

[XX Ltd]

Bank Proposal

Coronavirus Business Interruption Loan Scheme

April 2020

**PRIVATE & CONFIDENTIAL**

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**EXECUTIVE SUMMARY**

**Funding Requirement**

* Summarise the reason for the funding request
* Provide an indication of the amount of funding required and the expected duration (if known)
* Provide details of the security available to the bank (if any)
* Where possible indicate serviceability/ repayment in due course.
* Provide a table of current facilities and new/proposed facilities.

**Key business highlights**

* Summarise the key strengths of the business and why (under normal circumstances) it is a good business to support

**BUSINESS OVERVIEW**

* A brief overview of the business operations and market in which the business operates.
* Where relevant provide details of changes to be made to the management or wider organisation as a result of the crisis. Highlight management expertise/ roles/ responsibilities subject to banks knowledge of the business and its management.
* Any additional relevant background to the proposal that would be helpful for the bank to understand.

**CORONAVIRUS IMPACT**

* Highlight the key issues experienced by the business and identified risks as a result of the virus (e.g. staff/payroll, supply chain, customers etc.)
* Linked to the key risks highlight the steps taken to mitigate and manage cash flow to date.
* Describe the cash flow constraints and challenges that are arising.
* Details of any scenario planning that has been run to estimate the cash requirement.

**FINANCIALS**

* Last 2 years profit and loss and cash flow (adjusted for one off /exceptional costs where relevant) to demonstrate historic profitability and debt serviceability.
* Details of the cost base between fixed, variable and semi-variable to demonstrate a detailed cost assessment has been undertaken.
* Short narrative summarising trading position and working capital.
* For working capital facility requirements, outline the key components and how the working capital cycle operates to help identify the best form of funding facility for the circumstances.
* Latest balance sheet.
* Short term projected cash flow (noting limitations in forward visibility for many businesses). Details of intra month cash flow (high/ low points) considering daily / weekly cash flow as appropriate.
* Covenants – set out current covenants in order to hold discussions with the lender on covenant waivers etc. as appropriate.