

## LOAN GUARANTEE PROGRAMME CHECKLIST

Required Information	Description	Date Received or Completed
Client must submit the documents below with the application. <b>Areas in yellow BEDC is responsible for that process.</b>		
<b>Business Plan</b>	Providing information about the history and future of the business	
<b>Personal Financial Statement</b>	Personal financial details of each owner of the business	
<b>Financial Statements/Cash flow statement</b>	Required to submit at least 24 months of financials and projections on template form	
<b>Bank Statements</b>	<ul style="list-style-type: none"> <li>Confirm if client has a Business account</li> <li>Client to supply statements.</li> <li>Six months of bank statements if an existing business.</li> <li>Required monthly when in repayment phase.</li> </ul>	
<b>Estimates/Quotes</b>	Detailed listing of goods to be purchased by client for business through the loan	
<b>Business Reference</b>	Prepared by a client, service provider, vendor, known business associate	
<b>Identification</b>	<ul style="list-style-type: none"> <li>Demonstrates that the applicant is Bermudian.</li> <li>If non-Bermudian is a partner, the Bermudian must hold the controlling interest and a copy of the partnership agreement must be submitted</li> </ul>	
<b>Bank's Terms and Conditions</b>	If available, provide a copy to the Officer (draft or final)	
<b>Loan Guarantee Application Form</b>	Must be filled out completely, accurately and signed by all owners of the business if more than one owner	
<b>Fees</b>	<ul style="list-style-type: none"> <li>Reference BEDC Loan Guarantee Fees schedule on the back of this document</li> <li>\$300 upfront non-refundable administration fee – will be applied towards total Loan Guarantee Fee.</li> <li>\$50 upfront non-refundable Credit Check Fee</li> <li>Guarantee Fee - 1.5% - 3.25% of guaranteed amount, payable once approved.</li> <li>Determined based on amount of guarantee.</li> <li>Balance of Loan Guarantee Fee payable once Loan Guarantee has been approved</li> </ul>	
<b>Credit Check</b>	<ul style="list-style-type: none"> <li>Completed via Bermuda Credit Association</li> </ul>	
<b>Proposal sent to the Executive Director</b>	Officer will forward proposal and supporting documents to the ED for review and approval	
<b>Approval Processing Times</b>	25 business days from receipt of all required information	
<b>Credit Committee Meeting</b>	<ul style="list-style-type: none"> <li>Meets once a month</li> <li>Officer will indicate when the meeting will occur</li> </ul>	
<b>Guarantee Approval Letter &amp; Account Opening Documents</b>	Signed by the applicant and BEDC once the guarantee is approved and the Processing fee is paid. Copy is sent to the Bank with cover letter.	
<b>Guarantee Certificate</b>	BEDC will prepare and execute the Guarantee Certificate and forward to the Bank.	
<b>Funds released to Client</b>	Once Bank has received the BEDC guarantee Certificate and all fees have been paid	

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### BEDC LOAN GUARANTEE FEES (ONE TIME FEE)

LOAN FULLY SECURED GUARANTEED AMOUNT	LOAN TERMS			
	0 - 3 YEARS	4 - 5 YEARS	6 - 7 YEARS	8 - 10 YEARS
\$1 - \$49,999	1.50%	1.75%	2.00%	2.25%
\$50,000 - \$99,999	1.75%	2.00%	2.25%	2.50%
\$100,000 - \$149,999	2.00%	2.25%	2.50%	2.75%
\$150,000 - \$200,000	2.25%	2.50%	2.75%	3.00%
LOAN WITH UNSECURED PORTIONS GUARANTEED AMOUNT	LOAN TERMS			
	0 - 3 YEARS	4 - 5 YEARS	6 - 7 YEARS	8 - 10 YEARS
\$1 - \$49,999	1.75%	2.00%	2.25%	2.50%
\$50,000 - \$99,999	2.00%	2.25%	2.50%	2.75%
\$100,000 - \$149,999	2.25%	2.50%	2.75%	3.00%
\$150,000 - \$200,000	2.50%	2.75%	3.00%	3.25%

### BEDC LOAN GUARANTEE RESTRUCTURING FEES

**IF RESTRUCTURING AN EXISTING LOAN GUARANTEE, BEDC WILL CHARGE AN ADDITIONAL NEW FEE OF 0.5% ON THE TOTAL GUARANTEED AMOUNT.**

### BEDC LOAN GUARANTEE ADMINISTRATION FEES

- \* \$300 upfront administration fee to be applied towards total loan guarantee fee if application is approved. Must be paid at time application is submitted. The balance loan guarantee fee is payable upon approval of the application and signing of loan agreement documents.
- \* If the application is not approved, the applicant has 1 (ONE) year from the first decision date to resubmit an application addressing the areas of concern for the non-approval without having to repay the administration fee.
- \* \$50 non-refundable credit check fee per applicant to be paid at the time the application is submitted.
- \* The existing credit check will apply for 6 months ONLY. After 6 months a new credit check will have to be run with updated credit history and an additional \$50 non-refundable credit check fee will have to be paid.