



**How to fill in the form electronically.**

This form can be completed digitally. We do, however, need your signature, so the application must be printed and sent together with attachments to Kammarkollegiet by post, or you can scan the application with attachments and send by email to [reselan@kammarkollegiet.se](mailto:reselan@kammarkollegiet.se).

**About the company**

Tick what applies for the business you represent

Package travel operator

Reseller of package trips for another operator

Is the operator (or operators) for which you are a reseller established outside the EEA?

Yes or

No

No, as the the operator (or operators) for which the company is a reseller is established within the EEA, the company cannot be granted a loan.

Does your company owe refunds to travellers for rebooked trips that have been cancelled?

If yes, how big is your liability to the travellers? (state the total in thousand Swedish kronor)

Please attach documents showing liabilities to travellers. See description of what must be included in the document in the information annex.

No, which means you cannot be granted the loan

Have you arranged a travel guarantee with us at Kammarkollegiet? Please note that the guarantee must also have been in existence at the time of the trips on which the loan is based.

Yes or

No

If No, the company cannot be granted the loan (See Section 9(4) of the Regulation)

**Financial status**

The business's annual turnover in 2019, write the total in Swedish kronor

The business's payroll costs in\* 2019, write the total in Swedish kronor

\* This must include social security contributions and costs for staff who work for the company but are paid as subcontractors.

What is the company's financial year?

January - December, attach the annual report for the financial year 2019 (or NE Annex from the tax return)

**Other, attach the income statement and balance sheet for 01/01/2019 -- 31/12/2019.\*\***

If the amount of the payroll costs you have entered above does not match what is stated in the annual report or in the income statement, you must attach supporting data to the application to verify the payroll cost. You must obtain the supporting documentation from the company's finance system.

\*\* The reports must be obtained from the company's finance system and it must be clearly evident that this is the outcome at account level.

Was the company you represent insolvent, undergoing reorganisation or obliged to draw up a control balance sheet on 31 December 2019?

Yes or

No

If Yes. As the company you represent was insolvent, undergoing reorganisation or obliged to draw up a control balance sheet, the company cannot be granted the loan.

Is the company currently bankrupt, in liquidation or the object of a company reorganisation?

Yes or

No

If Yes. As the company is bankrupt, in liquidation or the subject of a company reorganisation, the company cannot be granted the loan.

Is the company the subject of a payment demand on the basis of a decision by the European Commission that has declared aid from a Swedish aid provider to be illegal and incompatible with the internal market?

Yes or

No

**Corporate form**

What is the corporate form of the company:

Limited liability company

Partnership

Sole trader

Other

Corporate ID number:

Company name:

**Please note: You must enter more information on the next page!**



## KAMMARKOLLEGIET

According to the most recently adopted annual report, does the company have 250 or more employees and did it have annual turnover in excess of SEK 500 million or a balance sheet total in excess of SEK 430 million?

Yes No

Please attach the most recently adopted annual report (sole traders must attach the NE Annex).

As of 31/12/2019, does the company have 250 or more employees and did it have annual turnover in excess of SEK 500 million or a balance sheet total in excess of SEK 430 million?

Yes or No

If Yes. For large companies, we will assess whether the company had a debt/equity ratio above 7.5 in 2019 and 2018, and at the same time had an operating profit before taxes and depreciation that was lower than the company's interest expenses (i.e. the interest coverage ratio is negative). If this is the case, it will not be possible to grant a loan.

### Debts

Does the company that you represent have debts to suppliers for the package holidays to which the loan relates?\*

Yes, write the total amount (in Swedish kronor)\*\*

No

\* Pleased note that debts you enter here must apply to the same package trips for which you are applying for a loan.

\*\* Include supplier debts relating to cancelled trips between 1 March - 31 October 2020.

### Other State aid

Has the company you represent applied for other State aid? The size of the loan is affected by other State aid, and the loan you apply for here affects the possibility of other aid. There is more information about this in the information annex.

Yes No

If Yes, did the company receive aid?

If Yes, please attach documents showing what aid the company has received.

No

### Size of the loan

Would you like to borrow the full amount you owe to the travellers? For more information about the limitations we have to take into account when deciding on the size of the loan, please see the information annex.

Yes No. How much do you want to borrow? (write the sum in Swedish kronor)

Does the amount you are applying for exceed 25% of the business's total turnover in 2019?

If Yes, you can receive a maximum loan of SEK 8 million over 25% of your total turnover in 2019.

No

Does the amount you are applying for exceed double the payroll cost\* for 2019?

Yes

No

\* Payroll costs including social security contributions and costs for staff who work for the travel operator but are paid as subcontractors

Select the term of the loan 3 år 6 år

The interest rate on the loan is fixed for the full term of the loan. The interest rate on the loan is 1% per annum, except for loans to large companies, which are charged 2% interest per annum when a term of six years is selected. The interest cannot be paid until the end of the term.

### The company's account details

Into which account do you want the loan to be deposited?

Bank account	Clearing number	Account number	Name of bank	Reference (if relevant)
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Foreign bank account

IBAN number

SWIFT

Bank code (e.g. BLZ, sort code)

Bankgiro Bankgiro number

Payment reference  
(if relevant)

Plusgiro Plusgiro number

Payment reference  
(if relevant)

**Please note: You must enter more information on the next page!**



# KAMMARKOLLEGIET

## Your details

### Personal details

Personal ID number (YYMMDD-NNNN)	Forename	Surname
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### Address details of the company

Address		
Postal code	Postal location	Country

### Contact details

Email address	Phone number	Mobile number
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Would you like to receive status updates on the case?	Email
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Are you the contact person for updates on the case?
Yes
No, specify:

Name of contact person	Title of contact person
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Email address of contact person	Phone number of contact person
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### Signature of company signatory

1. Through this Loan Application, the Borrower agrees to the General Terms and Conditions as well as what applies under the Regulation and other applicable laws, regulations and rules regarding the application and loans, as well as the Lender's processing of and decisions on loans.
2. All of the information in this Loan Application is submitted on honour.
3. The Borrower guarantees that all the terms and conditions for this application under the Regulation, in the General Terms and Conditions and for this Loan Application have been fulfilled. I am aware that this application to Kammarkollegiet shall become a public document.

Place and date	Signature
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Email address	Name in block letters
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Place and date	Signature
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Email address	Name in block letters
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Place and date	Signature
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Email address	Name in block letters
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**Please send the application to: Kammarkollegiet, SE-651 80 Karlstad**



# KAMMARKOLLEGIET

## Information Annex

### Apply for a government loan for payment of refunds to travellers for rebooked trips

#### Documents you need to attach to the application.

**Please note: do not attach files that contain sensitive personal data or data that is confidential.**

1. A summary of supporting data setting out current liabilities to travellers for rebooked package trips that have been cancelled and for which a full refund has not been paid at the time of the application. The data must as a minimum include the following for each booking:

- Booking number and/or customer number for the rebooked trip
- Departure date for the original package trip (planned departure date must be in the period 01/03/2020 - 31/01/2021)
- Departure date for the rebooked trip (planned departure date must be in the period 01/02/2021 - 30/09/2021)
- Date when the rebooked trip was cancelled (no later than 01/08/2021)
- Outstanding liability at the time of the application

The data must specify a grand total. If possible, we would like to have the data in Excel format. If your company is not able to produce lists from booking systems, finance systems or equivalent, you can use our template and attach it to your application. The template is available on the website.

2. Annual report for 2019 for companies with the calendar year as their financial year (sole traders must attach their 2019 tax return, the NE Annex). If you have previously applied for and been granted a travel operator loan, you do not need to attach the annual report for 2019.

3. Income Statement for the period 01/01/2019-31/12/2019 and Balance sheet as of 31/12/2019 for companies with a financial year other than the calendar year. If you have previously applied for and been granted a travel operator loan, you do not need to attach the annual report for 2019.

4. Most recently adopted annual report (sole traders must attach their most recent tax return, the NE Annex).

5. Documentation from the company's finance system that verifies total payroll costs for 2019\*. If you have previously applied for and been granted a travel operator loan, you do not need to attach the annual report for 2019.

*\* Payroll costs for 2019 means the payroll costs including social security contributions and costs for staff who work for the travel operator but are paid as subcontractors.*

6. Decision on State aid previously received (rental aid, maritime aid, restructuring aid and state aid to guarantee access to air ambulance transport, as well as travel operator loans).

#### Other State aid

If your company applies for a loan that (together with interest and travel operator loan previously granted) exceeds the higher of 25% of total turnover for 2019 or double the payroll costs for 2019\*, the excess part (maximum SEK 18 million) is affected by any other State aid that the company has been granted\*\*. If the company has previously been granted State aid, that sum shall be deducted from what can be granted in loans.

*\* The limit is called the higher of: 25% of total turnover for 2019 or double the payroll costs for 2019.*

*\*\* State aid that affects the possible loan amount is rental aid, restructuring aid, maritime aid and state aid to guarantee access to air ambulance transport.*

Bear in mind that this loan, if it exceeds the limit, may also affect your company's opportunities for other State aid in the future.

There is a maximum limit on what a company may be granted in State aid. This level is currently SEK 18 million (determined by the European Commission).

Loans below the limit are not affected by this assessment.

#### Size of the loan

There are limitations we take into account when we determine the potential size of loans. The possible amount may be limited if:

- The loan exceeds the debt your company has to package travellers for cancelled rebooked trips.
- The amount of the loan granted is less than existing debts to travellers, but the amount of the loan applied for (together with interest and travel operator loan previously granted) exceeds the limit. The excess part of the limit can then total a maximum of SEK 18 million.
- The company applying for a loan has previously received State aid. The amount of SEK 18 million is then further reduced by certain state aid received by the company during the pandemic.

Furthermore, if the funds we can allocate to the loans are not sufficient to meet all loan applications, we will reduce the amount of the loan to the same percentage for all operator