

SME - Application Form



Instructions

1. Please provide only the information requested below
2. Fill the form as requested and do not add extra pages
3. Please include your name and signature on each page in ink
4. Please include your passport photo (2 copies) with name and signature at the back
5. Please use and sign checklist at the end of the Application Form
6. Please visit our website and read the Law creating the LSETF and understand there are penalties for providing false information

I have read the instructions above and understand the implication of submitting this form

Personal Information

Name (Surname First)

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Date of Birth: (DD -MM- YEAR)

Gender: Female Male

Marital Status - Single Married Divorced Separated Widowed

Residential Address:

& Street Name:

Local Government Area

Residential Status - Rented Owned Living with Parents/ Relatives

Time at this Address - _____

Email: (In Block Letters)

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Phone Number:

Mobile																			
Land line																			

Government Issued ID: Please include at least one –

International Passport:																			
Driver's License:																			
Permanent Voters Card:																			
LASRRA:																			

Bank Verification Number

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Personal Tax Identification No

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General Information

How did you hear about the LSETF programme?

- LSETF Website
- A Friend
- Social Media
- Print Media
- Others, Please Specify _____

What do you hope to gain from the programme – please pick as many as apply;

- Funding (Loan)
- Investment (Equity)
- Training
- Mentorship
- Business Development Support
- New Network
- Others, Please Specify _____

Education & Work Experience

- No Formal Education
- Primary School
- Secondary School
- University
- Masters
- Vocational Training
- Apprentice
- Internship
- Professional Training

Do you have certificates as proof of your Education?

Yes No

Please list issuing Institution (s) if applicable –

1. _____
2. _____
3. _____
4. _____

Work Experience – From most recent.

	Position	Date (From –To)	Name of Organisation
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Business Information

1. Do you currently have a business?

Yes No

If yes – What type of business is it- Pick one

- Charity
- Partnership
- Limited Liability Company
- Sole Proprietorship

2. Company Name (If applicable)

3. CAC Registration No (If Applicable)

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4. Company Tax Identification Number

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5. Have you ever created a successful business idea?

Yes No

6. Do you have an advanced professional training or University Degree related to what you want your business to do?

Yes No

7. What sector would you classify your business in? Pick one

- Agriculture
- Creative
- Education
- Food & Restaurant
- Food & Beverage
- Health
- Hospitality
- ICT
- Manufacturing
- Oil & Gas
- Professional Services
- Retail
- Sports
- Others

Please specify your sub sector (for instance if your sector is Services, examples would be Accounting)

8. Company Address (if different from home address)

& Street Name:

Local Government Area

9. Could you give a brief overview of your business? (150 words max)

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10. Describe or list your target customers (50 words max)

11. Describe or list your three biggest challenges regarding your business to date (50 words max)

12. State your average monthly turnover; expenses; savings

Monthly Turnover (⌘)	Monthly Expenses (⌘)	Monthly Savings (⌘)
Can you prove this? _____ If Yes, How? _____		

13. Is this your only source of Income?

Yes No

14. State how much you will earn on an average if your application to join the Programme is granted including expenses and savings;

Monthly Turnover (⌘)	Monthly Expenses (⌘)	Monthly Savings (⌘)
Can you prove this? _____ If Yes, How? _____		

15. How many people are you currently employing? Total - _____

Full Time -	Casual/ Contract -
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16. How many people will your Organisation employ if your application to join the Programme is granted? Total - _____

Full Time -	Casual/ Contract -
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17. How much are you applying for?

Figure (⌘)	In Words:
_____	_____

18. What are your business needs? Please list and Describe

	Requirement	Description
1.		
2.		
3.		
4.		
5.		
6.		

7.		
8.		
9.		
10.		

Other Questions

1. Has your business benefitted from any Government Intervention or Funds in the past? Yes No

2. Do you belong to any recognised Cooperative or Business Association? Yes No

2b. If Yes,

How long have you been a Member? _____

Please give full name and Address- _____

3. Guarantor's Details (Please note there is a separate form to be filled in addition to details provided here in)

Name: _____

Address: _____

Mobile No: _____

Signature: _____

Declaration

I have read all the information provided above and will like to be considered as a beneficiary under the LSETF Scheme. The information provided above is accurate and I understand there are penalties for providing any false information to the LSETF including imprisonment.

Name – Surname & Other names

Signature & Date

If the form was prepared by another individual and not the beneficiary, please sign below –

I have prepared form based on the information provided by the Applicant and believe same to be true to the best of my knowledge

Name _____

Signature & Date _____

Application Form Checklist

Kindly Tick as appropriate and submit with the Application Form

- Application Form (2copies – with name and signature on each page)
- Passport Photograph (2 copies – with name and signature on the back)
- Copy of Government Issued ID Card
 - Type - _____
- Copy of BVN Card
- Copy of Education Certificates (If applicable)
- Copy of CAC Certificates (If applicable)
- Copy of TIN Certificate (If applicable)
- Copy of Personal Tax –Card (Promoter)
- Proof of Company Income
 - Type - _____
- Guarantors Form 1
- Guarantors Form 2

Name - _____

Date & Sign - _____