



# Application for Consumer Credit FULL Permissions Authorisation

## Full name of applicant firm

### **Important information you should read before completing this form**

We require all applicant firms to provide these core details as part of their application for authorisation (known as Part 4A permission).

Please keep a copy of the forms you complete and the supporting documents that you include with this application pack for your future reference.

The notes that accompany this form will help you complete the questions and they also explain why we require the information we ask you for.

For the purposes of complying with the Data Protection Act 1998, please note that any personal information provided to us will be used to discharge our statutory functions under the Financial Services and Markets Act 2000 (FSMA) and other relevant legislation and may be disclosed to third parties for those purposes.

**It is important that you provide accurate and complete information and disclose all relevant information. If you do not, it will call into question your suitability to be authorised, and you may be committing a criminal offence and could face prosecution under section 398 of the FSMA regardless of the status of your application.**

### **Terms in this application pack**

In this application pack we use the following terms:

- 'you' refers to the person(s) signing the form on behalf of the applicant firm;
- 'the applicant firm' refers to the firm applying for authorisation;
- 'we', 'us' or 'our' refers to the appropriate regulator;
- 'the FCA' refers to the Financial Conduct Authority;
- 'the PRA' refers to the Prudential Regulation Authority; and
- FSMA refers to the Financial Services and Markets Act 2000.

### **Purpose of this pack**

We will only authorise a firm if we are satisfied that it meets conditions known as the threshold conditions (COND 2.2). The information in this pack is required to enable us to assess whether the applicant firm satisfies the threshold conditions.

### **Contents of this form**

1	Contact details and timings for this application	3	3	Personnel	12
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## Filling in the form

**1** If you are using your computer to complete the form:

- use the TAB key to move from question to question and press SHIFT TAB to move back to the previous question; and
- print out all the parts of the form you have completed and sign the declaration in the 'checklist and declaration' form.

**2** If you are filling in the form by hand:-

- use black ink;
- write clearly; and
- sign the declaration in the 'checklist and declaration' form.

**3** If you think a question is not relevant to you, write 'not applicable' and explain why.

**4** If you leave a question blank, do not sign the declaration or do not attach the required supporting information without telling us why, we will have to treat the application as incomplete. This will increase the time taken to assess your application.

**5** If there is not enough space on the forms, you may need to use separate sheets of paper. Clearly mark each separate sheet of paper with the relevant question number.

**6** Post the application consisting of:

- this core details form;
- one supplement;
- any appendices you need to complete;
- the checklist and declaration form;
- supporting documents; and
- the application fee to either the FCA or PRA at:

**Credit Authorisations Division  
The Financial Conduct Authority  
25 The North Colonnade  
Canary Wharf  
LONDON  
E14 5HS**

## 1

**Contact details and timings for this application**

We need this information in case we need to contact you when assessing this application.

**Contact for this application****1.1 Contact details of the person we will get in touch with about this application.**

This must be someone who works for the applicant firm, and not a professional adviser.

Title	
First names	
Last name	
Job title	
Address line 1	
Address line 2	
Address line 3	
Town	
County	
Postcode	
Country	
Telephone number	
Mobile number	
Fax number	
Email address	

**Details of professional advisers**

**1.2 Have you used a professional adviser to help with this application?**

- No ▶ Continue to Question 1.7
- Yes ▶ You must fill in the rest of this section

**1.3 Name of professional adviser's firm**

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**1.4 Name and contact details of professional adviser**

Title	
First names	
Surname	
Business address	
Postcode	
Phone number (including STD code)	
Fax number (including STD code)	
Mobile number (optional)	
Email address	

**1.5 Do you want us to copy all correspondence to the professional adviser?**

- No
- Yes

**1.6 If the applicant firm becomes authorised will it use a professional adviser (the adviser listed above or another one)?**

- No
- Yes

**1.7 Is there a date you would like this application to be approved?**

Yes	
No	

**Enter date required**

**Please explain why**

We cannot guarantee to determine your application by a specific date but we will try to take into account any timings above when assessing your application(s). We must determine an application within the statutory timescales that relates to the application that has been submitted.

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## 2 About the applicant firm

We need to know general information about the applicant firm so we can process this application as efficiently as possible. We also need the applicant firm's details for the Financial Services Register, which is our public record of authorised firms: [www.fca.org.uk/Pages/register/](http://www.fca.org.uk/Pages/register/)

### 2.1 Firm Name

*Note: If you are applying as a sole trader this must be your personal name. If this is an incorporated firm then this must be the full current name registered at companies house. If the firm is a sole trader, the registered name of the firm that will appear on the FCA register will be the individual's name and not the trading*

### 2.2 Does the Applicant have an interim permission (IP) for consumer credit? (Please note that IP holders are unable to submit an application for authorisation until their application period or "landing slot" commences but that they are able to use the system to draft their application in advance of this).

*Note: An interim permission to continue business may have been granted to a firm between the period of September 2013 to April 2014. A consumer credit interim permission reference number will have been provided*

- Yes  
 No

### 2.2.1 Please provide the Applicant's consumer credit interim permission reference number (or former OFT licence number)

### 2.3 Has the applicant completed any credit agreements with consumers prior to becoming authorised or that are outside of the scope of its current Consumer Credit interim permission (if applicable)?

- Yes  
 No ▶ 2.4

### 2.3.1 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)

- Yes  
 No

#### Please provide an explanation

*Note: please include the number or agreements (total and different types), dates of the events, how they came to carry this out when not authorised, if not applying why not and what is happening to the debts. There is no need to repeat information given in a validation application*

**2.3.2 Does the Applicant have their own legal assessment?**

- No
- Yes ▶ Please attach a copy of the applicant's legal assessment document
- Attached

**Firm address details****2.4 Principal Place of Business of Firm**

Address line 1	
Address line 2	
Address line 3	
Address line 4	
Town	
County	
Postcode	
Country	
Phone number (including STD code)	

Fax number (including STD code)	
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Email address	
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*Note: This email address is not copied to the email associated with user account on the GABRIEL reporting system. Users must update email details for reporting directly within the GABRIEL reporting system.*

Date on which this change becomes effective	
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### About the legal status of the applicant firm

#### 2.5 What type of firm is the Applicant?

- Sole trader
- Public limited company
- Private limited company
- Unincorporated association
- Partnership (other than limited partnership or limited liability partnership)
- Limited partnership
- Limited liability partnership

Other ▶

- UK Co incorporated by Special Act/Royal Charter
- Incorporated – Industrial & Provident Society Act
- Company Limited by Guarantee with Share
- Company Limited by Guarantee with No Share Capital
- UK Body created by Special Act/Royal Charter
- Registered under Industrial and Provident Society Act 1965 and Credit Union Act 1979
- Incorporated under Friendly Society Act 1992
- Registered under Friendly Society Act 1974
- Registered as an overseas company by companies house
- Overseas firm incorporated
- Overseas firm unincorporated
- Registered as a Northern Ireland Credit Union

#### 2.6 What was the date of the incorporation or formation of the Applicant? (dd/mm/yyyy)

		/			/				
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**2.7 In which country was the Applicant incorporated or formed?**

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**2.8 Companies House Registration Number**

*Note: If your company is registered in Scotland or Northern Ireland, please include the letter prefix in front of the registration number*

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**2.9 Registered Overseas Reference Number**

*Note: This refers to the applicant firm's overseas company registration number if applicable*

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**2.10 Date of the Applicant's financial year end (dd/mm)**

*Please note that, once authorised, this date will be used to determine the date on which the firm will be required to report to the FCA*

		/		
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Note the change that you have requested will result in a change to your reporting timetable.

I confirm the change requested above

**Other address details**

**2.11 Registered Office Address**

*Note: A registered office is the official address of an incorporated company. This address must be in the UK unless the Applicant Firm is a branch of an overseas company. Generally it will form part of the public record where the registered organisation or legal entity is incorporated.*

*Please tick this box if the Registered Office is the same as the Principal Place of Business*

*Note: Principal place of business means the main place where the work is performed or business is carried on and will appear on the Financial Conduct Authority register*

Address	
Postcode	

Date on which this change becomes effective	
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**2.12 Head Office Address?**

- Please tick the box if the head office address is the same as the principal place of business
- Please tick this box if the head office address is the same as the registered office

Address	
Postcode	

Date on which this change becomes effective	
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**2.13 If the Applicant has a website, provide details below. If the Applicant is intending to launch a website, provide the address and launch date (if known)**

- Please tick the box if the invoicing address is the same as the principal place of business
- Please tick the box if the invoicing address is the same as the registered office

Website address	
Website launch date	

**2.14 If the Applicant has a UK branch address provide details below**

Address	
Postcode	

Date on which this change becomes effective	
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**Confirmation****2.15 You must confirm that all of the Applicant's relevant details match Companies House records**

- Yes
- No ▶ Give details below
- N/A

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# 3 Firm Contact details

## Firm contact details

### 3.1 Contact person's details for the Financial Services Register

*Note: We will also send an email to this person confirming that their details are to be used for this purpose. However you must confirm that they have been informed of this before submitting this application for Data Protection reasons.*

This individual will be displayed as the complaints contact on the Financial Services Register.

If the applicant firm is a sole trader, these should be the sole trader's details. If the applicant is not a sole trader this individual must be the senior manager of the applicant firm.

Please tick the box if the contact person's details are the same as the Principal Place of Business

Title	
First names	
Surname	
Job title	
Address line 1	
Address line 2	
Address line 3	
Address line 4	
Town	
County	
Postcode	
Country	
Phone number	
Mobile number	
Fax number	
Email address	

- 3.2 Please tick to confirm that the person named previously has been informed that their details will be displayed on the Financial Services Register**

- 3.3 Details of the auditor/ reporting accountant**

Firm name of auditor or reporting accountant	
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Date on which this change becomes effective	
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- 3.4 Details of professional adviser?**

Firm name of professional	
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Date on which this change becomes effective	
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- 3.5 Please tick this box if the Applicant wants us to copy all correspondence to the professional adviser**

- 3.6 Please tick this box if the Applicant- if it becomes authorised- plans to use a professional adviser**

- 3.7 Please tick this box if the Applicant is dependent on a single key person**

*Note: If your firm is solely dependent upon one individual to run the business, you will need to have arrangements in place with another firm who has the same permissions as yourself, to assist your clients on a temporary basis due to unforeseen circumstances that might befall your firm*

- 3.8 Locum details**

Firm name	
Firm Reference Number	

Firm name of adviser	
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# 4 Other Names

## Trading names and Other names

If the name(s) given in 4.1 and 4.2 contain(s) a word or expression that requires the FCA's approval under the Company, Limited Liability Partnership and Business names (Sensitive Words and Expressions) Regulations 2009. We will contact you if you meet the criteria.

### 4.1 If the applicant intends to change the registered name, provide details below

Current Firm Name	
New Firm name	
Effective Date	

### 4.1.2 Has the change been approved by Companies House?

- Yes  
 No

### 4.2 If the Applicant intends to use any trading names as well as the registered name provide details below:

Sole traders will always appear on the FCA Register under the name of the principal, with any other names used shown as a trading name. For example, an individual called William Bloggs, a sole trader firm, trades under the name of Bill's Cars. The name that will appear on the FCA Register will be William Bloggs, with a separate trading name entry of Bill's Cars.

Trading Name(s)	
Effective Date	

## 5

## Scope of Permission required

It is the applicant firm's responsibility to ensure the scope of permission it requests will cover all the activities that it wants to do.

## 5.1 Activity Category

Consumer Credit

## 5.2 Regulated activities

Agreeing to carry on a regulated activity 

Under our permission regime, agreeing to carry on a regulated activity is a regulated activity in its own right. As a matter of course, a firm will carry on the regulated activity of "Agreeing to carry on a regulated activity" (which is limited to carrying on only the other regulated activities in its Scope of Permission Notice). You must apply for this activity and limitation by selecting these below.

Credit Broking  ▶ Q 5.8

Operating an electronic system in relation to lending  ▶ Q 5.8

Debt Adjusting  ▶ Q 5.5

Debt Counselling  ▶ Q 5.5

Debt Collecting  ▶ Q 5.8

Debt Administration  ▶ Q 5.8

Entering into a regulated credit agreement as lender (excluding high-cost short-term credit, bill of sale loan agreement and home credit loan agreement)  ▶ Q 5.3

Exercising or having the right to exercise the lender's rights and duties under a regulated credit agreement (excluding high-cost short-term credit, bill of sale loan agreement and home credit loan agreement)  ▶ Q 5.3

Entering into a regulated home credit loan agreement as lender  ▶ Q 5.3

Exercising or having the right to exercise the lender's rights and duties under a regulated home credit loan agreement  ▶ Q 5.3

Entering into high-cost short-term credit as a lender  ▶ Q 5.3

Exercising or having the right to exercise the lender's rights and duties in relation to high-cost short-term credit  ▶ Q 5.3

Entering into a bill of sale loan agreement as a lender  ▶ Q 5.3

Exercising or having the right to exercise the lender's rights and duties under a bill of sale loan agreement  ▶ Q 5.3

Entering into a regulated consumer hire agreements as owner  ▶ Q 5.8

Exercising or having the right to exercise the lender's rights and duties under a regulated consumer hire agreement  ▶ Q 5.3

Providing credit information services  ▶ Q 5.8

Providing credit references  ▶ Q 5.8

## Limitations

**5.3 Will the applicant be limited to debt purchase activities?**  ▶ Q 5.8

This permission is limited to activities in relation to existing regulated credit agreements or variations supplements or replacements of such agreements

**5.4 Will the applicant be limited to debt counselling with no debt management?**  ▶ Q 5.8

This permission is limited to debt counselling with no debt management activity

**5.5 Will the applicant be limited to debt adjusting with no debt management?**  ▶ Q 5.8

This permission is Limited to debt adjusting with no debt management activity

**5.6 Will the applicant be carrying out debt management services?**  ▶ Q 5.8

*Note: Debt management and credit repair firms require a suitable person (a competent director or senior manager) to be approved for the Compliance oversight function (CF10).*

**5.7 Will the applicant be carrying out credit repair services?**  ▶ Q 5.8

*Note: Debt management and credit repair firms require a suitable person (a competent director or senior manager) to be approved for the Compliance oversight function (CF10).*

## Requirements

**5.8 Will the firm be canvassing any regulated borrower-lender-supplier agreements or regulated consumer hire agreements it supplies for which it carries out broking activities off trade premises?**

Yes

No ▶ If 'no' the following requirement must be included in the applicants scope of permission:

**Not permitted to canvass off trade premises**

The firm is not permitted to canvass regulated borrower-lender-supplier agreements or regulated consumer hire agreements off trade premises

## Client money

### 5.9 Does the applicant intend to hold client money?

- No ▶ Continue to Question 5.11  
 Yes

*Note: Answering “Yes” to this question means that the Applicant Firm is applying for permission to hold and control client money. The definition of client money means that a credit firm is only holding client money where the firm is a debt management firm or a firm which is carrying out the activity “Operating an electronic system in relation to lending” so any client money held by the firm would not be client money for this purpose unless the applicant is applying for one or both of these permissions. If the Applicant Firm is holding funds on behalf of their clients under other circumstances this is not client money for the purposes of this permission. Please refer to the glossary for further information on definitions.*

### 5.10 Please state for the Applicant, if it holds or has held client money, the highest amount in the last calendar year, or if it did not hold client money in the previous calendar year, the highest amount of client money it projects that it will hold in the current calendar year:

£

## Sole trader

### 5.11 Does the applicant employ professional staff?

- No ▶ Continue to Question 5.15  
 Yes  
 the applicant is not a sole trader ▶ Continue to Question 5.13

### 5.12 How many professional staff does the applicant employ?

## Appointed Representatives

### 5.13 Does the applicant intend to appoint an Appointed Representative?

- No  
 Yes

### 5.14 How many Appointed Representatives is the Applicant presently intending to appoint at the point of authorisation?



**5.15 Has the applicant firm ever been refused – or had revoked – any licence, membership, authorisation, registration or other permission granted by a financial services regulator or government body in the UK or overseas?**

- No ▶ Continue to Question 5.16  
 Yes

Please give a full explanation of the events in question. Make sure this includes:  
the question number the event relates to;  
the date of the event;  
the amounts involved;  
the outcome; and  
an explanation of the circumstances

If your answer exceeds 4000 characters please attach a separate document.

**5.16 Has the applicant ever, after making an application to a regulatory body for:**

- a licence;
- authorisation;
- registration;
- notification;
- membership; or
- other permission granted by a regulatory body

**decided not to proceed with it?**

- No ▶ Continue to Question 7  
 Yes

Please give a full explanation of the events in question. Make sure this includes:  
the question number the event relates to;  
the date of the event;  
the amounts involved;  
the outcome; and  
an explanation of the circumstances

If your answer exceeds 4000 characters please attach a separate document.

# 6

## Fees and levies

We require this information so that we can calculate the Applicant's annual FCA fees once authorised. We will also use this information to calculate the fees for the Money Advice Service (MAS) and the levies for the Ombudsman Service.

For further help on this section please see the Guidance Notes, the fees section of the Handbook, or refer to the FCA website, which includes an approximate fee calculator (<http://www.fca.org.uk/firms/being-regulated/fees/calculator>)

### 6.1 Projected annual income

What is the applicant's projected annual income from activities as applied for in the permissions section of this application

Amount (GBP)	
Confirm amount in words	

### Declaration of ongoing FCA fees liability

- 6.2 Please tick this box to confirm that the Applicant understands that they are liable - and remains liable - to pay fees until such a time that the FCA cancels their permissions (this is irrespective of whether they are trading, they have notified us of intention to cease trading, or they have submitted an application to cancel).

Yes

# 7 Regulatory business plan

## Why we ask the questions in this section

We need to know about the business the applicant firm intends to carry on so we can assess the scope of the authorisation it will need, the adequacy of its resources and its suitability.

## Background

### The applicant must provide a regulatory business plan.

It is important that this is tailored to the Applicant's business, otherwise it may lead to delays.

As a guide, the business plan should include:

### All firms

- the background to the business;
- why the Applicant wishes to carry on regulated activities at this time;
- whether the Applicant has identified a particular business opportunity or identified a specific customer base;
- any long-term strategy and expansion plans for the business generally;
- where customers will be sourced from (e.g. existing client base or purchase of client bank) including the use of any lead generators or brokers;
- the Applicant's plans in relation to financial promotions and communications. This should include how they will ensure these are compliant with CONC 3;
- current business lines being transacted with any existing clients;
- the types of products or credit a lender or broker or owner offers and the types of services or debt solutions that a debt manager offers and any other services (both regulated and non-regulated) that the Applicant will be supplying. You should identify the areas that the Applicant may specialise in;
- what experience the governing body or senior management of the Applicant have of the type of regulated activities the Applicant wishes to carry on;
- the background and experience of all the persons performing significant influence controlled functions and how this will help them with their role. This should include employment background. You must enclose copies of any relevant qualifications/examinations; and
- details of all fees that could be payable by the customer and how they are explained to the customer.

### **All lenders**

- a summary of the positioning of your firm in the credit market and how your credit products compare to your competitors;
- a summary of any security or guarantees the Applicant will be taking and how this is notified to customers;
- details of how you are going to deal with any customers who are in arrears on their repayment (including methods to contact the customer, assessments of whether the customer is in financial difficulty and details of any forbearance);
- details of any second charge mortgage business;
- full details of how employees or agents of the applicant firm will be remunerated; and
- details of any payments to be made to lead generators or brokers.
- if the Applicant is an interim authorised firm please provide details of the Applicant's current loan book, including the proportion of this (by value and by number of debts) which are in default or arrears.

### **Lenders involved in pawnbroking:**

- details of the procedures in place to mitigate the risk of fraud/crime (for example how the ownership of the item pledged is established)
- details of how Applicant will ensure accurate valuation of items
- details of the Applicant's procedures if the customer wishes to redeem their item at any time including how the interest charged and other charges are calculated and how this is stated to the customer before the contract is completed.

### **Home collected credit firms**

- the number of agents who distribute the Applicant's loans;
- the geographical spread of the Applicant's activities; and
- how the applicant will oversee its agents including training, monitoring, any required documentation, remuneration of the agents, recruitment (including due diligence carried out on the agent), complaints handling, collection of the debt (including assessment of whether the customer is in financial distress and when to apply forbearance).

### **High-cost short-term credit**

- details of the Applicant's procedures in relation to refinancing of its short term high cost credit agreements
- details of the expected remuneration of the Applicant – how much income is expected from good debts repaid, how much from fees/charges for late payment and the reasons for these assumptions
- details of the expected remuneration of the Applicant – how much income is expected from good debts repaid, how much from fees/charges for late payment and the reasons for these assumptions. 'If the applicant is currently an interim authorised firm please include details of the actual split of the applicants income to date.
- details of the estimated percentage of loans which will not be repaid on (or before) the original due date and the reason for this assumption - if the Applicant is currently an interim authorised firm please include details of the actual experience of the Applicant to date.

### **Bill of Sale (Logbook) firms**

- details of when the asset is taken in the event of arrears (and any forbearance considered in relation to this)
- the allowance for depreciation of asset.

**Firms which are Operating an Electronic System in relation to lending**

- full details of the procedures to carry out a credit worthiness assessment on a prospective borrower
- details of how debts will be collected including arrears of debts.

**Brokers**

- full details of the Applicant's procedures to ensure that the product is not unsuitable for the customer. This should include details of how the Applicant will assist customers to shop around for credit.

**Counselling, Adjusting and Credit Information**

- full details of the Applicant's plans to promote their debt management activities or other services. Please include copies of any drafts you may have
- full details of the Applicant's debt counselling process and copies of the documents you will provide to the customers.

**Firms which are intending to be a principal to appointed representatives**

- full details of the Applicant's plans relating to appointed representatives, including how these will be recruited, the initial and ongoing assessment of these, the staff to carry this out, the fees to be charged to the appointed representatives and the numbers and geographical spread of the appointed representatives.

**7.1 Please confirm that you have attached a business plan with the application:**

Attached

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**7.2 Which sales channels does the Applicant intend to use and what will each method of sale be as a percentage of total sales?**

Method of Sale	Approximate % of total sales
Face-to-face	%
Telephone sales	%
Internet based sales	%
Postal	%
Other	%

If you selected 'Other' from the table above, please give details below of the channel(s) the Applicant intends to use and the approximate percentages:

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**7.3 How will the applicant source customers?**

Website advertising	
Third parties	
Lead generator	
Word of mouth/personal recommendations	
Other	

If Other please specify:

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**7.4 The applicant must provide the following:**

- a brief description of the disclosure documents (eg. Initial Disclosure Document, Terms of business) that the applicant will give to its clients;
- information on which stage of the sales process the disclosure documents will be provided; and
- statements about services and charges

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**7.5 Is the applicant leaving a network?**

- No  
 Yes

Name of Network	
Date Notice given (will be given)	
Notice period	

**All business activities**

**7.6 Does the applicant intend carrying on any unregulated business activities?**

*Note: This refers to any activities the applicant will be carrying on which do not require authorisation by FCA, whether or not they are connected to the regulated activities the applicant will be carrying on"*

- No ▶ Continue to Question 4.6  
 Yes ▶ The applicant must estimate below the percentage and value of total business that will be unregulated. The applicant must also provide a description of the unregulated business the applicant firm will be conducting.

Unregulated activities	%	£
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*Note: You must estimate below the percentage and value of total business that will be unregulated. You must also provide a description of the unregulated business the Applicant will be conducting*

Description of the unregulated business the applicant will be conducting
--

**7.8 How will the applicant be remunerated?**

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

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**7.8.1 If the applicant intends to generate income from any other activities please provide percentages (where applicable)**

Fixed fees	%
Percentage based fees	%
Commissions	%
Other	%

If Other please specify:

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## Additional Questions

**7.9 Does the Applicant make any use of premium rate numbers?**

- Yes  
 No

Please provide full details below

**7.10 If the Applicant will be undertaking any distance marketing as part of its regulated credit activities please provide full details (including how this is carried out to comply with CONC 2.7 and 11.1)**

**7.11 Is the Applicant currently taking over the business of any other firm or are there any plans for the applicant to do so? (Or if already trading, has the applicant acquired the business of any other firms in the last 5 years?)**

- Yes  
 No

Please provide full details below

**7.12 Will the Applicant be conducting any regulated credit business in the home of a customer (or a prospective customer)?**

- Yes  
 No  
 N/A

Please provide full details below of any business to take place in the home, who will be carrying this out and the Applicant's procedures to monitor and maintain records of this business.

**7.13 Does the Applicant have procedures to determine whether to make a loan to a customer?**

- Yes  
 N/A

Please provide full details of the Applicant's procedures to assess whether to provide a loan. This must be sufficient to show that the firm is compliant with the responsible lending requirement in CONC 5

**7.14 Will the Applicant be increasing the amount of credit during agreements?**

- Yes  
 No  
 N/A

Please provide full details of the circumstances where this will occur and the Applicant's procedures to assess whether to provide an increase to the loan. This must be sufficient to show that the firm is compliant with the requirements in CONC 6.2

**7.15 Does the Applicant make use of continuous payment authorities (CPA) when collecting payments?**

- Yes
- No
- N/A

Please provide full details of the terms and conditions related to the use of CPA in the Applicant's credit agreements, including how these are stated to the borrower

**7.16 Please provide full details of how the applicant will make use of CPA in the event of the borrower being in arrears (sufficient to show that the procedures for the use of this are compliant with CONC 7.6).**

**7.17 Will the Applicant be providing high cost short term credit?**

- Yes
- No

Please provide details of the type(s) of customer the Applicant is intending to provide with short term high cost credit. Please also provide the Applicant's plans to reach these customers, including any involvement of lead generators or brokers and the use, placing and timing of financial promotions (whether by the Applicant or any lead generator or broker on the Applicant's behalf) and the monitoring of the results of lead generation and promotions

**7.18 Will any of the loan agreements offered under the system operated by the Applicant be high-cost short-term credit agreements?**

- Yes
- No
- N/A

**7.19 If the Applicant is involved in Pawnbroking please attach a draft of the pre-contract information to be provided**

- Attached

## Scale of Business

**7.20 How many clients does the applicant expect to have in relation to its regulated activities?**

At authorisation	
12 months after authorisation	

## Business Risks

**7.21 What are the main business risks for the applicant and how does it intend to manage those risks?**

*Note: A business risk is a circumstance or factor that may have a negative impact on the operation or profitability of a firm. It can be a result of internal or external factors. Examples of business risks include key person risk, ongoing financial solvency not being met, clients being given unsuitable advice, inadequate systems and controls, economic factors, competitors and their reaction to the applicant firm's presence in the market*

Key Risk	Mitigation Plan

## Branches

**7.22 Will the applicant have any branches in the UK that intend conducting regulated activities?**

*Note: A place of business which is part of the firm but not the principal place of business. A place of business which has no separate legal status and at which your firm provides products or services, whether face to face or over the telephone.*

- No    ▶ Continue to Question 4.11  
 Yes    ▶ You must give details below

Number of branches	
--------------------	--

General Location of branches

--

## Outsourcing with third parties

### 7.23 What functions (if any) will the applicant outsource?

*Note: Outsourcing is the act of one firm contracting with another to provide services that might otherwise be performed by in-house employees. You must include details of the parties that the functions will be outsourced to and how the applicant firm will monitor and control the outsourced functions.*

You must include details of the parties that the functions will be outsourced to and how the applicant firm will monitor and control the outsourced functions.

Note: The monitoring/controlling plan refers to how the Applicant firm will ensure that the outsourced functions are carried out appropriately and that risks are managed effectively.

Outsourced area	Outsourced firm name	FCA reference number for outsourcing firm (if applicable)	Monitoring/Controlling plans

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## Treating Customers Fairly

- 7.24 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 the applicant carried out a TCF self assessment?

- Yes  
 No

- 7.24.1 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?**

- 7.24.2 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?**

- 7.24.3 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?**

# 8

## Financial Resources

### Why we ask the questions in this section

All authorised firms must meet certain financial resource requirements. We need to be satisfied that the applicant firm will meet these requirements from the date of authorisation and will continue to meet them.

#### 8.1 All applicant firms must provide the following:

*Note: 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 of authorisation

Attached

A forecast closing balance sheet for the first 12 months of trading as an authorised firm

Attached

A monthly cash flow forecast for the first 12 months of trading as an authorised firm

Attached

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:

Attached

- a) gross income, analysed between regulated and un-regulated activities;
- b) business expenditure, relevant annual expenditure, analysis of the major overheads expenditure; and
- c) profit before taxation.

#### 8.2 Is the applicant firm currently trading?

No

Yes ▶ You must attach the Applicant's most recent annual and management accounts if annual accounts are not recent.

Attached

### Limited Company

**8.3 You must state the amounts of the different sources of the applicant's capital**

Please tick	Source	Amount (£)
<input type="checkbox"/>	Fully paid-up ordinary shares	
<input type="checkbox"/>	Share premium account	
<input type="checkbox"/>	Preference shares (allowable if not redeemable within two years)	
<input type="checkbox"/>	(Audited) reserves *	
<input type="checkbox"/>	(Verified) interim net profits *	
<input type="checkbox"/>	Revaluation reserves	
<input type="checkbox"/>	Subordinated loans	
	Total	

\* Audit may not be required if exempt under the Companies Act 1985

## Partnership

8.4 How many partners are in the partnership?

8.4.1 Please provide the relevant information using the following template:

<http://www.fca.org.uk/your-fca/documents/forms/consumer-credit-authorisation-additional-partners-finances>

Attached

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8.5 The applicant must provide the following information for the firm:

**Assets:**

Bank/Cash	£
Commission due within 90 days	£
Other investments	£
Property	£
Motor vehicles	£
Office equipment	£
Other assets	£
<b>Total business assets:</b>	<b>£</b>

<b>Goodwill:</b>	<b>£</b>
------------------	----------

<b>Net assets:</b>	<b>£</b>
--------------------	----------

**Liabilities:**

Taxation	£
Credit Cards	£
Bank overdraft balance	£
Indemnity commission	£
Unsecured loans	£
Hire purchase/secured loans	£
Other liabilities	£
Mortgage	£
Contingent liabilities	£
Guarantees	£
<b>Total business liabilities:</b>	<b>£</b>

<b>Bank overdraft:</b>	<b>£</b>
------------------------	----------

**8.6 Do you have a partnership deed?**

- No  
 Yes ▶ Please attach a copy of the Partnership agreement deeds  
 Attached

Limited Liability Partnership

**8.7 You must state the amounts of the different sources of the applicant's capital**

<b>Please tick</b>	<b>Source</b>	<b>Amount</b>
<input type="checkbox"/>	Members' capital agreement	
<input type="checkbox"/>	Members' reserves	
<input type="checkbox"/>	Subordinated loan(s)	
	Total	

**8.8 The applicant must attach the following:**

- Members' capital agreement (see notes)  Attached  
Limited liability partnership agreement  Attached

**Other applicant firms**

**8.9 You must provide details of the applicant's constitution and the different sources of the applicant's capital.**

## Sources of external funding

### Subordinated loans

**8.10 Does the applicant have any subordinated loans?**

- No ▶ Continue to Question 2.2  
 Yes ▶ You must give details below of any subordinated loans

*Note: For subordinated loan agreement forms see IPRU (INV) Annex D required forms – 13.1. An example of this would be an overdraft or bank loan*

If there is more than one subordinated loan please use a separate sheet of paper.  
If you have used separate sheets of paper please indicate how many below.

Number of additional sheets	
Name of loan provider	
Amount	
Date of agreement	
Nature of loan	
Repayment terms, including number of instalments	
Final payment date	
Interest payable	%
Interest type	

**8.11 You must certify that the loan meets the requirements outlined in the Consumer Credit part of the handbook**

- Yes

## Other funding

### 8.12 Does the applicant have other external funding?

- No ▶ Continue to Question 4.1  
 Yes ▶ You must give details of other external funding

If the applicant firm has external funding but has not drawn down on the external funding, you must still answer the questions below.

If there is more than one source of external funding please use a separate sheet of paper if required.

If you have used separate sheets of paper please indicate how many below.

Number of additional sheets	
-----------------------------	--

Name of funding provider(s)	
-----------------------------	--

Amount	
--------	--

Nature of funding	
-------------------	--

Repayment terms, including number of instalments

--

Final payment date	
--------------------	--

Interest payable	%
------------------	---

Interest type	
---------------	--

### 8.13 State the estimated peak debts under management in the first 25 months (in £)

--

### 8.14 Is the Applicant applying for the activity 'Operating an electronic system in relation to lending'?

- No  
 Yes

State the estimated peak loan amount in the first 12 months (in £)

--

# 9

## Systems and controls

We must be satisfied that the applicant firm has appropriate systems and controls to meet its regulatory obligations.

### IT systems

#### 9.1 Will the Applicant be using only commercial off-the-shelf products/packages e.g. Word, Sage?

*Note: "Yes" indicates that the Applicant will use only off-the-shelf computer products/packages. "No" indicates that the Applicant will use at least one IT system that was tailor-made*

*A commercial off-the-shelf computer product or package is ready-made and available for sales to the general public. For example, Microsoft Office is ready made packaged software solution for businesses.*

Yes ▶ Give the names of the packages below.

System Type	System Name	Operational date
Business transaction recording system		
Accounting system		
Other IT systems, e.g. Word, Excel.		

No ▶ Please provide the details of any tailor-made (BESPOKE) IT systems that will be used by the Applicant:

## 9.2 Business continuity and disaster recovery

Please tick this box to confirm that the document is created and ready for the FCA/PRA to inspect.

*Note: The Disaster Recovery Plan ensures that the applicant firm is able to function and meet its regulatory obligations in the event of an unforeseen interruption. These arrangements should be regularly updated and tested to ensure their effectiveness. Examples of business interruption might include, loss or failure of internal or external resources such as people, systems or other assets, loss or corruption of information and external events such as vandalism or adverse weather. For more information refer to the guidance notes.*

Full business continuity Procedures (BCP) Yes

Any agreements or terms of reference agreed with any third party providing compliance or other services to the Applicant Yes  N/A

Any outsourcing arrangements for disaster recovery Yes  N/A

### Regulatory returns – Gathering Better Regulatory Information Electronically (GABRIEL)

All regulated firms have to supply regular regulatory returns.

GABRIEL is the mandatory reporting tool that you must use when completing and submitting the majority of these regulatory returns. To complete your returns you must have access to a personal computer with an internet connection.

#### 9.3 Please tick this box to confirm that the Applicant has the ability to complete your regulatory returns via GABRIEL.

*Note: GABRIEL is the mandatory reporting tool that firms must use when completing and submitting the majority of these regulatory returns*

Yes

#### 9.4 Please tick this box to confirm that the Applicant agrees to submit to us, at regular and stated intervals, financial information that can be used to help supervise and assess the firm on an ongoing basis as specified in the Handbook?

Yes

#### 9.5 Please tick this box to confirm that the Applicant agrees to submit this information using GABRIEL in a timely manner?

Yes

# 10

## IT Self Assessment

### High Cost Short Term Credit applicants

10.1 Is the nature of the Applicant business such that it requires its IT systems in order to conduct regulated business?

- Yes  
 No

10.2 Will there be financial consumer detriment if the IT system the Applicant is relying on becomes unavailable?

- Yes  
 No

10.3 Will the Applicant's customers be able to transact business over internet or through some other remote electronic medium?

- Yes  
 No

10.4 What percent of the market does your business cover?

### Operating an electronic system relating to lending

10.5 What is the estimated annual volume of loans?

What is the estimated annual number of loans?

What is the estimated annual total value of loans?

### Providing Credit References

10.6 How many credit firms does the Applicant expect to use its service?

## Complex IT Form

- 10.7 If the Applicant is **Operating an electronic system relating to lending or Providing Credit References** or is a **High Cost Short Term** credit and has answered Yes to any of the questions 10.1-10.3 above:

**You must complete the detailed IT Controls Form**

*Note: The Detailed IT Controls Form, found here:*

<http://www.fca.org.uk/your-fca/documents/forms/detailed-it-controls-form>

Please confirm that the 'Detailed IT Controls Form' is ready to send to the FCA if requested.

Yes

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# 11

## Personnel

We will ask you for more information on the applicant firm's personnel in the supplement you will complete.

### Staff organisational structure chart

The Applicant must demonstrate that it has an effective management structure and clear reporting lines to senior managers.

**11.1 Is the Applicant a sole trader or a sole director limited company with no employees?**

Yes

No ▶ You must provide on a staff organisational structure chart, clearly indicating senior management and decision makers.

**Please confirm you have attached a staff organisational structure chart.**

Yes

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# 12

## Compliance arrangements

### Why we ask the questions in this section

We need to be satisfied that the applicant firm has the appropriate compliance arrangements in place to meet its regulatory obligations.

### Compliance procedures

This Applicant is not required to send compliance procedures with this application, but must be able to produce a copy at any time while we are assessing the application or in the future.

**12.1 Please tick to confirm that the Applicant has documented compliance procedures in place.**

Yes

*Note: Refer to Guidance on Compliance Procedures.*

*Compliance procedures are a set of procedures/ways of working put in place within an organisation to ensure that it meets the regulatory requirements. The areas we would expect to be covered e.g. record keeping, complaints handling, reporting requirements, protecting customer interests. For more details see the Compliance Guidance Notes.*

### Compliance monitoring programme

The Applicant must establish, maintain and carry out a programme of actions to check that it complies and continues to comply with its compliance procedures. This is called a compliance monitoring programme, which must be sent with this application. There is an example of one in the Guidance notes.

The compliance monitoring programme must be relevant to the regulated activities the Applicant wishes to carry on and to its business, so the compliance monitoring programme must be tailored to the Applicant's business.

A compliance monitoring programme must describe the actions the holder of the compliance oversight function and their staff will take to ensure the applicant firm complies with the FCA's rules and guidance at all times, in particular:

- what checks will take place;
- how often the checks will take place, as appropriate to the procedure being checked – this might be daily, weekly, monthly, quarterly, annually or another period specified by the FCA;
- who will carry out the checks – this is the role of the person who will make the check, such as the Compliance Officer, Training and Competence Officer, Money Laundering Reporting Officer; and
- what records of the checks will be kept to confirm they have taken place.

**12.2 Please attach a copy of your compliance monitoring programme document.**

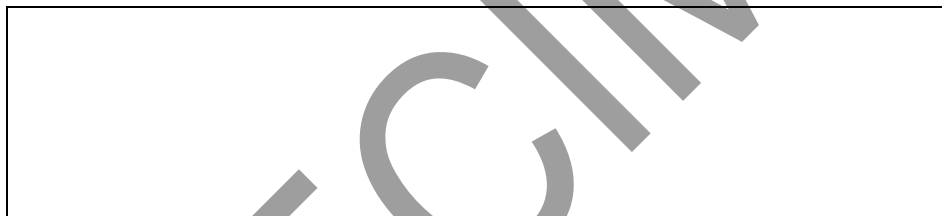
Attached

## Financial crime

- 12.3 You must briefly describe the procedures the Applicant has put in place to counter the risks that it might be used by third parties to further financial crime (this includes any offence involving a) fraud or dishonesty, b) misconduct in, or misuse of information relating to, financial markets or c) handling the proceeds of crime or the financing of terrorism (SYSC 3.2.6 and 6.3).**

Please include the following:

- the steps the Applicant will take to ensure its, where applicable, Money Laundering Reporting Officer (MLRO) knows their duties and is able to perform their controlled function effectively;
- the procedures that will be in place to ensure that the Applicant will obtain sufficient evidence of the identity of and undertake all necessary due diligence exercises in relation all its clients;
- the systems and controls that will be in place to ensure that know your business information (see SYSC 3.2.6 and 6.3) is made available to the applicant firm's MLRO;
- the anti-money laundering training the Applicant will provide for its relevant staff; and
- the disciplinary procedures for any member of staff who fails to report promptly to the MLRO any suspicions or belief that money laundering is occurring.



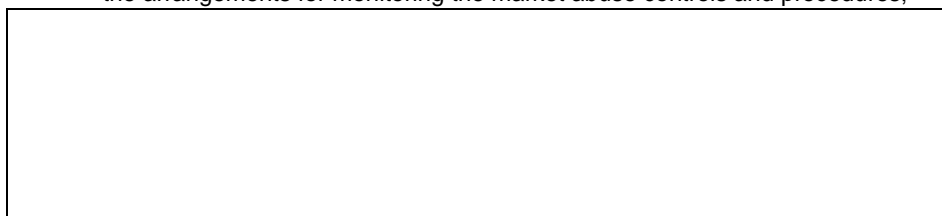
*Note: This could be a summary of the Applicant money laundering procedures. For more information see Guidance Notes Financial Crime.*

## Market Conduct

- 12.4 You must briefly describe the steps the Applicant has put in place to counter the risk that it or its staff may engage in activity which constitutes market abuse.**

You must include the following:

- the controls and procedures the applicant firm will have in place to mitigate the risk of market abuse;
- details of the anti-market abuse training the applicant firm will provide for its relevant staff;
- the arrangements for monitoring the market abuse controls and procedures;



# 13

## Disclosure of Significant Events

### Disclosure

13.1 Please specify how many previous firm names the Applicant has traded under

None	
0	
1	
2	
3	
4	
5	
Over 5	

Please provide a list of your previous firm names

Previous Names	Effective from Date

*Note: If there have been more than five previous names, please provide the relevant information using the following template*

<http://www.fca.org.uk/your-fca/documents/forms/Additional-Names>

**13.2 Has the Applicant ever been regulated by us or any other financial services regulator before making this application?**

- Yes ▶ please provide details below  
 No

Name of regulator

--

Address of regulator

Address line 1	
Address line 2	
Address line 3	
Address line 4	
Address line 5	
Address line 6	
Postcode	
Country	

Applicant's identification number with that regulator (FRN if previously regulated by us)

--

**13.3 Has the Applicant ever been presented with a petition for bankruptcy, a petition for compulsory winding up or creditors' voluntary arrangements?**

- Yes  
 No

If Yes, please give a full explanation of the events in question. Make sure this includes:  
the date of the event;  
the amounts involved;  
the outcome; and  
an explanation of the circumstances

If your answer exceeds 4000 characters please attach a separate document.

--

**13.4 Has the Applicant ever had a receiver or administrator appointed, failed to satisfy a debt adjudged due, or come to a compromise or similar arrangement over a debt with any of its creditors?**

- Yes  
 No

If Yes, please give a full explanation of the events in question. Make sure this includes:  
the date of the event;  
the amounts involved;  
the outcome; and  
an explanation of the circumstances

If your answer exceeds 4000 characters please attach a separate document.

**13.5 Has the Applicant ever been the subject of a corporate restructure, because of any form of insolvency or otherwise?**

- Yes  
 No

If Yes, please give a full explanation of the events in question. Make sure this includes:  
the date of the event;  
the amounts involved;  
the outcome; and  
an explanation of the circumstances

If your answer exceeds 4000 characters please attach a separate document.

**13.6 Has the Applicant ever been the subject of any criminal investigations or proceedings?**

- Yes  
 No

If Yes, please give a full explanation of the events in question. Make sure this includes:  
the date of the event;  
the amounts involved;  
the outcome; and  
an explanation of the circumstances

If your answer exceeds 4000 characters please attach a separate document.

**13.7 Has the Applicant been the subject of any civil investigations or proceedings or arbitration in the last five years?**

- Yes  
 No

If Yes, please give a full explanation of the events in question. Make sure this includes:  
the date of the event;  
the amounts involved;  
the outcome; and  
an explanation of the circumstances

If your answer exceeds 4000 characters please attach a separate document.

**13.8 Does the Applicant have any unsatisfied judgments, debts or awards outstanding against it?**

- Yes  
 No

If Yes, please give a full explanation of the events in question. Make sure this includes:  
the date of the event;  
the amounts involved;  
the outcome; and  
an explanation of the circumstances

If your answer exceeds 4000 characters please attach a separate document.

**13.9 Has the Applicant entered into any material settlements in the last five years, whether or not on an ex gratia basis?**

- Yes  
 No

If Yes, please give a full explanation of the events in question. Make sure this includes:  
the date of the event;  
the amounts involved;  
the outcome; and  
an explanation of the circumstances

If your answer exceeds 4000 characters please attach a separate document.

**13.10 Has the Applicant ever been convicted of fraud or other dishonesty?**

Yes

No

If Yes, please give a full explanation of the events in question. Make sure this includes:

the date of the event;

the amounts involved;

the outcome; and

an explanation of the circumstances

If your answer exceeds 4000 characters please attach a separate document.

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**13.11 Has the Applicant ever been convicted of an offence under legislation (whether in the United Kingdom or not) relating to any of the following:**

- companies;
- building societies;
- industrial and provident societies;
- credit unions;
- friendly societies;
- insurance;
- banking;
- mortgages;
- other financial services;
- insolvency;
- consumer credit;
- consumer protection;

- Yes  
 No

If Yes, please give a full explanation of the events in question. Make sure this includes:

- the date of the event;
- the amounts involved;
- the outcome; and
- an explanation of the circumstances

If your answer exceeds 4000 characters please attach a separate document.

**13.12 Has the Applicant had any material written complaints made against it by its clients or former clients in the last five years which it has accepted, or which are awaiting determination, or have been upheld – by an ombudsman or a complaints scheme?**

- Yes  
 No

If Yes, please give a full explanation of the events in question. Make sure this includes:

- the date of the event;
- the amounts involved;
- the outcome; and
- an explanation of the circumstances

If your answer exceeds 4000 characters please attach a separate document.

**13.13 Has the Applicant ever been:**

- criticised,
- censured,
- investigated,
- disciplined,
- suspended,
- expelled,
- fined, or
- been subject to any other disciplinary intervention action

**by any financial services regulator or government body in the UK or overseas?**

- Yes  
 No

If Yes, please give a full explanation of the events in question. Make sure this includes:

- the date of the event;
- the amounts involved;
- the outcome; and
- an explanation of the circumstances

If your answer exceeds 4000 characters please attach a separate document.

**13.14 Has the Applicant ever been found guilty of carrying on any unauthorised regulated activities or been investigated for the possible carrying on of unauthorised regulated activities?**

- Yes  
 No

If Yes, please give a full explanation of the events in question. Make sure this includes:

- the date of the event;
- the amounts involved;
- the outcome; and
- an explanation of the circumstances

If your answer exceeds 4000 characters please attach a separate document.

**13.15 Is the Applicant currently involved in any proceedings, investigations or other events referred to in any of the questions above that are pending or not yet determined?**

- Yes  
 No

If Yes, please give a full explanation of the events in question. Make sure this includes:  
the date of the event;  
the amounts involved;  
the outcome; and  
an explanation of the circumstances

If your answer exceeds 4000 characters please attach a separate document.

**13.16 Are there any other significant events relating to the Applicant which we have not asked about in previous questions in this section that have happened – or are taking place – that are relevant to the Applicant's application for authorisation?**

- Yes  
 No

If Yes, please give a full explanation of the events in question. Make sure this includes:  
the date of the event;  
the amounts involved;  
the outcome; and  
an explanation of the circumstances

If your answer exceeds 4000 characters please attach a separate document.

# 14

## Fees

If an application fee is due, you must be ready to pay it in full at the same time as submitting your application, by credit/debit card (you may pay by bankers draft, cheque or other payable order by prior arrangement only if it is not possible to pay by credit or debit card). If the fee is not paid in full within five working days of the date that we contact you after you submit this form, your application will be returned to you. This fee is non-refundable; and we do not issue invoices for it.

If the proposed application will add credit activities, a fee will apply as listed below. If the firm is adding more than one credit activity, you should pay the highest fee.

**14.1 Please state the estimated consumer credit income for the applicant**

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14.2 Indicate which of the following applies to your application

Category of change applied for	Estimated Regulated Consumer Credit Income	Fee
<input type="checkbox"/> Straightforward credit activities • Credit broking • Providing credit information services	Up to £50k  Over £50k to £100k  Over £100k to £250k  Over £250k to £1m  Over £1m	<input type="checkbox"/> £600  <input type="checkbox"/> £750  <input type="checkbox"/> £1,000  <input type="checkbox"/> £1,500  <input type="checkbox"/> £ 5,000
<input type="checkbox"/> Moderately complex credit activities • Entering into regulated credit agreement as Lender (Excluding high-cost short-term credit, bill of sale loan agreement, and home collected credit loan agreement) • Exercising or having the right to exercise lender's rights and duties under a regulated credit agreement (excluding high-cost short-term credit, bill of sale loan agreement, and home collected credit loan agreement) • Entering into a regulated consumer hire agreement as owner • Exercising or having the rights to exercise rights and duties under a regulated consumer hire agreement • Operating an electronic system in relation to lending • Debt collecting • Debt administration	Up to £50k  Over £50k to £100k  Over £100k to £250k  Over £250k to £1m  Over £1m	<input type="checkbox"/> £800  <input type="checkbox"/> £1,000  <input type="checkbox"/> £1,500  <input type="checkbox"/> £5,000  <input type="checkbox"/> £10,000
<input type="checkbox"/> Complex credit activities • Entering into a regulated credit agreement as a lender, in relation to high-cost short-term credit, bill of sale loan agreements and home credit loan agreements • Exercising or having the right to exercise the lender's rights or duties under a regulated credit agreement in relation to high-cost short-term credit, bill of sale loan agreements and home credit loan agreements • Debt adjusting • Debt counselling • Providing credit references	Up to £50k  Over £50k to £100k  Over £100k to £250k  Over £250k to £1m  Over £1m	<input type="checkbox"/> £1,000  <input type="checkbox"/> £1,300  <input type="checkbox"/> £2,000  <input type="checkbox"/> £7,000  <input type="checkbox"/> £15,000

**14.3 Please confirm that the contact person for the application is ready to pay by credit or debit card.**

- Yes. To make a payment using a credit card, please do not enter the details on this form. We will contact you to ask for the details.
- No, I have made prior arrangements to pay by bankers draft, cheque or other payable order.

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# 15

## Declaration and Signature

### Warning

Knowingly or recklessly giving us information, which is false or misleading in a material particular, may be a criminal offence (sections 398 and 400 of the Financial Services and Markets Act 2000). Our rules (SUP 15.6.4R) require an authorised person to take reasonable steps to ensure the accuracy and completeness of information given to us and to tell us immediately if materially inaccurate information has been provided. Contravening these requirements may lead to disciplinary sanctions or other enforcement action by us. It should not be assumed that information is known to us just because it is in the public domain or has previously been disclosed to us or another regulatory body. If you are not sure whether a piece of information is relevant, please include it anyway.

### Data Protection

For the purposes of complying with the Data Protection Act, the personal information in this form will be used by the FCA and/or PRA to discharge its statutory functions under the Financial Services and Markets Act 2000 and other relevant legislation. It will not be disclosed for any other purposes without the permission of the applicant.

### Declaration

By submitting this application form

- ✓ I confirm that the information in this application is accurate and complete to the best of my/our knowledge and belief and that I/we have taken all reasonable steps to ensure that this is the case.
- ✓ I am aware that it is a criminal offence knowingly or recklessly to give the FCA and/or PRA information that is false or misleading in a material particular.
- ✓ Some questions do not require supporting evidence. However, the records, which demonstrate the applicant firm's compliance with the rules in relation to the questions, must be available to the FCA and/or PRA on request.
- ✓ I will notify the FCA and/or PRA immediately if there is a significant change to the information given in the application pack. If I fail to do so, this may result in a delay in the application process or enforcement action.
- ✓ If this application was submitted by email I confirm that a signed copy has been retained and is available for inspection.

<b>Date</b>	<input type="text"/>
<b>Name of signatory<sup>1</sup></b>	<input type="text"/>
<b>Position<sup>2</sup> of signatory</b>	<input type="text"/>
<b>Individual Registration Number (if applicable)</b>	<input type="text"/>
<b>Signature</b>	<input type="text"/>

<sup>1</sup> The signatory must be a suitable person of a Senior Management level at the firm.

<sup>2</sup> e.g. Director, Sole Trader, Compliance Officer, etc.