



GLASGOW CHAMBER OF COMMERCE  
JOHN WATSON FUND

# APPLICATION CHECKLIST EXISTING BUSINESSES

**PLEASE ENSURE THAT YOU HAVE ENCLOSED ALL OF THE FOLLOWING WITHIN  
YOUR APPLICATION**

## Paperwork required from existing enterprises

- Completed & Signed Application Form
- A current business plan with at least 1 year's financial projections
- The last 2 years certified accounts and your most recent management accounts (no more than 3 months old)
- The last 3 months business bank statements
- Personal Credit report for all owners, partners, directors and shareholders who own shares of 20% or more
- CV's for all applicants
- The last 3 months personal bank statements for all owners, partners, directors & shareholders (with 20% shares or more)
- Proof of identification and home addresses should be included for all owners, partners, directors and shareholders (with 20% shares or more). Please see attached a list of acceptable forms of identification.

In order to comply with Anti-Money Laundering Legislation, please find detailed below a list of acceptable forms of identification that should be submitted along with your loan application to DSL

## Client Identification

- Current signed passport
- Current full UK photocard driving licence

- Benefits book or original notification letter from the Benefits Agency

#### Address Identification

- A recent utility bill, within last 6 months (mobile phone bills, internet access bills are not acceptable)
- Council tax bill (within last 12 months)
- Current full UK driving licence (old style paper licence)
- Bank/Credit Card statements (within last 6 months)
- Original mortgage statement (no more than 12 months old)

NB: The above list is not exhaustive, therefore please contact us if you require information on alternative methods of identification.