

CLIENT INFORMATION FORM

Key Client Information			
Full business name, including trading style			
Trading address			
Year Established			
Telephone Number			
Company Registration Number		VAT Number	
Contact Name		Position	
Email Address			

Key Financial Information				
Current Position	Total Sales Ledger (£000)		Total Purchase Ledger (£000)	
Forecast Trading – Next 12 months	Turnover (£000)		Number of Customers	

Deal Description Summary: (Product; amounts; locations; timings, etc.)

Transaction Details				
Supplier Purchase Price	Currency		Value	
Transportation Costs	Currency		Value	
VAT & Duty Payments	Currency		Value	
Sale Price	Currency		Value	
Forecast Transactions – next 12 months	Frequency		Total Value	
Dates	Order Placed		Delivery to End	

	with Supplier		Buyer	
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Supplier Information				
Full business name, including trading style				
Trading address				
Purchase Payment Terms				
Nature of Goods				
Contracts in Place	Yes – <i>please provide copies</i>		Yes	
Pro Forma Invoice Issued	Yes - <i>please provide copies</i>		Yes	
Warranty Provided by Supplier	Yes			
End Buyer Information				
Full business name, including trading style				
Trading address				
Telephone Number				
Company Registration Number				
Payment Terms				
Contracts in Place	Yes		No	
Purchase Order Issued	Yes		No	

Financial Summary				
(GBP 000's)	FYE 2021	FYE 2022	FYE 2023	Projected 2024
Revenues				
Gross Profit				
EBITDA				
SG&A				
Net Income				



Net Worth				
A/R Aging				
A/P Aging				

Client Bank & Lending Facilities					
Bank Account Details	Name of bank				
	Account number				
	Sort code				
Name of Lender	Type of Facility – e.g. Overdraft, Loan, Mortgage, Invoice Finance, HP	Facility Limit	Currency	Security	
				Debenture	Personal Guarantees

Key Official Information			
Name			
Date of Birth		Position	
Private Address			
Shares Held – Number		Shares Held – %	
Name			
Date of Birth		Position	
Private Address			
Shares Held – Number		Shares Held – %	

Have any of the key officials of this business been associated with any failed business in the past?	Yes	No		
Have any of the key officials of this business been involved in any Directors Disqualification proceedings?	Yes	No		
Have any Directors ever been declared Bankrupt?	Yes	No		
Declaration				

- 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 other matters or circumstances which might influence your decisions about the business. There are no outstanding court proceedings in existence nor have any been threatened. No security holder has threatened enforcement action.
- On behalf of the above named business I authorise Global Asset Finance Limited and business partners to seek any further information they may require from any source, including the business' bankers, in order to process this application.
- I confirm that I and any other persons named in this application as directors or shareholders in the business have read and understood the Data Protection Act 1998 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.
- I am irrevocably authorised by the individuals referred to in the above paragraph to give the confirmation therein.

Signed for on and behalf of the Client	
Signature	
Print Name	
Position	
Date	

ADDITIONAL INFORMATION REQUIRED

When returning this completed form please ensure as many of the following as possible are enclosed:

- Executive Business Summary
- Last two years audited financial accounts
- 12 months bank statements
- Aged Debtor Listing (detailed)
- Aged Creditor Listing (detailed)
- Management Accounts covering period from last annual return to present, or for the current trading period
- Payment History from Customers
- Cash-flow forecast
- Contracts in relation to the trades you are looking for assistance with – Supplier & Buyer
- Certificate of Company Incorporation & VAT Certificate
- Company Structure Chart, if applicable
- Step by Step Order Cycle & Payment
- Details of All Customer Contracts
- Step by Step Order Cycle & Payment
- For each order we need a copy of the Purchase Order and the related pro forma invoice from the supplier and any contracts either side. Also an indication of timing, i.e. when supplier needs paying, shipping time and what amount and when the buyer pays and how (Letter of Credit, open account, etc.)
- 12 Months VAT Returns

Data Protection Act

In this notice “we”, “us” or “our” refers to Global Asset Finance Limited and Partners Paragraphs (a) to (e) 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.

- 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 your records at our credit reference agencies and other enquiries in accordance with our normal procedures and to check your identity in order to prevent money laundering, (unless you provide us with 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 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 and 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 behalf or that of the business; - so they can carry out their services;
 - iii) Other companies carrying out services for us;
 - iv) Any organisation to whom any Agreement with the business may be transferred – to facilitate such transfer;
 - v) 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 us. 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.