. General	Please complete company's information as per requested. All fields are mandatory.  Paid-up capital: If sole proprietor or partnership, please state paid-up capital as zero (0).
2. Shareholding Details 2a. Shareholding details of applicant company	Please complete company's shareholding information as per ACRA.
Corporate Level:	In this section, you are required to complete the shareholding information of borrower and all corporate parents traced all levels up.

	<p>All shareholding details at Corporate Level 1 <b>must be completed before</b> proceeding to complete shareholding details at Corporate Level 2.</p> <p>Corporate Level 1: All shareholders of applicant company must be entered.          Corporate Level 2: All shareholders of company(s) entered in Corporate Level 1.          Corporate Level 3: All shareholders of company(s) entered in Corporate Level 2.</p>																					
Name of shareholder:	Please enter full name of shareholder(s) of the company.																					
UEN/NRIC of shareholder:	<p>If corporate shareholder, please enter UEN (Unique Entity Number)</p> <p>If individual shareholder, please enter NRIC number (for Singaporeans) or passport number (for foreigners).</p>																					
Type:	Please select if shareholder is a company or individual.																					
Nationality:	<p>If corporate shareholder, Country is defaulted as Singapore</p> <p>If individual shareholder, please select nationality. For Singaporean PR, please select nationality as Singaporean.</p>																					
%age share:	Please indicate percentage of shares owned by each shareholder. Percentage of shares should be computed based on ACRA.																					
UEN of company owned by shareholder:	<p>UEN of company owned by shareholder is a drop-down box which allows you to select company(s) you have entered in corporate level 1. As such, <b>this section is only applicable for shareholders entered in corporate level 2 and 3. For shareholders in corporate level 1, please leave it blank.</b></p> <p><u>Illustration A</u> : No corporate shareholder          Queen Pte Ltd is owned by Ms Nancy Khoo (50% shareholding) and Mr Liew Joo Tong (50% shareholding).</p> <p>The shareholding section should be completed as follows:</p> <table border="1" data-bbox="618 1415 1463 1614"> <thead> <tr> <th>Corporate level</th> <th>Name of shareholder</th> <th>UEN/NRIC of shareholder</th> <th>Type</th> <th>Nationality of Individual shareholder</th> <th>% share</th> <th>UEN of company owned by shareholder</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Nancy Khoo</td> <td>S6578904J</td> <td>Individual</td> <td>Singapore</td> <td>50</td> <td></td> </tr> <tr> <td>1</td> <td>Liew Joo Tong</td> <td>S6398709B</td> <td>Individual</td> <td>Singapore</td> <td>50</td> <td></td> </tr> </tbody> </table> <p style="text-align: right;">↑</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;">Should be blank since only Corporate Level 1 is entered</div>	Corporate level	Name of shareholder	UEN/NRIC of shareholder	Type	Nationality of Individual shareholder	% share	UEN of company owned by shareholder	1	Nancy Khoo	S6578904J	Individual	Singapore	50		1	Liew Joo Tong	S6398709B	Individual	Singapore	50	
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1	Nancy Khoo	S6578904J	Individual	Singapore	50																	
1	Liew Joo Tong	S6398709B	Individual	Singapore	50																	

Illustration B: With corporate shareholder  
 ABC Pte Ltd's shareholding details are as follows:



Based on the above information, ABC Pte Ltd should complete section 2a Shareholding details of applicant company as follows:

Corporate level	Name of shareholder	UEN/NRIC of shareholder	Type	Country/ Nationality	% share	UEN of company owned by shareholder
1	King's Pte Ltd	12345678W	Company	Singapore	50	
1	John Lee	S0000007Z	Individual	Singapore	50	
2	Patrick Lim	S1111113A	Individual	Singapore	100	12345678W

For corporate shareholders only:

Please submit ACRA search on corporate shareholders owning 50% or more of the total shareholdings of the applicant company as well as the ACRA for all subsequent corporate parents.

2.b Details of corporate shareholders holding more than 50% of the applicant company

If there are corporate shareholders with more than 50% shareholding inputted in table 2A, click "retrieve Corporate Shareholder from Table 2A" and fill in the No. of Staff.

If there are no corporate shareholders with more than 50% shareholding inputted in table 2A, please indicate "Not Applicable"

2.c Details of all subsidiaries where applicant company holds more than 50% of total shareholding.

Please complete the subsidiary level, UEN, Name and No. of Staff of all companies owned by applicant company and **subsidiaries owned by subsidiaries all levels down.**

If applicant company do not own any subsidiaries, please indicate "Not applicable"

<p>3. Past Performance</p>	<p>Please complete this section based on the latest year financial statements.</p> <p><b>For 3D.</b>, please furnish the consolidated group turnover of the ultimate corporate parent of the group. (Group consists of all levels up for corporate shareholders holding &gt; 50% of total shareholding of company and any subsequent corporate parents, and subsidiaries all levels down)</p> <p><b>For 3D.</b>, If applicant does not have any corporate parent holding &gt; 50% shareholding in applicant, please indicate “Not Applicable”</p>
<p>4. Current Loan Exposure</p>	<p>Please state your company’s total loan exposure under SPRING’s LEFS and other commercial facility.</p> <p>If your company do not have any loan facility, please indicate “Not Applicable”</p>
<p><b>PART 2 – TYPE OF LOAN FACILITIES REQUIRED</b></p>	
<p>5. Please indicate the type of facilities your company is applying for.</p>	<p>Please indicate the amount of financing you need (\$\$).</p>
<p>6. Details of Concurrent LEFS/V-loan Applications (Not Approved to-date)</p>	<p>Please complete section if you have applied for any concurrent SPRING’s LEFS facility that is <b>not approved till date</b>.</p>
<p><b>PART 3 – DECLARATIONS</b></p>	
<p>9. Declarations</p>	<p>Please sign only if you can fulfil <b>all declarations</b> stated in section 9.</p> <p>Only sole proprietor, partners, directors of company of the applicant company as registered with ACRA or professional bodies may sign this declaration.</p>
<p><b>PART 4 – SUBMISSION CHECKLIST</b></p>	
<p>10. Documents to be submitted</p>	<p>You need to submit the following documents, together with the Application Form to the Participating Financial Institutions:</p> <ol style="list-style-type: none"> <li>a. Latest ACRA search or Instant Information of applicant company.</li> <li>b. Latest ACRA search of Instant Information of corporate shareholders. (only applicable if corporate shareholder(s) holds 50% or more of the total shareholding</li> <li>c. Latest financial statements (not more than 1 year ago)</li> <li>d. Any other documents specified by the Participating Financial Institution.</li> </ol>

<b>LIST OF PARTICIPATING FINANCIAL INSTITUTIONS (PFI)</b>	
<b>Banks</b>	<b>Contact number</b>
DBS Bank Ltd	1800 222 2200
Maybank	6550 7888
Oversea-Chinese Banking Corporation Ltd	6538 1111
RHB Bank	6323 2001
Standard Chartered Bank	1800 743 3000
The Bank of East Asia Ltd	6602 7702
The Hongkong and Shanghai Banking Corporation Ltd	6216 9000
United Overseas Bank Ltd	1800 226 6121
<b>Finance Company</b>	
Hong Leong Finance Ltd	6415 9640
<b>Other Financial Institutions</b>	
IFS Capital Ltd	6270 7711
ORIX Capital Ltd	6510 7295
ORIX Leasing Singapore Ltd	6339 3622