

**EXHIBIT B**  
**SSBCI REQUISITION AND REPORT FORM**

This form must generally be submitted at least two weeks in advance of an intended loan or investment closing. Please assign a unique identifier to each proposed loan or investment transaction. This number must coincide with future reporting on your "Annual and Quarterly Reconciliation Reports" (Section 9.1). This form must be accompanied by: (a) the **signed commitment letter** and include your certification that all preconditions to closing have been met and the loan or investment is ready to close; and (b) **Certification** of the qualifying small business (investee) or borrower (Exhibit C). Loans to borrowers must be credit-approved by FAME **prior to** submission of a requisition request. Participants proposing loans to borrowers should submit a copy of Participant's loan analysis for such credit-approval.

**Participant:** \_\_\_\_\_

**Participant's EIN#:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Contract Officer:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

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**Legal Name of Qualifying Small Business (Investee) or Borrower:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Borrower EIN#:** \_\_\_\_\_

**Your Agency Loan # or Transaction Identifier:** \_\_\_\_\_

**Full Time Permanent Jobs Retained:** \_\_\_\_\_

**Full Time Permanent Jobs Created:** \_\_\_\_\_

**Other Jobs Created or Retained:** \_\_\_\_\_

**Borrower's or Investee's Number of Full Time Equivalent (FTE) employees:** \_\_\_\_\_

**Census tract (11 digits total):** \_\_\_\_\_ **State Code (2 digits):** \_\_\_\_\_ **County Code (3 digits):** \_\_\_\_\_

**Tract Code (6 digits):** \_\_\_\_\_ (or attach Geocoding Search Result)

**Zip code of principal location in Maine:** \_\_\_\_\_

**Loan or Investment will provide access to capital in: (check all that apply) (per HUD guidelines)**

Low or moderate income community

Minority community

Other underserved community

**The Borrower or Investee is: (check all that apply) (per HUD guidelines)**

A woman or women owned business

A minority owned business

**Borrower's or Investee's annual sales revenues in last fiscal year:** \_\_\_\_\_

**NAICS 6-digit code for Borrower's or Investee's industry:** \_\_\_\_\_

**Year Borrower or Investee incorporated or established:** \_\_\_\_\_

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**If Applicable:**

**Name of Participating Bank:** \_\_\_\_\_

**Bank's FDIC#:** \_\_\_\_\_

**Purpose of borrowing or investment: (Project Description) (attach additional sheet if necessary):**

**Proposed Loan or Investment Structure:**

<b>SOURCES:</b>		<b>USES:</b>	
SSBCI Funds Requested:	\$		\$
Bank	\$		\$
Borrower or Investee	\$		\$
Other/Public: _____	\$		\$
Other/Private: _____	\$		\$
<b>TOTAL</b>	<b>\$</b>		<b>\$</b>

On behalf of Participant, I certify that all preconditions to closing have been met and the loan or investment will be made upon receipt of funds and the Borrower or Investee and the project are eligible for funding. I certify that the loan or investment will not place under protection of the SSBCI program any prior debt or investment that is not covered under the SSBCI program and that is or was owed by the Investee or Borrower to Participant or an affiliate. I certify that the loan or investment is not a refinancing of a loan or investment previously made to the Borrower or Investee by Participant or an affiliate, nor is the Participant attempting to enroll any portion of an SBA-guaranteed loan.

Neither the Participant nor its principal officers or employees, including immediate family, holds any legal or financial interest or influence in the Borrower or Investee. Neither the Borrower nor Investee nor its principal officers or employees, including immediate family, holds any legal or financial interest or influence in the Participant. For investments being received under SSBCI Venture Capital Programs, the investment complies with the conflict of interest rules set forth in the SSBCI National Standards for Compliance and Oversight.

Pursuant to Section 3011(c)(2) of the Act, Participant represents that no principal of the Participant has been convicted of a sex offense against a minor (as such terms are defined in Section 111 of the Sex Offender Registration and Notification Act (42 U.S.C. Section 16911)). For purposes of this representation, “principal” is defined as “if a sole proprietorship, the proprietor; if a partnership, each managing partner and each partner who is a natural person and holds a 20% or more ownership interest in the partnership; and if a corporation, limited liability company, association or a development company, each director, each of the five most highly compensated executives or officers of the entity, and each natural person who is a direct or indirect holder of 20% or more of the ownership stock or stock equivalent of the Participant”.

**Signature of Participant’s Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Date of disbursement: \_\_\_\_\_ (to be entered by FAME on date of disbursement to Participant)