West One

Commercial Application Form

Please complete all fields in block capitals. If a question is not applicable, please write N/A.

1. Introduction Details

Full Name

Contact Number

Company Name

Email address

FCA Number

Mobile Number

Postcode

2. Application Security (Loan Amount)

Loan Amount (Gross) £

Loan Amount (Net) £

Estimated Value £

Purchase Price £

Security Address

Postcode

Term (No. of Months)

Broker Fee £ %

Property Details (please tick)

☐ Commercial ☐ Semi-Commercial ☐ Freehold ☐ Leasehold

Number of bedrooms

Garage ☐ Yes ☐ No

Number of habitable rooms (excluding kitchen and bathroom)

Type of Loan (please tick)

☐ First Charge ☐ Purchase ☐ Refinance

Title Number(s)

Current Mortgage Lender

Current Mortgage Balance £

Current Monthly Payment £

Secured Loan Details (if any)

Monthly pay

Purpose of Loan

Exit Strategy

Property Description

3. Additional Security

Estimated Value £

Security Address

Postcode

Property Details (please tick) ☐ Residential ☐ Commercial ☐ Semi-Commercial ☐ Freehold ☐ Leasehold

Number of bedrooms

Garage ☐ Yes ☐ No

Number of habitable rooms (excluding kitchen and bathroom)

Property Description

3. Additional Security (Continued)

Type of Loan (please tick) ☐ First Charge ☐ Second Charge ☐ Purchase ☐ Refinance

Title Number(s)

Current Mortgage Lender

Current Mortgage Balance £

Current Monthly Payment £

Secured Loan Details
(if any)

4. Access For Valuation

Contact Name for Access

Contact for Access Number

Contact Name for
Payment of Valuation Fee

Contact Number for Payment

5. Applicant Details

Is the loan to a
Limited Company? ☐ Yes ☐ No If yes, Company Registered Number

Company Registered Name

Please also complete the Personal Details section for all directors and 20%+ shareholders

What is your VAT
registration number?

Is the property already or
going to be opted to tax? ☐ Yes ☐ No

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Applicant 1

Full Name	
Title (Mr | Mrs | Miss)	
Date of Birth (DD | MM | YY)	
Nationality	
National Insurance Number	
Current Home Address	
Postcode	
No of Years & Months at Current Address	
Home Telephone	
Work Telephone	
Mobile Telephone	
Email Address	
Number of dependent children	
Number of dependent adults	
Retirement Age (eg 65)	

Previous Address 1 (Please include number of years and months at each address. A three year Address History is required.)	
Number of years and months at this address	
Previous Address 2	
Number of years and months at this address	
Previous Address 3	
Number of years and months at this address	
Are you tenant or owner of your current address?	
Value of your home	£
Current Mortgage Lender	
Current Mortgage Balance	£
Current Mortgage Payments	£
Arrears (if any)	£

Applicant 1

Income Details

Employment ☐ Employed ☐ Self-Employed

Job Title	
Nature of Business	
Company Name	
Company Address	
Postcode	
Length of Employment	

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Commercial Application Form

Applicant 1 (Continued)

Income per year	£	
Details of Additional Income		
Owner Directors / Shareholders Details		

Applicant 2

Full Name	
Title (Mr | Mrs | Miss)	
Date of Birth (DD | MM | YY)	
Nationality	
National Insurance Number	
Current Home Address	
Postcode	
No of Years & Months at Current Address	
Home Telephone	
Work Telephone	
Mobile Telephone	
Email Address	
Number of dependent children	
Number of dependent adults	
Retirement Age (eg 65)	

Previous Address 1 (Please include number of years and months at each address. A three year Address History is required.)		
Number of years and months at this address		
Previous Address 2		
Number of years and months at this address		
Previous Address 3		
Number of years and months at this address		
Are you tenant or owner of your current address?		
Value of your home	£	
Current Mortgage Lender		
Current Mortgage Balance	£	
Current Mortgage Payments	£	
Arrears (if any)	£	

Applicant 2 (Continued)

Income details

Employment	☐ Employed ☐ Self-Employed
Job Title	
Nature of Business	
Company Name	
Company Address	
Postcode	
Length of Employment	
Income per year	£
Details of Additional Income	
Owner Directors / Shareholders Details	

6. Credit History

Have you ever failed to keep up repayments on a mortgage or other loan? ☐ Yes ☐ No

If Yes, please provide details:

Which Applicant does this apply to? ☐ Applicant 1 ☐ Applicant 2

Have you ever been bankrupt or have you ever entered an Individual Voluntary Arrangement (IVA)? If yes, please provide date of discharge. ☐ Yes ☐ No

If Yes, please provide details:

6. Credit History (Continued)

Which Applicant does this apply to? ☐ Applicant 1 ☐ Applicant 2

Have you ever been party to a mortgage where a property has been repossessed? ☐ Yes ☐ No

If **Yes**, please provide details:

Which Applicant does this apply to? ☐ Applicant 1 ☐ Applicant 2

Have you ever been refused a mortgage on this or any other property? ☐ Yes ☐ No

If **Yes**, please provide details:

Which Applicant does this apply to? ☐ Applicant 1 ☐ Applicant 2

Have you ever had any County Court judgements or Defaults? ☐ Yes ☐ No

If **Yes**, please provide details:

Which Applicant does this apply to? ☐ Applicant 1 ☐ Applicant 2

7. Accountant Details

Company Name

Accountant Name

Address

Postcode

Telephone Number

Fax Number

Email Address

8. Solicitors Details

Company Name

Solicitor Name

Address

Postcode

Telephone Number

Fax Number

Email Address

9. Assets

A. Main Residence

Address		
Postcode		
Date of Purchase		/ /
Purchase Price	£	
Estimated Value	£	
Outstanding Mortgage	£	
Lender		

B. Additional Property

Address		
Postcode		
Date of Purchase		/ /
Purchase Price	£	
Estimated Value	£	
Outstanding Mortgage	£	
Lender		

C. Additional Property

Address		
Postcode		
Date of Purchase		/ /
Purchase Price	£	
Estimated Value	£	
Outstanding Mortgage	£	
Lender		

D. Additional Property

Address		
Postcode		
Date of Purchase		/ /
Purchase Price	£	
Estimated Value	£	
Outstanding Mortgage	£	
Lender		

11. Additional Information

Explanation of case / exit strategies & borrower information. Please include history & experience.

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Commercial Application Form

"PRIVACY NOTICE"

1. Data Privacy

As a result of Data Protection legislation and associated regulation, you are entitled to be assured that your personal data is collected, processed and stored for specific purposes and that this is done so securely and confidentially. We, as Data Controllers, have responsibilities under Data Protection laws to inform you of the data we collect, why we collect it, how we process it and with whom it will be shared.

Should you require any further details or wish to enquire on the details we hold on you please contact the firm's Data Protection Representative via the following:

Email: **compliance@westoneloans.co.uk**

Post:FAO: Stephen Hogg, West One, The Edward Hyde Building, 38 Clarendon Road, Watford, WD17 1JW

1.1 What data we collect

We will only collect such data that is needed to underwrite your loan application. This includes:

- Your name
- Your current and previous address
- Your date of birth
- Details on your financial profile including your income and expenditures
- Your identification documents (e.g. copies of passport or drivers licence)
- Other information pertinent to the application for a loan

Details that we will never require from you include:

- Your religious views
- Your political views
- Your sexual orientation
- Your medical history
- Your trade union memberships

1.2 Why we collect your data

Under Data Protection laws we must have a legal basis for the collection of your data. This means that there must be a specific reason for us to request your data. West One collects data for the maintenance of a contract for a loan and for the preparation of entry into this contract. The information is used and processed in order for us to decide on whether we will provide you with loan funds.

With whom do we share your data

Your data will be shared with other, external data processors to assist us in providing you with finance. These include:

- Credit Reference Agencies (CRAs)
- Fraud Prevention Agencies
- Our parent company, Enra Group Ltd
- Our regulator, the FCA
- Statutory Bodies on their lawful request, e.g. NCA, police forces
- External funders

1.2.1 CRAs

CRAs maintain credit profile data on consumers within the United Kingdom. As part of the application process, your details will be shared with the CRA in order that we can view your credit history and profile. This provides details on loans, credit accounts, personal finance and utilities that you maintain or have maintained displaying how you have managed their repayments. While this informs our decision on providing you with finance, this is not the sole criteria for our decision.

Further details on CRAs and how they use your information can be found on our Privacy Policy on West One's website at **www.westoneloans.co.uk/privacy-policy/** or can be obtained directly from the CRAs via http://www.equifax.co.uk/crain.html.

1.2.2 Fraud Prevention Agencies

As a provider of credit to individuals and businesses, West One also has an obligation to ensure against fraud activities. As a result we will share your data with certain Fraud Prevention Agencies. These agencies maintain a database detailing those individuals who have perpetrated or have attempted to perpetrate fraud against agency members when making an application in the past. We will submit your details to these agencies for them to perform a search match against your details.

Decisions that West One make are not solely based on information that we receive in these circumstances but will result in our requesting further details from you to clarify the issues that may be raised. Should you require more details on the agencies we use and how they process personal data then please contact West One's Data Protection Representative via the above methods.

1.3 Your Rights

Data Protection legislation provides you with express rights which include:

1.3.1 Your right to object or request erasure of the data we hold

You may object to West One holding or processing your personal data and/or request that we remove this data from our storage. Please be advised, however, that should you request that this takes place before a loan completes then we will be unable to provide you with funds. Where your loan does complete we have an obligation to retain your information in order to assure the performance of the loan contract so will be unable to remove your data during the term of any loan taken out with West One. Please contact the firm's Data Protection Representative for further details or to exercise your rights.

1.3.2 Your right to correct your data

Where you or we become aware of an error in the data that West One processes or holds, you have a right to have that data corrected. You can inform our Data Protection Representative of any errors that need to be corrected.

1.3.3 Right to a copy of your data

You also have the right to request either the details of the data we hold on you or to request a copy of this. We are obliged to provide this to you within 30 days of receipt of your request. Please contact the firm's Data Protection Representative to request this.

2.3.4 Right to Data Portability

Telephone: 0303 123 1113

Website: **www.ico.org.uk**

1.4 Data Retention

West One will only retain your data for as long as is necessary. In all cases this will be for the term of the loan plus 7 years, where you drawdown on your application. Where the loan does not complete we will retain your data for 7 years from the date of final decision on whether you or we wish to proceed with the loan. We are obliged to retain your data for this period in order to meet our regulatory and legislative obligations. All data will be maintained and stored within the United Kingdom or EEA.

1.5 External funders

In some circumstances, your data will be shared with our external funders to enable them to determine whether they will be able to provide finance on the loan application you have made.

1.6 Marketing consent

West One Loans needs the contact information you provide to us to contact you about our products and services. You may unsubscribe from these communications at anytime. For more information check out our Privacy Policy **https://www.westoneloans.co.uk/legal/privacy**

☐ Please tick here to opt-in to these communications

2. Applicable Law

This document and our dealings with you with a view to entering into this document, the loan and other related agreements, and any non-contractual aspects arising in connection with this document or those dealings, are governed by English law subject to the exclusive jurisdiction of the English courts.

"DECLARATION"

By signing this application form I/WE:

1. Declare that the information provided is true and accurate to the best of our knowledge at the time of submitting this application
2. Will update West One where there is any material change to the data provided which West One would reasonably rely upon to make decision on the provision of lending finance
3. Consent to West One accessing our Credit File with the applicable Credit Reference Agencies
4. Understand that West One may pay a commission to the financial services entity who has referred your loan application to West One where you complete the loan. This will be disclosed in more detail prior to your completion.
5. Acknowledge that West One may at its sole discretion undertake any due diligence measures that it sees fit to meet its regulatory and legislative obligations. This includes accessing and, in some instances, providing your personal data to fraud prevention agencies,
6. Understand that where I/we provide fraudulent or misrepresentative data to West One the firm will record this at Credit Reference Agency(ies).
7. Confirm that we have read West One's Privacy Notice that sets out how the firm will use my/our personal data as well as setting out data subject rights under the relevant legislation.

Signature .... Date

Signature .... Date

"DATA FAIR PROCESSING NOTICE"

As a result of Data Protection legislation and associated regulation, you are entitled to receive West One's assurances that personal data is collected, processed and stored for specific purposes and that this is done so securely and confidentially. West One, as a Data Controller, has responsibilities under Data Protection laws to inform you of the data we collect, why we collect it, how we process it and with whom it will be shared. This is set out in our Privacy Notice, a copy of which you may already have been given.

Should you require any further details or wish to enquire on the details we hold on you or your employees please contact the firm's Data Protection Representative via the following:

Email: compliance@westoneloans.co.uk
Post: Data Protection Representative, West One, 3rd Floor, The Edward Hyde Building, 38 Clarendon Road, Watford, WD17 1JW
Tel: 0333 1234 556

Who we are

West One consists of West One Secured Loans Ltd, West One Loan Ltd.

West One Secured Loans and West One Loan are regulated and authorised by the Financial Conduct Authority for the provision of mortgage finance secured on a customer's home. Certain loan types, for example loans on some Buy to Let properties and those loans for business purposes are not regulated.

Details on West One Loan Ltd and West One Secured Loans Ltd status as regulated entities can be obtained from the FCA's company register: https://register.fca.org.uk/

Each of the above companies is a subsidiary of the parent company Enra Specialist Finance Ltd. Enra Specialist Finance Ltd provides back-office functions to each of its subsidiary firms which means that each of these firms will share customer personal data with this firm in order to manage their obligations under contract.

All of the above entities are registered with the Information Commissioners Office (ICO) as Data Controllers. Each firms' entry can be searched at: https://ico.org.uk/esdwebpages/search

West One Secured Loans Ltd (WOSL)

WOSL is a provider of first and second charge mortgages secured on properties owned by the borrower. Where the loan is secured on the borrower's home this is subject to FCA oversight and authorisation. Loans are generally over a term of up to 30 years in duration.

The firm also offers loans which are not subject to FCA regulations and are secured on Buy to Let, Commercial, or Semi-Commercial property and the loan is for a business purpose the borrower undertakes or is intending to carry on.

WOSL's registration number with the FCA is: **776026**
Its registration number with the ICO is: **ZA216645**

West One Loan Ltd (WOL)
WOL is a bridging lender who provides short term loans which are regulated and unregulated. Bridging loans are generally for 12 months or less in duration. These loans can be provided on a first, second or subsequent charge on the property.

WOL's registration number with the FCA is: **510024**
Its registration number with the ICO is: **Z2651210**

What data we collect
We will only collect such data that is needed to underwrite your loan application. This includes:

- Your name
- Your current and previous (address(es)
- Your date of birth
- Details on your financial profile including your income and expenditures
- Your identification documents (e.g. copies of passport or drivers license)
- Other relevant details required to establish identity
- Other relevant information pertinent to the application for a loan and our underwriting of the repayment probability
- Information required and pertinent for the ongoing management of the loan contract. This may include health related data if you wish for this to be taken into account in administering the loan

Details that we will never require from you include:
- Your religious views
- Your political views
- Your sexual orientation
- Your trade union memberships

Why we collect your data
Under Data Protection laws we must have a legal basis for the collection of your data. This means that there must be a specific reason for us to request your data. West One collects data for the maintenance of a contract for a loan and for the preparation of entry into this contract. The information is used and processed in order for us to decide on whether we will provide you with loan funds.

Sources of information
All initial data that we gather about you will be provided by your financial adviser or broker acting under your instruction.

Using that data, we will obtain further data from those external companies who maintain data on your credit history (i.e. CRAs) and Fraud Prevention Agencies as well as the Land Registry.

With whom do we share your data
Your data will be shared with other, external data processors to assist us in providing you with finance. These include:

- Credit Reference Agencies (CRAs)
- Fraud Prevention Agencies and Data Verification Suppliers
- Our parent company, Enra Specialist Finance Ltd
- Our regulator, the FCA
- Statutory Bodies on their lawful request, e.g. NCA, police forces
- External funders
- Valuers
- Solicitors

CRAs
CRAs maintain credit profile data on consumers within the United Kingdom. As part of the application process, your details will be shared with the CRA in order that we can view your credit history and profile. This provides details on loans, credit accounts, personal finance and utilities that you maintain or have maintained displaying how you have managed their repayments. While this informs our decision on providing you with finance, this is not the sole criteria for our decision.

On a monthly basis, your repayment profile with West One will be provided to the CRAs for inclusion on your credit profile, this includes any outstanding balance and the frequency and maintenance of scheduled repayments. Any non-payment or partial payment on a loan account will be reported and reflected on your credit profile.

Further details on CRAs and how they use your information can be found on our Privacy Policy on West One's website at www.westoneloans.co.uk or can be obtained directly from the CRAs via Equifax's website: www.equifax.co.uk/crain

Fraud Prevention Agencies and Data Verification Suppliers
As a provider of credit to individuals and businesses, West One must conduct verification checks on the information supplied by customers to ensure credit decisions are made on an informed basis, and to prevent fraud. We will share your data with certain Fraud Prevention Agencies as well as other data verification service suppliers for this purpose.

Fraud Prevention Agencies maintain databases detailing those individuals who have previously perpetrated or have attempted to perpetrate fraud against agency members. We will submit your details to these agencies for them to perform a search match against your details. Where we identify any fraud or potential fraud perpetrated by you against West One, we will provide details of this to the Agencies for their inclusion on their database. This will be available to those other financial institutions who subscribe to the Agency and with whom you submit other applications for finance. A record of any fraud or money laundering risk will be retained by the fraud prevention agencies, and may result in others refusing to provide services, financing or employment to you. If you have any questions about this, please contact us on the details above.

Data verification suppliers offer West One access to curated data services to assist with verifying and analysing data concerning (among other things) income, expenditure, proof of identity, residency status, property characteristics, and property valuations. In order to obtain access to these services West One will share your data with certain data verification suppliers in order for them to perform relevant searches to match against your details and to perform analysis against your data. The output of these searches and analysis will then be retained by West One against your application.

Decisions that West One make are not solely based on information that we receive from Fraud Prevention Agencies and/or Data Verification Suppliers, but such information may result in our requesting further details from you to clarify any issues raised. If you require more details on the agencies we use and how they process personal data then please contact West One's Data Protection Representative via the above methods.

If we determine that you pose a fraud or money laundering risk, or we cannot verify information within your application to our satisfaction, we may refuse to provide the services, goods or financing you have requested, or to employ you, or we may stop providing existing services to you.

External Funders

In some circumstances, your data will be shared with our external funders to enable them to determine whether they will be able to provide finance on the loan application you have made. This includes Financial Institutions with whom we have funding agreements in place and also in the provision of certain bridging loans, the firm's Professional Investor base which consists of private individuals and incorporated entities who have been assessed to act as Professional Investors and who invest under formal investment structures. Financial Institutions consist of retail, investment and merchant banks and certain private equity funders.

Valuers

Your personal data will be submitted to a surveyor to carry out a valuation on your property. The data passed will only consist of sufficient information they require in order to carry out this specific function.

Solicitors

As part of the loan process, we will in certain circumstances pass your data to solicitors acting on behalf of the company. These details will only be shared to facilitate the completion of a loan and the management of the transfer of funds to that solicitor acting on your behalf.

Parent Firm

Each of the above firms are wholly owned subsidiaries of Enra Specialist Finance Ltd. As a result, a number of the functions which are common to each firm is undertaken centrally by Enra. This will entail sharing your data with Enra for the purpose of maintaining and administering your loan contract as well as processing your data for internal statistical purposes only. Enra is also subject to the Data Protection Act and ICO regulations and oversight.

The FCA and other Statutory Bodies

Where the firm is regulated, we have an obligation to report certain personal data to the FCA, a statutory body set up under legislation. We have further requirements, where requested by other statutory bodies, such as the National Crime Agency, police forces, the Serious Fraud Office, etc. to provide specified personal data on their lawful request for information. This is done on a confidential basis and, through legislation, you will not be entitled to be informed of when this transfer of data has occurred. Details of what data we have submitted to these entities are also exempt from disclosure under a Subject Access Request.

Your Rights

Data Protection legislation provides you with express rights which include:

Your right to object or request erasure of the data we hold

You may object to West One holding or processing your personal data and/or request that we remove this data from our storage. Please be advised, however, that should you request that this takes place before a loan completes then we will be unable to provide you with funds. Where your loan does complete we have an obligation to retain your information in order to assure the performance of the loan contract so will be unable to remove your data during the term of any loan taken out with West One. Please contact the firm's Data Protection Representative for further details or to exercise your rights.

Your right to correct your data

Where you or we become aware of an error in the data that West One processes or holds, you have a right to have that data corrected. You can inform our Data Protection Representative of any errors that need to be corrected.

Your right to a copy of your data

You also have the right to request either the details of the data we hold on you or to request a copy of this. We are obliged to provide this to you within 30 days of receipt of your request. Please contact the firm's Data Protection Representative to request this.

Your right to data portability

You have the right to request that data which we hold is passed to another Data Controller for their use on your behalf via a "machine readable" format. This can be requested from the Data Protection Representative of West One.

Your right to complain

You have a right to complain, via our Data Protection Representative, in regards to how and why we process, or any errors we have made in the processing of, your data. Your complaint can also be made to the Information Commissioners Office:

Post: ICO, Wycliffe House, Water Lane, Wilmslow, SK9 5AF

Telephone: 0303 123 1113

Website: www.ico.org.uk

Data retention

West One will only retain your data for as long as is necessary. In all cases this will be for the term of the loan plus 7 years, where you drawdown on your application. Where the loan does not complete we will retain your data for 7 years from the date of final decision on whether you or we wish to proceed with the loan. We are obliged to retain your data for this period in order to meet our regulatory and legislative obligations.

Data storage

All Data that West One collects is controlled and stores within the UK. We do not transfer data to any entity outside of the UK or the EEA. Where this does occur, we will inform you of the situation and seek your consent prior to the initiation of the transfer.