



Council for Native Hawaiian Advancement

2149 Lauwiliwili Street, Suite 200, Kapolei, Hawaii 96707

Tel: 808.596.8155 / 800.709.2642 • Fax: 808.596.8156 / 800.710.2642

info@hawaiiancouncil.org • www.hawaiiancouncil.org

Aloha!

Mahalo for your interest in the Council for Native Hawaiian Advancements (CNHA) Micro-Enterprise Loan Program (MELP). We are proud to serve local businesses and to assist your company in achieving success. In order to make this loan process as smooth and convenient as possible we have supplied a checklist of required documentation which includes the application, certification and authorization as well as a summary of terms. Please complete the application kit and submit with all necessary documentation to our offices.

If you should have any questions regarding the Micro-Enterprise Loan Program please do not hesitate to call myself or Mr. Brett Nakoa, Loan Fund Officer by e-mail at info@hawaiiancouncil.org or by phone at 808.596.8155. We look forward to receiving your application.

E malama pono,

Geri Mendiola
Program Manager

Enclosed:

MELP Checklist

MELP Application & Eligibility Form

MELP Borrower's Certification & Authorization Form



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Micro-Enterprise Loan Program Checklist

The items listed below are required in order to process the Micro-Enterprise Loan Program application. Please submit all listed documents at the time of application to ensure timely response.

- Completed & Signed Program Application
- Signed Certification & Authorization Form
- (2) Years Federal Corporate Tax Returns
- Current Year-to-Date Profit & Loss Statements, Balance Sheet and Income Statement
- Most recent years audited report (if applicable)
- List of Board of Directors/Business Owners
- Description of Organization/Business including Mission Statement and Work Related to Loan Request
- Business Plan and/or Business Projections – Reason for Loan
- Business license and/or Federal Tax ID number
- Identification of Business Owner (drivers license, state identification, other)
- Other: _____
- Other: _____
- Other: _____
- Other: _____
- Other: _____

Please provide all items to process application, contact CNHA offices at 808.596.8155 if there are any questions.



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Micro-Enterprise Loan Program Application & Eligibility Form

Please print legibly using a blue or black pen. Information such as your date of birth and social security number are used to pull credit and identify accounts as those belonging to you the Borrower and not someone with a similar name. CNHA takes Borrower privacy seriously and makes every effort to safeguard your personal information.

How did you hear about this program? Homestead Association Associates
 Advertisement Other:

BUSINESS INFORMATION

Business Legal Name	Federal Tax ID Number/SSN	Business Phone Number	
Street Address	City	State	Zip Code
Gross Annual Revenue	Years in Business	# of Employees	

Structure: Corporation General Partnership Sole Proprietorship Other:

Describe your Business (Type of work performed):

PERSONAL INFORMATION

Name (First, Middle & Last)	Social Security Number	Birth Date	
Home Street Address: <input type="checkbox"/> Own <input type="checkbox"/> Rent	City	State	Zip Code
E-Mail Address	Phone Number	% Ownership	# Yrs in Business

Your Position with the Business: Owner Partner Other:

Gross Monthly Income	Total Personal Assets	Total Real Estate Market Value
\$	\$	\$

ASSETS & LIABILITIES INFORMATION

Assets	Amount	Description/ Institution	Liabilities	Amount	Institution/ Creditor
Checking Account 1	\$		Other Business Loan 1	\$	
Checking Account 2	\$		Other Business Loan 2	\$	
Checking Account 3	\$		Other Business Loan 3	\$	
Savings Account 1	\$		Other Business Loan 4	\$	
Savings Account 2	\$		Other Personal Loan 1	\$	
Savings Account 3	\$		Other Personal Loan 2	\$	
Other Deposit Account(s)	\$		Other Personal Loan 3	\$	
Stocks & Bonds	\$		Automobile Loan 1	\$	
Profit Sharing/Vested Interest	\$		Automobile Loan 2	\$	
Proprietorship/Partnership Value	\$		Mortgage/Real Estate 1	\$	
Real Estate 1 Name on Title:	\$		Mortgage/Real Estate 2	\$	
Real Estate 2 Name on Title:	\$		Mortgage/Real Estate 3	\$	
Real Estate 3 Name on Title:	\$		Loans on Retirement Accounts	\$	
Automobile 1 Make: Year:	\$		Loans on Life Insurance	\$	
Automobile 2 Make: Year:	\$		Other:	\$	
Accounts Receivable	\$		Other:	\$	
Other:	\$		Other:	\$	
Other:	\$		Other:	\$	
TOTAL ASSETS	\$		TOTAL LIABILITIES	\$	
NET WORTH TOTAL (ASSETS <i>minus</i> TOTAL LIABILITIES)				\$	
TOTAL LIABILITIES & NET WORTH				\$	

CERTIFICATION/SIGNATURES

- All information provided on this application is true and correct to the best of my knowledge.
- All sources of household income have been fully disclosed.
- I authorize CNHA to obtain a credit report in conjunction with this application if applying for credit.
- I understand that CNHA will rely on the information in this application and/or credit report to make its decision.
- I understand that my application will be denied if I have provided any false information, or if this application is incomplete
- I will notify CNHA immediately if there are changes to the information provided in this application.

Applicant's Signature:	Date:
Co-Applicant's Signature:	Date:



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Micro-Enterprise Loan Program Borrower's Certification & Authorization

Certification

The undersigned certifies the following:

1. I/We have submitted documentation to the **Council for Native Hawaiian Advancement (CNHA)** to qualify for the Micro-Enterprise Loan Program.
2. In requesting the loan, I/We completed an application form containing various information on my company and its' income information, as well as assets and liabilities. I/We certify that all of the information is true and complete. I/We made no misrepresentations in the application packet in regards to me and/or other documents, nor did I/We omit any pertinent information.
3. I/We understand and agree that the **Council for Native Hawaiian Advancement** will review and analyze the information provided from the application to determine my ability to qualify for a Micro-Enterprise Loan.
4. I/We fully understand that the information provided is specifically for applying for a loan. The information is being used by CNHA in order to identify borrowing potential

Authorization to Release Information

To Whom It May Concern:

1. I/We have completed a Micro-Enterprise Loan Program application from the **Council for Native Hawaiian Advancement**
2. I/We understand and agree that the **Council for Native Hawaiian Advancement** may pull a business credit report as part of their due diligence when evaluating a loan applicant.
3. A copy of this authorization may be accepted as an original.

Borrowers Name

Co-Borrowers Name

Social Security Number & Date

Social Security Number & Date

Borrowers Signature

Co-Borrowers Signature