Helping you get



Step-by-step guide:

4. Consumer Credit Supplement

Helping you complete your online application







Step-by-step guide:4. Consumer Credit Supplement

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

What you will need for this section:

Your business plan
Your disclosure documents
A record of your consumer credit income
Your remuneration structure
A record of your TCF (Treating Customers Fairly) activity
Your firm's accounts
Record of assets and liabilities

Only full permission firms will be required to upload these documents.

Regulatory business plan:

The first thing you will need to provide is your firm's business plan.

This page lists everything that needs to be included in the plan. But if you need any further guidance on this, take a look at the **Guide for Consumer Credit**Firms, or seek help from an adviser.

Simply attach your document here.



The business plan is mandatory, however you will only need to attach this if you are a full permission firm.

Your sales channels:

Scrolling down, you will come to a menu of sales channels. Find the ones your firm uses and enter percentages of your sales against them.

Whatever figures you enter must add up to 100%.



Disclosure documents:

No need to attach documents, just give a brief description of them.

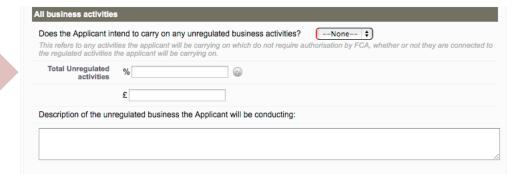
Please note: this part should only be filled in if your firm is acting as an Appointed Representative and is leaving a network.

The Applicant must p	rovide the following:
will give to o information	cription of the disclosure documents (e.g. Initial Disclosure Document, Terms of business) that the Applicant its clients; on which stage of the sales process the disclosure documents will be provided; and about services and charges.
If the Applicant is leav	ring a network, provide details below
Firm Reference Number of the network Firm	Find Firm Enter your FRN and click Find Firm.
Date notice given (will be given)	[03/08/2015]
Notice Period (Days)	

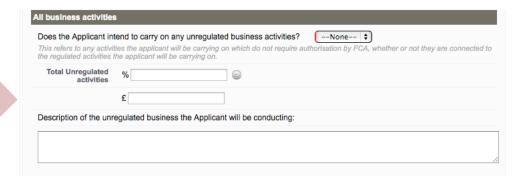
Business activities:

If your answer is 'YES', you will need to put in the percentage of your firm's activities which are unregulated.

(If you are not sure what constitutes an unregulated activity, take a look at the **Consumer Credit Guide.**)



Enter the amount of consumer credit income your firm gets from unregulated activity.



Remuneration:

How will the Applicant be remunerated?

Please give precise details regarding the Applicant's remuneration structure, including both monies received from the client and from any provider firms used:

If the Applicant intends to generate income from any other activities, please provide percentages (where applicable)

Fixed Fees

O

Percentage based fees

O

Other

The figures you enter here must add up to 100%.

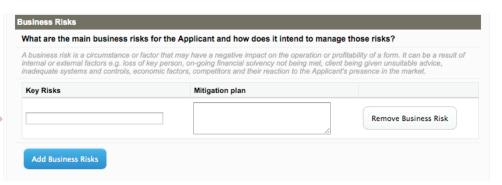
Business Risks:

Enter the type of risks that apply to your firm.

Explain briefly how you deal with that risk.

Click here to add further items.

What are the main business ris	ks for the Applicant and how does it intend	to manage those risks?
nternal or external factors e.g. loss o	factor that may have a negative impact on the ope of key person, on-going financial solvency not bein conomic factors, competitors and their reaction to t	
Key Risks	Mitigation plan	
		Remove Business Risk



What are the main business risks for the Applicant and how does it intend to manage those risks? A business risk is a circumstance or factor that may have a negative impact on the operation or profitability of a form. It can be a result of internal or external factors e.g. loss of key person, on-going financial solvency not being met, client being given unsuitable advice, inadequate systems and controls, economic factors, competitors and their reaction to the Applicant's presence in the market. Key Risks Mitigation plan Remove Business Risks

Treating Customers Fairly:

Type in an outline of how your firm is participating in TCF (Treating Customers Fairly)

reading customers rainy
Treating Customers Fairly (TCF) - We expect customers' interests to be at the heart of how firms do business. Customers can expect to get financial services and products that meet their needs from firms that they can trust. Meeting customers' fair and reasonable expectations should be the responsibility of firms, not that of the regulator.
TCF focuses on six consumer outcomes (http://www.fca.org.uk/firms/being-regulated/meeting-your-obligations/fair-treatment-of-customers) which financial services firms must deliver to consumers.
Has your firm reviewed the TCF outcomes and ensured that they have been applied?
TCF should be a key consideration for all new firms. Please tell us how the fair treatment of customers has been considered in the development of the Applicant's business plan.
How will the Applicant's senior management ensure that TCF is embedded in the culture of the firm and that it can demonstrate that the firm is consistently delivering fair outcomes to consumers?
What have the management of the Applicant identified as the key risks to consumers in its model and what action has been taken to mitigate these risks?

Accounts information:

Here you will need to supply some figures from your accounts, by attaching files to your application.

If a file is more than 25 megabytes, click the 'SEND LATER' option. Then, after you have submitted your application, you will receive an email from the case officer requesting the information. To help avoid delay, for any documents you have indicated as 'send later', follow instructions within the confirmation email you will receive when you submit your application.

Other Documents All Applicants must provide the following Management Accounts are a set of summarised accounting information that is prepared and presented on a regular basis e.g. monthly, quarterly or annually specifically for a firm's management. End of year accounts is accounting procedure undertaken at the end of the year to close out business from the previous year, carry forward balances from the previous year, and open posting accounts for the upcoming year. Year-end closing is part of a company's closing operations, and is used to create a company's financial statements. If the applicant is subject to audit of its accounts it is the most recent audited end of year account that we need to see. An opening balance sheet to demonstrate how the Applicant will meet its financial resources requirement at the date authorisation. **Document Title** Attachment Choose File Send later A forecast closing balance sheet for the 1st 12 month of trading as an authorised firm. **Document Title** Attachment Choose File Send later A monthly cash flow forecast for the 1st 12 months of trading as an authorised firm. **Document Title** Attachment Choose File Send later A monthly profit and loss forecast for the first 12 months of trading. As a minimum, the profit and loss forecast must disclose the following on a monthly basis: o gross income, analysed between regulated and un-regulated activities o business expenditure, relevant annual expenditure, analysis of the major overheads expenditure; and profit before taxation **Document Title** Attachment Choose File Send later Is the Applicant currently trading? --None-- 💠

Financial resources:

On this page you will need to include some information relating to assets, liabilities and estimated debts. If no figure applies, please do not leave it blank – put in '0'.

	ollowing info	rmation for th	he firms:		
Personal Assets	£			Personal Liabilities	£
House				Mortgage(s)	
Other Real Property				Loan(s)	
Contents				Overdraft(s)	
Motor Vehicles				Credit card balance(s)	
Investments				Other liabilities	
Bank Balance(s)					
Cash Deposits					
Other assets					
Total Assets				Total Liabilities	
				Guarantees	
Personal assets and liabilities a [03/08// Select today's date	2015]				
Personal assets and liabilities a [03/08/ Select today's date Applicant must provide the f	2015] following info	ormation for th		iabilitine C	
Personal assets and liabilities a [03/08// Select today's date Applicant must provide the forms assets	2015]	ormation for th	Business Li	iabilities £	
Personal assets and liabilities a [03/08// Select today's date Applicant must provide the fusiness Assets ank/cash	2015] following info	ermation for ti	Business Li		
Personal assets and liabilities a [03/08// Select today's date Applicant must provide the fi usiness Assets ank/cash commission due within 90 days	2015] following info	ermation for th	Business Li Taxation Credit cards		
Personal assets and liabilities a [03/08// Select today's date Applicant must provide the f usiness Assets ank/cash ommission due within 90 days ther Investments	2015] following info	ormation for th	Business Li Taxation Credit cards	s raft balance	
Personal assets and liabilities a [03/08// Select today's date Applicant must provide the fi usiness Assets ank/cash commission due within 90 days other Investments roperty	2015] following info	ormation for th	Business Li Taxation Credit cards Bank overd	s raft balance commission	
Personal assets and liabilities a [03/08// Select today's date Applicant must provide the fi usiness Assets ank/cash commission due within 90 days other Investments roperty fotor vehicles	2015] following info	ermation for th	Business Li Taxation Credit cards Bank overd Indemnity of Unsecured	s raft balance commission	
Personal assets and liabilities a [03/08// Select today's date Applicant must provide the fi usiness Assets ank/cash commission due within 90 days other Investments roperty flotor vehicles	2015] following info	ormation for th	Business Li Taxation Credit cards Bank overd Indemnity of Unsecured	raft balance commission loans	
Personal assets and liabilities a [03/08// Select today's date Applicant must provide the fi usiness Assets ank/cash commission due within 90 days other Investments roperty flotor vehicles	2015] following info	ermation for the	Business Li Taxation Credit cards Bank overd Indemnity c Unsecured Hire purcha	raft balance commission loans	
Personal assets and liabilities a [03/08// Select today's date Applicant must provide the fi usiness Assets ank/cash commission due within 90 days other Investments roperty flotor vehicles	2015] following info	ormation for the	Business Li Taxation Credit cards Bank overd Indemnity c Unsecured Hire purcha	raft balance commission loans ase/secured loans tites	
Personal assets and liabilities a [03/08// Select today's date Applicant must provide the fi usiness Assets ank/cash commission due within 90 days other Investments roperty flotor vehicles	2015] following info	ermation for the	Business Li Taxation Credit cards Bank overd Indemnity of Unsecured Hire purcha Other liabilit Mortgage	raft balance commission loans see/secured loans ties	
Net Assets Personal assets and liabilities a [03/08// Select today's date Applicant must provide the fitusiness Assets ank/cash commission due within 90 days other Investments property flotor vehicles office equipment other assets	2015] following info	ormation for the	Business Li Taxation Credit cards Bank overd Indemnity of Unsecured Hire purcha Other liabilit Mortgage Contingent	raft balance commission loans use/secured loans tities Liabilities	

Enter '0' if no sum applies.

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