



## Business Finance Proposal Form

On completion of this form please return to Outhwaite and Chavda Ltd, 43 Hoole Road, Chester CH2 3NH  
Tel 01244 401000 Fax 01244 401040 Email [admin@outhwaiteandchavda.com](mailto:admin@outhwaiteandchavda.com)

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**1.**

a.	Name	Company Number:	
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b.	Business Address	Telephone Number:	
		Home Phone No:	
		Fax No:	
	Contact:	Other Contact Numbers:	
<hr/>			
c.	Share capital – Authorised £	Issued £	
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d.	Date business commenced trading		
<hr/>			
e.	Description of business		
<hr/>			
f.	Current Levels:		
	(i) Annual turnover £	(ii) Debtors £ as at (date) .....	
		(iii) Creditors £ as at (date) .....	
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g.	Directors and Secretary (Partners or Owner)		
	Full Name	Address	Date of Birth
	Shareholding		
	-----	-----	-----
	-----	-----	-----
	-----	-----	-----
	-----	-----	-----
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h.	Other senior management and/or shareholders (5%+)		
	Full Name	Title (where applicable)	Shareholding
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	-----	-----	-----
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i.	Associated companies (i.e. businesses which either you control, or which control you),		
	Full Name	Relationship	
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	-----	-----	
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j.	Any trade names or business names used (other than your registered title)		
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k.	Are there any inter group sales?		Yes/No
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\* Limited Companies Only

## 2. CUSTOMERS

a. Types of customers (manufacturers, shops, plc's) with approximate percentages

b.	Terms of business	(i) Days 30/45/60/90	(ii) Discount Policy	%
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c.	Do you sell on	Sale or return terms	Yes/No
		Contractual terms (eg JCT)	Yes/No
		Stage payments or payments for work in progress	Yes/No
		Other special terms	Yes/No
		(if yes please state)	

What proportion of your sales involve:

Retentions \_\_\_\_\_%      Sale or Return \_\_\_\_\_%      Invoice for work in progress \_\_\_\_\_%

Contract Trading \_\_\_\_\_%      Consignment Sales \_\_\_\_\_%      Formal Contracts \_\_\_\_\_%

(iv) Do the Inland Revenue consider you to be a sub-contractor? \*      Yes/No  
If so, which sub-contractor certificates do you hold?      CIS 4/5/6

d. Six largest customers for reference purposes

Name of Company	Telephone Number	Contact	Approximate amount now owing sales	Annual
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----
-----	-----	-----	-----	-----
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e. Two largest suppliers for reference purposes

Name of Company	Telephone Number	Contact	Type of goods purchased
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-----	-----	-----	-----

f. Average number of active customers

g. Please detail any customers from whom you purchase or contra

h. Bad debt record – last two years

(i) Year Ended ..... £..... Number .....

(ii) Year Ended ..... £..... Number .....

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\* If yes a copy of your registration card must be provided

i. Analysis of Sales (last six months only)

	Month	Year	£ Sales	£Credits/Contras	Credit Notes	Number of Invoices
(i)	-----	-----	-----	-----	-----	-----
(ii)	-----	-----	-----	-----	-----	-----
(iii)	-----	-----	-----	-----	-----	-----
(iv)	-----	-----	-----	-----	-----	-----
(v)	-----	-----	-----	-----	-----	-----
(vi)	-----	-----	-----	-----	-----	-----

### 3. FINANCE & ADVISORS

a. Bank	Overdraft Facilities £.....
Address	Current Balance £.....
Manager	Security Given .....
Telephone Number	Other Loans £.....
	Security Given .....

b. Accountant	Date when next audited account are expected
Address	Partner
Tel No:	

c. Finance Houses/other lenders	Facility	Amount Outstanding (£)
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d. What will the finance be used for? Eg. Working capital/expansion/asset purchase	Home Owner Yes/No
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e. Who introduced us?
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### 4. CERTIFICATION

- We authorise you to take up references given.
- We certify that there is no receiving order in bankruptcy or compulsory winding up order outstanding against the company.
- We certify that there is no arrangement with creditors. (IVA. PVA. CVA or Informal)
- We give the information on this proposal form on the understanding that it will be treated in the strictest confidence, and certify that it is correct to the best of our belief.

SIGNED for and on behalf of

..... Date.....

Signature of Director/Partner/Proprietor

VAT Registration Number

DATA PROTECTION ACT 1998 – Sole Traders and Partnerships (including Limited Liability Partnerships)

**Completion of this application form**

By signing and submitting this form, the individual(s) named in this form are:

- applying for asset based finance
- confirming to us that any details you have supplied are true and correct
- authorising us to make credit reference, fraud prevention and other enquiries in connection with this application as detailed below
- where we have explained the consequences of such enquiries and the use we will make of information we obtain about you and its disclosure you acknowledge your full understanding of these issues
- authorising us to disclose information to licensed credit reference agencies and fraud prevention agencies and others as set out below

Considering your application

We will use the information we gain from you or others in deciding whether to enter into any Agreement or continue with it. Information maybe requested from a credit reference agency search. Our search will be added to your record and will be seen by other organisations that make searches with that agency. We will also check your identity with our credit reference agency to prevent money laundering, unless you furnish us with other satisfactory proof of identity.

**Other uses and disclosure of information about you.**

Information about you will be used by us

- to decide whether and upon what terms to enter into an agreement with you; for training purposes, credit or financial assessment, market and product analysis and preparing statistics.

We and other organisations may use and search your record at our credit reference agency to:

- help make decisions about credit and credit related services, for you and members of your household; trace debtors, recover debt, prevent money laundering and fraud; manage your accounts or insurance policies; and prepare statistical analysis about credit.

It is important that you always give us accurate information. If at anytime you give false or inaccurate information or procure its passing to us, and we suspect fraud, we will record this.

**We may also give information about you and any proposed facility or facility granted and your performance thereunder to:**

- any proposed guarantor or indemnifier of your obligations to us – so they can decide whether to proceed;
- any banker or adviser acting on our or your behalf – so they can carry out their services to us or you.

Below are details of those credit reference agencies, fraud prevention agencies and other third parties referred to above from whom we obtain information about you. You have a legal right to these details. You also have a legal right to the receive a copy of the information we hold about you if you apply in writing. A fee will be payable.

**EXPERIAN** 0115 992 2555  
**CREDIT CHECK** 0113 225 5100  
**EXCEL-A-RATE Business Services Ltd**  
0161 724 2400

From time to time we may contact you by letter, phone, fax or e-mail to:

- keep you informed about services and products which we consider may be of interest to you; or
- to carry out market research about our products and services or those of third parties. If you do not wish to receive such information then please let us know by ticking the box below. We never pass your information to third external third parties for direct marketing purposes.

Please do not send me any further information

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