



ASTON  
ROTHBURY

Invoice Finance for Business

# Proposal Form



## Business Information

Business Name		
Trading Style (if different from above)		
Nature of Business		
Business Address		
Main Contacts		
Telephone	Fax	Email
Registered Office (if different from above)		
Registered Number	Date Trading Started	

## Directors/Shareholders/Partners

Full Name and Position	Home Address	Shares Held

Details of any other business where the above are directors, partners or shareholders

Registered Number	Company Name	Relationship

Are there any sales between these businesses?

Yes

No

## Finance and Advisors

Accountants	Contact
Address	
Bank	
Address	
Sort Code	Account Number
Facility Provided	Security

Have you used Invoice Finance before?

Yes

No

Previous Factor

Type of Facility

From

To

## Trading History / Information

### Performance

Year	Turnover	Net Profit / (Loss)	Net Worth	Bad Debts*
Forecast				

\*Do you currently have any Bad Debt Protection?

Yes  No

### Sales Ledger Figures for the last 6 months

Month	Sales (Gross)	No. Invoices	Credits (Gross)	No. C/N's	Month End Balance
	£		£		£
	£		£		£
	£		£		£
	£		£		£
	£		£		£
	£		£		£
Total	£		£		£

Average Number of Live Accounts

Normal Trade Terms

What percentage of sales relates to:

Sales to suppliers (%)

Sales to related Co.s (%)

Sale or return basis (%)

Interim/Installments (%)

Free issue materials (%)

Retrospective discounts (%)

## Customer Information

(All information provided will be treated in the strictest of confidence)

### Main Customers

Name, Address and Company Registration Number	Balance	Credit Limit

## Facility Required

1. Invoice Finance with Credit Control

2. Invoice Finance without Credit Control

Do you require Debtor Protection?

3. Asset Finance

4. Credit Control Only

## Additional Documents

(Please attach the following items where appropriate)

Latest Audited accounts

Latest management accounts

Sample Invoice

Sample Contract

Aged analysis of Sales Ledger

Aged analysis of Purchase Ledger

Sample orders

Attached

## Data Protection Notice

Aston Rothbury Factors Limited is required to comply with the requirements of the Data Protection Act 1988 in relation to the personal data which we hold. This will include personal data about certain individuals in respect of whom you are asked to complete this form.

### Information about members of your organisation

The proposal form asks for personal data in relation to directors, shareholders and partners of your organisation. This information will be used in order to administer our relationship with you, to provide our services to your organisation and to properly conduct our business. It will also be used for the purpose of conducting credit reference checks in respect of those individuals whose details are included in this proposal form.

When we transfer personal data to such credit reference agencies, those organisations will add details of our searches to individuals' credit record and this information will be seen by other organisations carrying out later searches. For example, we and other organisations may use and search these records to help make decisions about credit and credit related services, establish credit limits and provide credit ratings, trace debtors, recover debt and then check individuals identity to prevent money laundering.

### Information about your customers

In addition, the proposal form also asks you to provide some personal data relating to your customers such as contact details and information relating to their business. Again this information will be used by us for the purposes outlined above and in particular so that we can properly administer our creditor-debtor relationship with your customer. In some limited circumstances, it may also be necessary for us to transfer details about your customers to credit reference agencies and if so, the data will be used for the same purpose as described above.

From time to time we may also need to transfer personal data collected on this form to third parties such as guarantors or our professional advisors in order for us to properly administer our relationship with those entities in respect of our business and for such third parties to be able to provide services similar to us. In addition, in the future the personal data may be transferred to any business providing a similar service to ours to whom you may wish to transfer or indeed any business to whom we may wish to transfer debts or our rights or obligations.

### Request for information

Upon payment of a small fee, any individual has the right to receive details of the personal information we hold about them. Please address your request in writing to the Data Protection Officer, Aston Rothbury Factors Limited, Romy House, 159-167 Kings Road, Brentwood, Essex. CM14 4EG.

All individuals have the right to ensure that any data we hold is accurate and up to date. Any individual wishing to notify us of any changes of details should contact us at the address above.

## Declaration

YOU ARE RESPONSIBLE FOR THE COMPLETION OF THE INFORMATION ON THIS PROPOSAL FORM AND IN PARTICULAR FOR THE SUPPLY OF ALL PERSONAL DATA TO US WHICH IS INCLUDED ON THE FORM. PLEASE ENSURE THAT YOU BRING THIS NOTICE TO THE ATTENTION OF THOSE PERSONS ABOUT WHOM YOU SUPPLY PERSONAL DATA. BY SIGNING THIS FORM YOU CONFIRM THAT YOU HAVE OBTAINED THE AGREEMENT OF ALL PERSONS TO THE SUBMISSION OF THAT DATA OR THAT YOU ARE OTHERWISE AUTHORISED TO PROVIDE IT TO US.

## Certification

We certify that there is no petition for bankruptcy, winding up or administration order pending against us and that there are no judgements, writs or petitions threatened against the company.

We have not within the last six months had any proposal for factoring, invoice discounting or credit insurance declined.

We give the information on this proposal form on the understanding that it will be treated in the strictest confidence and certify that it is correct to the best of our belief.

We give/do not give\* you permission to discuss this application with our advisor(s) or the person(s) acting on our behalf who introduced us to you and thereafter, the details of any offer you may provide and any agreement entered into between us, unless expressly denied by us to you in writing.

I/We have informed all individuals named on this application that you intend to undertake credit searches, and that they have the right to withdraw their consent with respect to you conducting such task.

\*delete as applicable.