

FOR INTERNAL USE ONLY	TM		FM		PRODUCT TYPE	
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Please complete and return form via fax to **0161 266 1001**

1 GENERAL INFORMATION

1.1 Company name:			
1.2 Co. registered number:		Date company established	
1.3 Administrative address for all correspondence			
		Postcode	
Telephone number		Fax number	
Email address		Website address	
1.4 Contact name		Position in company	
1.5 Please give details of any credit insurance, factoring, invoicing discounting, trade finance facilities or Broker			

2 NATURE OF BUSINESS

2.1 Type of goods / services sold: (please provide an exact description of your trade)
2.2 To what trade sectors are they sold?

3 OWNERSHIP & CONTROL

Please list all of your directors and major shareholders

Name	Address	Position	Shareholding %

Continue on separate sheet if required

Are there any CCJs, legal proceedings or insolvency proceedings against the business or any of the people listed above? **Yes / No**

If YES, please give details:

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Bank Facilities

Please list all companies with whom you have financial facilities

BANK /LENDER	FACILITY LIMIT	UTILISATION	SECURITY

Totals to include VAT. Show values in 000's. Exclude sales to associated companies and Central Government departments. Details of sales over last 12 months.

Country of Trade	Number of Customers	Currency of sale	Sales last 12 months (000)	Credits issued last 12 months (000)	Discounts given in last 12 months (000)
United Kingdom					
Europe					
USA					
Asia					
Total					
Bad debts in period	Total Value				
	Number				
	Largest				
Current Ageing					
Not yet due	Current		30-60 days	60- 90 days	Past 90+ days

What % of your sales involve.....

Cash Sales	<input type="text"/> %	Sale or return	<input type="text"/> %	Sales to associated companies	<input type="text"/> %
Sales to general Public	<input type="text"/> %	Invoices issued before delivery	<input type="text"/> %	Sales to your suppliers	<input type="text"/> %
Inland Revenue Construction Scheme (CIS)	<input type="text"/> %				

If CIS is relevant, which certificate do you hold?

What accounting software do you use?

5.1 How do you set a credit limit?	
5.2 What payment terms do you give your customers?	
5.3 How many invoices do you raise per month?	
5.4 When do you put an account on stop?	
5.5 Briefly describe your credit control procedures.	
5.6 How many staff are employed full time in credit control?	

5.6 When do you instruct a collection agency or solicitor?

6

PRINCIPAL UK & EXPORT CUSTOMERS

6.1 Please give details of your largest UK customers listed by size of account. *(Continue on a separate sheet if necessary)*

Full name & full address	Company registration number	Max Outstanding (credit limit required)	Estimated annual turnover

6.2 Please give details of your largest overseas customers listed by size of account. *(Continue on a separate sheet if necessary)*

Full name & full address	Country	Max Outstanding (credit limit required)	Estimated annual turnover

PROPOSAL FORM DECLARATION (for signing by Director, Partner or Principal)

Declaration by or on behalf of all the applicants to Specialist Financial Solutions Limited ("SFS")

- I declare that the information I have provided in respect of the above named business is, to the best of my knowledge, accurate and correct. There are no outstanding court proceedings in existence nor have any been threatened. No security holder has threatened enforcement action. There are no other matters or circumstances which might influence your decisions about the business.
- On behalf of the above named business I authorise SFS to seek any further information they may require in order to process this application from any source, including credit reference agencies, fraud prevention agencies and the business' bankers.
- On behalf of the above named business I authorise your associated credit insurers SFS to make enquiries and report to you about our Customers.
- I am irrevocably authorised by the individuals referred to in the next paragraph to give the confirmation therein.
- I confirm that I and any other individuals named in this application as directors, partners or shareholders in the business have read and understood the Data Protection Act 1988 Notice forming part of this document and that I, for myself and on behalf of any other persons so named, irrevocably consent to the transfer to you of information about us and the use you will make of it.

Signature		Date
Print name		Position
For and on behalf of		

Please enclose the following documents: Corporate brochure/ Product literature
 Last audited current management accounts
 Standard conditions of sale



Data Protection Act 1998

In this notice "we", "us" or "our" refers to Specialist Financial Solutions Limited ("SFS") and any other company within the SFS Group. Paragraphs (a) to (f) below apply to all named in this application as directors of partners or shareholders in the applicant or the applicant himself/herself if the applicant is a sole trader. Paragraphs (g) and (h) only apply to persons named in this application who are partners in the business or a sole trader.

- (a) We, may store, transfer and process information about you and your business on our computers, and in other ways. This will be used for credit or financial assessments, making payments, recovering monies, insurances, training, administration, legal services, preparing statistics, preventing bad debts or fraud or money laundering.
- (b) We may make searches of our records at your credit reference agencies and other enquiries in accordance with your normal procedures and to check your identity in order to prevent money laundering, (unless you provide us with other satisfactory proof of identity); your records with our agencies will include searches made and information given by other businesses; details of our searches will be kept by such agencies.
- (c) We may also search your record with our fraud prevention agency. If at any time you give us or procure the giving of false or inaccurate information and we suspect fraud we will record this. It is therefore important that you always give us accurate information. Our fraud prevention agency will use information recorded for statistical analysis about fraud and will also share it with us and other organisations who may use it to in respect of you and members of your household to:
 - (i) help make decisions about credit and credit related services;
 - (ii) help make decisions on proposals and claims;
 - (iii) trace debtors, recover debts, prevent fraud and to manage your accounts.
- (d) We may also give information about you/your business, this application to:
 - (i) any actual or intended guarantor or indemnifier of the applicant's obligations to us – so they can assess their potential obligations to us or so we can enforce such obligations;
 - (ii) any bankers, insurers or any advisers acting on your or our behalf or that of the business; – so they can carry out their services;
 - (iii) other companies carrying out services for us;
 - (iii) any organisation to whom any Agreement with the business may be transferred - to facilitate such transfer;
 - (iv) our credit reference agencies – to give our information and assessments to other subscribers for credit and lending decisions, preventing bad debts or fraud or money laundering.
- (e) If you want to have details of those credit agencies and other third parties referred to above from whom we obtain and to whom we may give information about you please contact our Compliance Department on 0161 2661075. You have a legal right to these details. You can also obtain a copy of the information we hold about you if an application is made in writing. However a fee will be payable.
- (f) Unless you object or have objected we, other Group Companies or our marketing and public relations agencies may also contact you (by letter, fax, telephone or email).
- (g) We may for the above purposes transfer information outside the European Economic area to other Group Companies. Such countries may not have a level of data protection legislation equivalent to that of the United Kingdom. If such transfers are made your information will be protected.
- (h) For training and/or security purposes your phone calls with us may be monitored and/or recorded.
- (i) We may make decisions about you solely using an automated decision making process, such as credit scoring. However, we will tell you if we make a significant decision only using such a process and you can then request a review by us of our decision using other means.

Only for sole traders and those representing unlimited partnerships

If you do not wish to be contacted for marketing purposes by us or other members of the SFS Group, please tick the appropriate box/boxes below:

- No telephone marketing
- No email or fax marketing
- No other marketing promotions
- Do not disclose my/our details to other members of the SFS Group for marketing purposes

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