

Interest Free Energy Efficiency Loan Scheme



Documentation needed to complete a full application

Limited Company

- A quotation from your chosen supplier(s) which meets the requirements shown in the Carbon Trust guidance document '*How to tick all the boxes; Getting it right first time*'
- A completed Energy Saving Assessment Template – ask your supplier for assistance
- A 12 month summary of your energy use showing kWh and cost
- A copy of your business bank statement
- A completed Beneficial Owners Declaration form

Unincorporated company

- A quotation from your chosen supplier(s) which meets the requirements shown in the Carbon Trust guidance document '*How to tick all the boxes; Getting it right first time*'
- A completed Energy Saving Assessment Template – ask your supplier for assistance
- A 12 month summary of your energy use showing kWh and cost
- For the business
 - A utility bill in the application name dated within 3 months (either original or certified copy*)
 - A bank statement in the application name dated within 3 months (either original or certified copy*)
 - A letter from your accountant confirming you have been trading for longer than 3 years, and the name of the owner/partners
 - Three years trading accounts
- A copy of the constitution for clubs/community groups etc.
- For each partner
 - Photographic identification (passport or photo driving licence) - either certified copy or you may present this at our office if desired
 - Personal bank statement or utility bill dated within 3 months (either original or certified copy*)

*** The certification must be done by an independent external accountant, auditor, registered tax adviser or solicitor. This person must sign their name, print their full name and date their signature. If the certifier has a number issued by their professional body this should also be included (e.g. solicitors will have number issued by the Solicitors Regulatory Authority). This enables an online search to be conducted to check on the identity of the certifier. An acceptable form of wording for the certifying of identity documents is for a utility bill or bank statement - "I certify that this is a true copy of the original of this document which I have seen".**