Helping you get



Step-by-step guide:

2. Firm Details

Helping you complete your online application







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2. Firm Details

This guide is designed to help you complete the Firm Details section of your application. If you've collated everything you need from the checklist, it should be as simple as possible.

What you may need for this section (depending on firm situation):

Your IP reference number
The date of your firm's incorporation
Your firm's Companies House registration
Your firm's OFT (Office of Fair Trading) number – if you have one
Details of your firm's auditor or reporting accountant
Details of your firm's professional advisers and locums

Firm details:

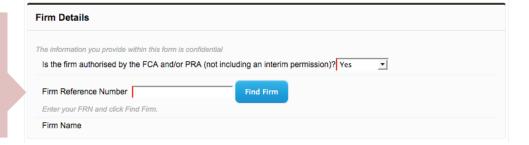
The first question concerns your firm's authorisation to offer credit.

If you have Interim Permission but are not authorised for other activities such as mortgage business or insurance, select **NO**.

Enter the name of your firm exactly as it appears on record with Companies House. Any inaccuracy will result in your firm not being found on the system. (If you're a sole trader, just put your own name.)

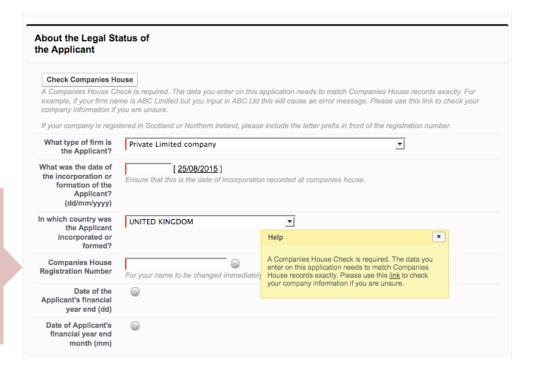
If your firm is authorised for that kind of activity, answer **YES**. You'll then be asked for your firm's reference number. (If you're not registered, enter your firm's name instead.)





Legal status:

If you are not sure your date of incorporation is right, you can check it with Companies House via their website before submitting by clicking this button. If the number is not recognised, a warning message will appear.



Interim Permission details:

If your firm already has Interim Permission and you answer **YES** enter your reference number.

If you have Interim Permission, select **NONE**.

However, if you have made credit agreements without being authorised, or made agreements that fall outside the scope of the Interim Permission you hold, you will need to give an explanation in this box.

If you previously held a licence with the OFT which has now lapsed, you'll need to enter your OFT number.

Interim Permission Details		
Does the applicant firm already hold an interim permission (IP) for consumer credit? (If you are unsure please check the Interim Permission Consumer Credit Register (https://rca-consumer-credit-interim.force.com/CS RegisterSearchPageNew). If a firm which already holds an IP submits an application for authorisation before their application period or "landing slot" commences, their application will be rejected and they will be required to apply again once their landing slot has commenced.		
Please note: you should only answer yes to this question if the firm applying for authorisation holds an IP. If the application is by a different firm (for example, you were previously a sole trader and are now applying as a Private Limited Company, even if the company has a similar name to the previous sole trader business) then you should answer 'No' to this question. Yes		
Please provide the Applicant's Consumer Credit interim permission reference number		
Please provide the interim permission reference number (not including the first zero) and then click "find". When the firm name appears, please click 'confirm'.		
If the applicant does not currently have a Consumer Credit Interim permission reference number, did the applicant previously hold a licence for credit activities with the OFT prior to 1 April 2014?		
Has the Applicant completed any credit agreements with consumers prior to becoming authorised, or completed any credit agreements with consumers that fall outside the scope of a current Consumer Credit interim permission?		
Has the Applicant applied (or is the Applicant going to apply) for a validation order relating to these agreements? (a validation order also covers an application for compensation / to keep repayments of an unauthorised loan)		
Please provide an explanation		
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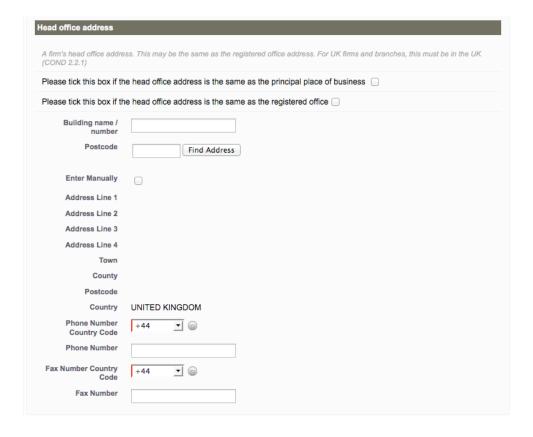
Interim Permission Details		
Does the applicant firm already hold an interim permission (IP) for consumer credit? (If you are unsure please check the Interim Permission Consumer Credit Register (http://fca-consumer-credit-interim.force.com/CS RegisterSearchPageNew). If a firm which already holds an IP submits an application for authorisation before their application period or "landing slot" commences, their application will be rejected and they will be required to apply again once their landing slot has commenced. Please note: you should only answer yes to this question if the firm applying for authorisation holds an IP. If the application is by a different firm (for example, you were previously a sole trader and are now applying as a Private Limited Company, even if the company has a similar name to the previous sole trader business) then you should answer 'No' to this question.		
If the applicant does not currently have a Consumer Credit Interim permission reference number, did the applicant previously hold a licence for credit activities with the OFT prior to 1 April 2014?		
Please enter the Applicant's previous OFT number		
Has the Applicant completed any credit agreements with consumers prior to becoming authorised, or completed any credit agreements with consumers that fall outside the scope of a current Consumer Credit interim permission?		
Has the Applicant applied (or is the Applicant going to apply) for a validation order relating to these agreements? (a validation order also covers an application for compensation / to keep repayments of an unauthorised loan) No		
Please provide an explanation		

Address details:

Enter your firm's address exactly as it appears on the Financial Services Register.

Please note, if you are a new applicant and are not yet authorised, then your firm will not show up on the register.

If your registered office and head office addresses are different, you will need to enter these separately.

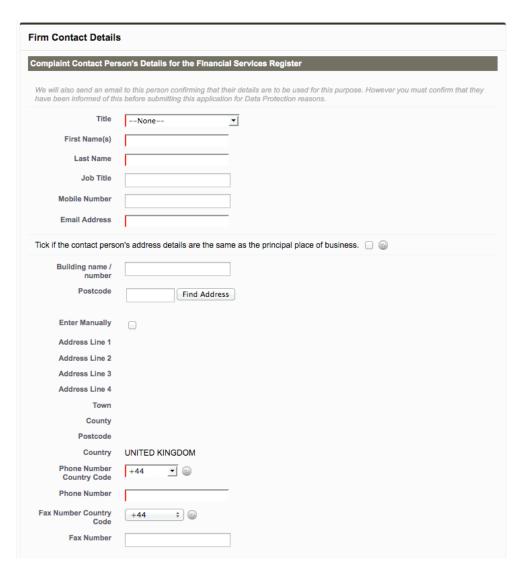


Contact details:

As well as information about the contact person at your firm, you'll need to enter details of your firm's:

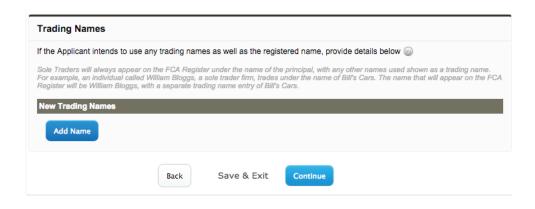
- Auditor or reporting accountant.
- Professional adviser (if you have one)
- Locum (a person at another firm who is authorised to assist your clients on a temporary basis)

If you do not have an auditor, locum, accountant or professional advisor, leave this part blank.



Trading names:

Finally, enter any trading names your firm uses, or intends to use.



There are guides for different sections of the application. So if you'd like further help please visit our website.