

**ASSET FINANCE PROPOSAL FORM**

<b>CUSTOMER DETAILS</b>			
Name:		Trading as:	
Address:			
Status: Ltd / Plc <input type="checkbox"/> Llp <input type="checkbox"/> Sole Trader <input type="checkbox"/> Partnership: 2-3 Partners <input type="checkbox"/> 4+ Partners <input type="checkbox"/> Other: <input type="checkbox"/>			
Nature of Business:		Registration No:	
Established:	Website:	Number of Employees:	
Contact:		Tel:	E-mail:
Bank Name:	Sort Code:	Account No:	
Bank Overdraft Facility: Yes <input type="checkbox"/> No <input type="checkbox"/>	Overdraft Limit: £	Overdraft Utilisation: £	
<b>EQUIPMENT DETAILS</b> (include age if used)			
<b>SUPPLIER DETAILS</b>			
Name:		Name:	
Address:		Address:	
Website:		Website:	
<b>DEAL PARTICULARS</b>			
Cost (ex VAT): £		Deposit/ Part Ex: £	Amount of Finance: £
Facility: HP: <input type="checkbox"/>	Lease: <input type="checkbox"/>	Loan: <input type="checkbox"/>	Other (Please specify):
Period of Finance:	Repayment Profile*:		
<i>* include initial rental, number of further payments, frequency (monthly/quarterly/annually) and any balloon</i>			
<b>REASON FOR EQUIPMENT PURCHASE</b>			
<b>COMPANY INFORMATION</b> (History / Trade / Key Personnel / Customers / Future Plans etc.)			

Directors / Partners / Shareholders

Name:		Name:	
Date of Birth:	Shareholding %:	Date of Birth:	Shareholding %:
Address:		Address:	
Home Owner: <input type="checkbox"/> Rented <input type="checkbox"/> Other <input type="checkbox"/>		Home Owner: <input type="checkbox"/> Rented <input type="checkbox"/> Other <input type="checkbox"/>	
Value: £	Mortgage: £	Value: £	Mortgage: £
If at the above address for less than 3 years, please provide previous address below		If at the above address for less than 3 years, please provide previous address	
Address:		Address:	
Name:		Name:	
Date of Birth:	Shareholding %:	Date of Birth:	Shareholding %:
Address:		Address:	
Home Owner: <input type="checkbox"/> Rented <input type="checkbox"/> Other <input type="checkbox"/>		Home Owner: <input type="checkbox"/> Rented <input type="checkbox"/> Other <input type="checkbox"/>	
Value: £	Mortgage: £	Value: £	Mortgage: £
If at the above address for less than 3 years, please provide previous address below		If at the above address for less than 3 years, please provide previous address	
Address:		Address:	
Name:		Name:	
Date of Birth:	Shareholding %:	Date of Birth:	Shareholding %:
Address:		Address:	
Home Owner: <input type="checkbox"/> Rented <input type="checkbox"/> Other <input type="checkbox"/>		Home Owner: <input type="checkbox"/> Rented <input type="checkbox"/> Other <input type="checkbox"/>	
Value: £	Mortgage: £	Value: £	Mortgage: £
If at the above address for less than 3 years, please provide previous address below		If at the above address for less than 3 years, please provide previous address below	
Address:		Address:	

**As part of our underwriting process we are required to perform credit searches, please check the box to acknowledge permission**

## **A condensed guide to the use of your personal and business information by ourselves and at Credit Reference and Fraud Prevention Agencies**

- 1) When you apply to us to open an account SME Business Finance Ltd and/ or our partners/ associates will check the following records about you and your business partners
  - a. Our own;
  - b. Personal and business records at credit reference agencies (CRAs). When CRAs receive a search from us they will place a search footprint on your business credit file that may be seen by other lenders. They supply to us both public (including the electoral register) and shared credit and fraud prevention information.
  - c. Those at fraud prevention agencies (FPAs).
  - d. If you are a director, we will seek confirmation, from credit reference agencies, that the residential address that you provide is the same as that shown on the restricted register of directors' usual addresses at Companies House.

We will make checks such as; assessing this application for credit and verifying identities to prevent and detect crime and money laundering. We may also make periodic searches at CRAs and FPAs to manage your account with us.

- 2) Information on applications will be sent to CRAs and will be recorded by them. Including information on your business and its proprietors and CRAs may create a record of the name and address of your business and its proprietors if there is not one already. Where you borrow from us, we will give details of your accounts and how you manage it/them to CRAs.
- 3) If you borrow and do not repay in full and on time, CRAs will record the outstanding debt. This information may be supplied to other organisations by CRAs and FPAs to perform similar checks and to trace your whereabouts and recover debts that you owe. Records remain on file for 6 years after they are closed, whether settled by you or defaulted.
- 4) If you give us false or inaccurate information and we suspect or identify fraud we will record this and may also pass this information to FPAs and other organisations involved in crime and fraud prevention.
- 5) If you have borrowed from us and do not make payments that you owe us, we will trace your whereabouts and recover debts.
- 6) We and other organisations may access and use from other countries the information recorded by fraud prevention agencies.
- 7) Your data may also be used for other purposes for which you give your specific permission or, in very limited circumstances, when required by law or where permitted under the terms of the Data Protection Act 1998.

### **How to find out more**

This is a condensed version and if you would like to read the full details of how your data may be used please telephone 020 8652 7666 and ask for customer services.

You can contact the CRAs currently operating in the UK; the information they hold may not be the same so it is worth contacting them all. They will charge you a small statutory fee.

- **CallCredit**, Consumer Services Team, PO Box 491, Leeds, LS3 1WZ or call 0870 0601414
- **Equifax PLC**, Credit File Advice Centre, PO Box 3001, Bradford, BD1 5US or call 0870 010 0583 or log on to [www.myequifax.co.uk](http://www.myequifax.co.uk)
- **Experian**, Consumer Help Service, PO Box 8000, Nottingham NG80 7WF or call 0844 4818000 or log on to [www.experian.co.uk](http://www.experian.co.uk).

By signing this form you are also giving your consent for SME Business Finance Ltd and/ or our partners/ associates to take and retain on record copies of your identification documents (including your passport, if available) for regulatory purposes.

**Signature:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Name:** \_\_\_\_\_