

Trade Finance

Document Checklist

- **Complete Application Form**
- You or the prospect to fill out the application form in as much detail as possible.
- **The Fact Find Sheet** *will complement the application and any additional information gathered on the FF call should go on here. Any information can be useful, including clients' personal info, holidays, trips planned, children's birthdays, etc. The detail is what will help you build a great relationship, include this in the fact find sheet, and then when you follow up, you can mention these details and it shows you care.*
- **Creditor/Debtor Report:** *These should be as up-to-date as possible, examples of these types of documents can be found in the shared drive.*
- **Bank Statements:** *we need the most recent 6 months up until the last full week that passed. Download guides can be found in your Google Drive (same for brokers). They should look genuine, i.e. Bank Logo at the top, business name, address, sort code, account number and be PDF downloads, not scans. They should also be legible.*
- **Accounts:** *These should be FULL accounts or UNABRIDGED accounts - we can't accept downloads from companies' house, abbreviated or abridged versions, the accounts should have full financial information including turnover and profit. These should be PDF versions or SCANS, but be clear and legible with no missing info, corners, tops, bottoms, etc.*
- **Management Accounts:** *These should include an up-to-date Profit & Loss and Balance Sheet. They should typically be up to the last month, i.e. If today's date is the 19th, management accounts should be up to the end of the previous month. Of course, if the client is adamant this isn't possible, we can proceed and see what we can achieve with what we have.*
- **VAT Returns:** *We typically need the last 5 quarter VAT returns or if paid monthly the last 15 months VAT returns, this is important as being up to date with VAT returns is a big indicator of whether a lender will lend or not. If a business is late with VAT, we can still seek lending, but it will be from a specific lender and we need to know this upfront.*