

Notes

(1) Limited Company or Business Name:

- The Registered name for Ltd Co's
- Sole traders name/Partnership etc.
- You should make sure that you are in possession of the complete and correct name under which your applicant trades.

(1a) Trading Name:

- Name under which the business normally trades.

(2) Company Registration No.:

- Applicable to all companies registered with Companies House.
- Registration No. should be included on all official documentation i.e. Letterheads, P.O.'s etc.

(3) Principal Contact :

- This should be the person applying for credit
- They must have authorisation to seek credit on behalf of the business.

(4) Role/Position:

- e.g. Director – Buyer etc.
- Ensure the person is authorised to request credit on behalf of the company.

(5) Telephone/Fax/Email (Main contact details of the business):

- It is important that you should feel completely satisfied that the telephone is answered in a professional manner which clearly confirms the identity of the subscriber.

(6) Permission granted to do personal credit check? Yes / No

- You should seek the permission of the person/director who the enquiry relates too.
- Personal credit checks are useful for checking to see if there is any adverse information registered against the applicant or address.
- Under current Companies House rules, a company director may authorise a check on a co-director for the purpose of personal guarantees being given in relation to a limited company.

(7) Principal Proprietor/Directors Details:

Forename:

- Full forename of Principal Proprietor Director
- County Court Judgements could have been issued against the proprietor(s) in the case of a non-registered business
- Just using initials instead of full forename can lead to difficulties in identification of individuals at the same address (J. Smith – John Smith, or Jason Smith ?).

Surname:

- Full surname of Principal Proprietor/Director
- As above

(8) Amount Approved

This should be the total amount that can be outstanding at any point in time ('On Stop' thereafter)

Other information that may be of interest when considering an application from a Non-Registered business (sole traders/Partnerships)

Home Owner:

- Is/are the applicant(s) home owners
- If the answer is yes – what is the full address of those premises

Credit companies may contact the applicant directly

- If further investigation is needed it can be useful to talk to the business concerned.
- Can the credit company divulge who they are making the enquiry on behalf of (i.e. yourselves)