



**CLOSE ASSET FINANCE GROUP – CREDIT COMMITTEE MINUTE - OBF**

**Introduced by:**

**Date:**

**Agreement No:**

<b>Contact Details</b>	
Business Name	
Contact Name	Mobile:
Address	
Contact No.	Business: Fax:

- New customer       Copy Search enclosed  
 Existing customer      Date of last search       Copy Search encl if last over 18 months old

<b>Agreement:</b>	<input type="checkbox"/> HP	<input type="checkbox"/> Lease	<input type="checkbox"/> Commercial/Practice Loan
	<input type="checkbox"/> Regulated	<input type="checkbox"/> Unregulated	
	<input type="checkbox"/> Retail	<input type="checkbox"/> Commercial	<input type="checkbox"/> Rewrite
Cost	£	Period/ Rental	months x £
+ VAT	£		months x £
Total Cost	£		months x £
Deposit (HP)	£		months x £
Date Banked			
Initial Rental	£ + VAT		
Date Banked			
Advance	£	Rate Before Broker Commission	% GROSS YIELD
VAT Deferral	£	Rate After Broker Commission	% GROSS APR
Doc Fee	£		% NET YIELD
Balloon (if any)	£	Due Date	% NET APR

<b>Goods</b>			
Full Description			<b>Supplier Details</b>
Used	YOM	Miles / Hrs	Contact Name
Reg No			Tel No
Chassis/Serial No			Fax No
Trade Valuation	£		Amount to pay: £
Date			Date to pay:
Source	Fee £	+ VAT	Payment type:
Valuation Fee	Paid by Customer	£ + VAT	TT fee paid by: £

Goods (Cont)					
Full Description				Supplier Details	
New	YOM	Miles / Hrs		Contact Name	
Reg No				Tel No	
Chassis/Serial No				Fax No	
Trade Valuation	£			Amount to pay:	£
Date				Date to pay:	
Source	Fee £		+ VAT	Payment type:	
Valuation Fee	Paid by Customer	£	+ VAT	TT fee paid by:	£

### Commissions

Broker:			
Contact name:			
Tel:		Fax:	
Broker Commission	%	£	<b>BACS? Yes</b>

### Directors Details

NAME	ADDRESS / Homeowner	CONTACT No.	D.O.B.
1.	Owner Value Mortgage		
2.	Owner Value Mortgage		
3.	Owner Value Mortgage		
4.	Owner Value Mortgage		

**Directors Guarantee:**  Director 1  Director 2  Director 3  Director 4

**Cross Co Guarantee** Name: -

<b>Operators Licence?</b>		<b>Licence No.</b>	
<b>Licence Status</b>		<b>Expiry Date</b>	

### Introduction & Background:

*Introductory source, experience with client, date established, nature of business, products, customer base, location/premises, number of employees, management/abilities, working capital facilities, significant events.*

### Proposal/Rationale:

*Structure of deal, rationale for finance, additional or replacement facility, serviceability of debt, strength of personal guarantees, timescales.*

**Asset Commentary:**

*Market for, valuation and condition of equipment, details of any additional security available.*

**Financials:**

*Commentary on up to date audited accounts, management account and bank statements, commentary on significant events/discrepancies, impact of proposed facility, utilisation of working capital facilities.*

**Summary & Recommendations:**

*Strengths & weaknesses of business/management/asset, proposed conditions.*