

## LEFS & 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).



#### Step 2

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



#### 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 and 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) 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
- (4) In addition, for Micro Loan application, your entity must employ **10 or less employees OR your entity's turnover must not exceed S\$1 million**
- (5) For SPRING's LEFS Micro Loan scheme for **Young Enterprises**, you must be: **Less than 3 years from date of incorporation**, in addition to the above criteria.

## 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?

COMPANY INFORMATION	
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. Past Performance	Please complete this table based on the latest year financial statements.  <b>For Group Annual Sales Turnover.</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 > 50% of total shareholding of company and any subsequent corporate parents, and subsidiaries all levels down)  <b>For Group Annual Sales Turnover.</b> , If applicant does not have any corporate parent holding > 50% shareholding in applicant, please indicate "Not Applicable"
SHAREHOLDING DETAILS	
3A. 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.  All shareholding details at Corporate Level 1 <b>must be completed before</b> proceeding to complete shareholding details at Corporate Level 2.  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.
Name of shareholder:	Please enter full name of shareholder(s) of the company.
UEN/NRIC of shareholder:	If corporate shareholder, please enter UEN (Unique Entity Number)  If individual shareholder, please enter NRIC number (for Singaporeans) or passport number (for foreigners).
Type:	Please select if shareholder is a company or individual.

Nationality:

If corporate shareholder, Country is defaulted as Singapore

If individual shareholder, please select nationality. For Singaporean PR, please select nationality as Singaporean.

%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:

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, **this section is only applicable for shareholders entered in corporate level 2 and 3. For shareholders in corporate level 1, please leave it blank.**

Illustration A : No corporate shareholder

Queen Pte Ltd is owned by Ms Nancy Khoo (50% shareholding) and Mr Liew Joo Tong (50% shareholding).

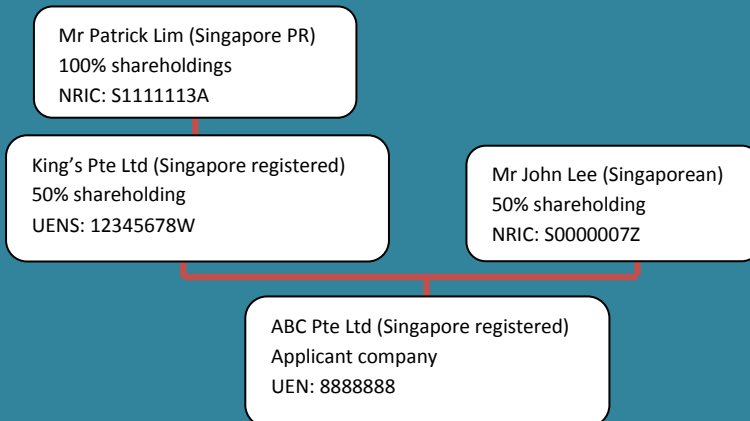
The shareholding section should be completed as follows:

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	

Should be blank since only Corporate Level 1 is entered

Illustration B: With corporate shareholder

ABC Pte Ltd's shareholding details are 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

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

No. of Staffs	Pls indicate the number of staffs for corporate shareholders with more than 50% shareholding
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.
3B. Details of all subsidiaries where applicant company holds more than 50% of total shareholding.	<p>Please complete the subsidiary level, UEN, Name, Percentage of Shares and No. of Staff of all companies owned by applicant company and <b>subsidiaries owned by subsidiaries all levels down.</b></p> <p>If applicant company do not own any subsidiaries, please indicate “Not applicable”</p>
<b>TYPE OF LOAN FACILITIES REQUIRED</b>	
4. Type of Loan	Please indicate the type of loan your company is applying for.
Loan Tenure (mth)	Please indicate the loan tenure of the loan your company is applying for (mths).
Amount of Financing Required	Please indicate the amount of financing you need (S\$).
<b>DECLARATIONS</b>	
6. Documents to be submitted	<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>Latest ACRA search or Instant Information of applicant company.</li> <li>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>Latest financial statements (not more than 1 year ago)</li> <li>Any other documents specified by the Participating Financial Institution.</li> </ol>
<b>DETAILS OF LOAN APPLICATIONS</b>	This section is to be completed by Participating Financial Institutions only.

**LIST OF PARTICIPATING FINANCIAL INSTITUTIONS (PFI)**

Banks	Contact number
DBS Bank Ltd	1800 222 2200
Maybank	1800 629 2265
Oversea-Chinese Banking Corporation Ltd	6538 1111
RHB Bank	1800 323 0100 / 62253111
Standard Chartered Bank	1800 743 3000
The Bank of East Asia Ltd	6602 7848 / 6602 7849
The Hongkong and Shanghai Banking Corporation Ltd	1800 216 9008 / 6216 9008
United Overseas Bank Ltd	1800 226 6121
Finance Company	
Hong Leong Finance Ltd	1800 3388 338
Sing Investments & Finance Ltd	6305 0300
Singapura Finance Ltd	6880 0688
Other Financial Institutions	
IFS Capital Ltd	6270 7711
Ethoz Capital Ltd	6654 7799
ORIX Leasing Singapore Ltd	6339 3622