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Information Form

1. BUSINESS DETAILS

Name	Main Contact
Registered Number (if Limited)	Mobile
Trading Address	E Mail
Telephone	

2. TYPE OF BUSINESS

3. DIRECTORS/PARTNERS/SOLE TRADER DETAILS

Full Name	Date of Birth
Position	Shareholding (%)
Home address	
Time at this address	years months
Previous address (if less than 3 years)	

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4. FINANCIAL

Bank	Overdraft Limit	£	Balance Outstanding	£
Branch	Other Loans	£	Term remaining	
Sort Code		£	Term remaining	
Account Number		£	Term remaining	

5. GROSS TURNOVER FORECAST FOR THE NEXT 12 MONTHS

TOTAL £	(UK	%	EXPORT	%)
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6. TURNOVER ANALYSIS

Number of live customers (average)
Number of invoices raised per month (approx)
Value of credit notes raised over last 12 months (state £'s or %)

IMPORTANT NOTICE - USE OF INFORMATION about your current and future directors, partners, members, owners, shareholders or company secretary (hereafter "Individuals").

- (1) You must provide us with a list of all relevant Individuals involved in the business and their current residential addresses and must promptly update us with any future changes of these details. In addition you must provide us with any information which we reasonably request to enable us to comply with our obligations under any laws relating to the prevention of money laundering and terrorist financing.
- (2) Individuals associated with the business hereby consent to the following use of the personal information about them shown on this proposal form or subsequently obtained by us. We will store and process it on our computers or those of our associated companies. We may use and disclose it for the purposes of providing our services, in connection with insurances obtained by us, for enforcing our rights against any person, to enable our agents, advisers or partners to provide us with their services, to assist our brokers and introducers and to facilitate any transfer of debts, our business or our shares. We will search and record each Individuals details at a licensed credit reference agency and/or fraud prevention agency. We will also keep the results of other enquiries we make in accordance with our normal procedures. The credit reference and fraud prevention agencies will keep details of our searches and any information that we provide to them about the business or any dealings with us. If at any time we are provided with false or inaccurate information, and fraud is identified or suspected, details will be passed to fraud prevention agencies where it may be accessed and used by law enforcement agencies. We and other organisations that make searches may also access and use this information for the prevention of fraud, money laundering or terrorist financing, when checking applications for (or managing) insurance or credit and related accounts, facilities and services, keeping accounts, statistical analysis, recovering debt and dealing with claims. This information will also be used for checking details of job applicants and employees. We and other organisations may access and use from other countries the information recorded by fraud prevention agencies. If you or any Individual wants to have details of the agencies from whom we obtain and to whom we pass information, they should contact the Data Protection Officer at Forshaw Associates Limited on 08444 123 172. They have a legal right to these details. They are also entitled to receive a copy of the information that we hold about them if they apply to us in writing and pay the appropriate fee. We may monitor and/or record phone calls for training and/or security purposes.

7. DECLARATION

I confirm that the information on this Proposal Form is accurate, complete and correct to the best of my knowledge and belief. I declare that I am irrevocably authorised by the Individuals to give you the information in this form and to confirm on their behalf that all the current directors, partners, members, owners or shareholders of the business and the Company Secretary are listed herein and that they have all read and understood a copy of the above notice explaining how Forshaw Associates Limited will obtain and use information about them, and specifically that they all consent thereto. Until you receive notice from me to the contrary I undertake that I will advise you of any subsequently appointed directors, partners, members, owners, shareholders, or company secretary and that they will be provided with a copy of this notice and unless I tell you to the contrary in writing that they have consented thereto. I am authorised to receive all notices from you under the Data Protection Act 1998 in respect of all such Individuals at the business address until I indicate otherwise.

Name	Position
Signed	Date

