

Things to remember before you submit an application to us

This guide tells you more about the important information we need once we've received an application.

Please ensure what you submit in the finance application matches what's held at Companies House. You can do this here: www.gov.uk/get-information-about-a-company

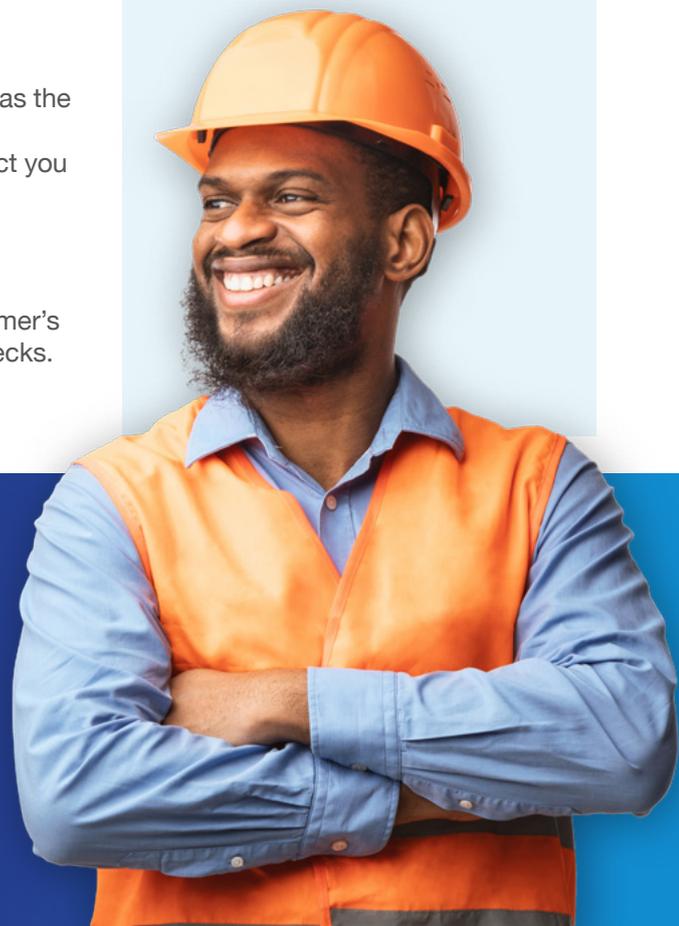
We'll then check the company is active and trading. Usually, we can verify this from credit reference agencies like Experian. If we can't, we'll ask for proof of address which we can get easily from the customer's insurance policy schedule.

We'll also need to use the data held at Companies House to see if there are any shareholders who own more than 25% of the share capital.

- If we can't get this information from our third party sources, we'll write to you, asking you to confirm anyone who owns more than 25% of the company. This letter must be signed by someone authorised to act for or on behalf of the customer
- If there's no shareholder who owns more than 25% of the share capital, and we are unable to determine a senior manager such as the Chief Executive Officer (CEO), Managing Director (MD) or listed Director through our third party sources, we may need to contact you to obtain their name, date of birth and home address.
- In our experience, most customers will respond quickly to our request, but they do have 30 days to reply.
- We may need to get in contact for more information if the customer's name raises an alert against our financial crime background checks.

When submitting your application you must provide us with:

- Full company name
- Company registration number
- Registered address



Getting the right information first time ensures a smoother process and a quicker response for your customer.

Do's and don'ts

Do

- Provide all the requested details
- Use the website links we've provided if you're missing information
- Double check the trader type you've selected before submitting the application
- For limited companies, make sure you provide the full company registered name, the registered address and the company registration number when submitting a new application
- If the customer is not a limited company, please remember we'll need to see the policy schedule
- Respond promptly to requests for further information, particularly when we need details of the ultimate beneficial owner (the UBO)

Don't

- Leave any information fields blank
- Populate information fields with dummy data
- Input the wrong trader type
- Provide the trading address instead of the registered address



Contact us

Should you have any additional questions regarding our Anti Money Laundering processes, please contact your Sales Manager.