

## Franchise Application Form – Personal Information

PERSONAL INFORMATION – each Stakeholder to please complete a form

Your Name						
Your Role eg Sole Trader / Director / Partner / PSC						
Date of Birth		National Insurance No				
Marital Status		Number of Dependents				
Home Address						
County		Post Code				
Home Telephone Number		Mobile Phone No				
Residence Status	Owner		Rented		Other	
Date Moved In	Day		Month		Year	
Previous Address if <b>less than 5 years (continue on separate sheet if necessary)</b>						
County		Post Code				
Previous Address Residence Status	Owner		Rented		Other	
Date Moved in To Previous Address	Day		Month		Year	
<b>CURRENT EMPLOYMENT HISTORY</b>						
Date Joined Applicant Company	Day		Month		Year	
Job Title						
Role Responsibilities  Please provide as much information as possible about your responsibilities and how this impacts the business						

Are you approved for a control function by the FCA?	No		Yes		If yes, what is your IRN	
How frequently do you attend a Staff Meeting						
How frequently do you attend a Board Meeting						
<b>PREVIOUS EMPLOYMENT HISTORY</b>						
Previous employment history	Please provide us with a <b>CV</b> detailing your previous employment history covering at least 10 years. This should include company name, job role, job responsibilities, start date, end date and reason for leaving					
Were you approved for a control function with a previous employer?	No		Yes		If yes, please provide your IRN	
Have you been subject of any disciplinary action?	No		Yes		If yes, please provide information about this	
<b>DIRECTORSHIPS</b>						
Have you held a Directorship for any other company	Yes			No		
If Yes, please provide	Company Reg No		Date Appointed		Date Resigned	Please provide reason for resignation
If Yes, please provide	Company Reg No		Date Appointed		Date Resigned	Please provide reason for resignation
If Yes, please provide	Company Reg No		Date Appointed		Date Resigned	Please provide reason for resignation
<b>OTHER INFORMATION</b>						
We will undertake a DBS Check. Have you had any warnings or convictions?	No		Yes		If yes, please provide information about this	
Have you ever been subject to an IVA or bankruptcy proceedings?	No		Yes		If yes, please provide information about this	
Have you ever had a CCJ or defaulted on a credit agreement?	No		Yes		If yes, please provide information about this	
What is your attitude to debt?						
What is your understanding of a vulnerable customer?						
What is your personal ethos?						

## **General Data Protection Regulation - how we'll use your information.**

We have a legal obligation under the General Data Protection Regulation (GDPR) to ensure that all information we hold is professionally used and that we act in accordance with the law.

We abide by the GDPR Principles relating to the processing of personal data. 1. Personal data shall be processed lawfully, fairly and in a transparent manner in relation to the data supplied. 2. Personal data shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes 3. Personal data shall be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed 4. Personal data shall be accurate and where necessary kept up to date 5. Personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed 6. Personal data shall be processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational methods. For full details please see our Privacy Policy at [www.bridlevehicleleasing.co.uk/privacy-policy](http://www.bridlevehicleleasing.co.uk/privacy-policy) This notice applies to all applicants for whom we hold personal data including and if the application is for a business, applies to all individuals such as directors and partners whose personal information is detailed.

Under GDPR you have the right to request information that we hold about you at any time.

We treat all your personal information with the utmost confidentiality and no account or address information will be disclosed to anyone outside of our organisation other than within the Bridle Group of Companies, to the finance companies who we work with, to the Financial Conduct Authority or any other regulator, to motor vehicle manufacturers and suppliers, to other third party suppliers of goods and services that are relevant to his application, to law enforcement and HMRC as required by law. Transmission of personal data is only done through a secure medium.

We will provide your information to a credit reference agency. They will verify the information that you have provided and will check your details with credit reference and fraud prevention agencies ('the agencies'). This applies to all applicants including directors, partners, designated members, trustees and proprietor if the application is made by a company, partnership, sole trader or unincorporated association.

The agencies will provide us with information about you and any third party linked to you; information such as county court judgments and bankruptcies, electoral register, current and previous names, current and previous address history, date of birth and fraud prevention information. We will use the information provided by the credit reference agency to help us assess your personal suitability for a Franchise Agreement with us

We will tell the agencies if we think that you've given false information or suspect fraud. If fraud is identified details will be passed to fraud prevention agencies. Law enforcement agencies may access and use this information. The agencies will record the search that they have made on behalf of us which will leave a search footprint both in their records and on your credit file whether or not this application proceeds. The record of the search may be seen by other organisations when you apply for credit in the future. If you have made a joint application, they will link together the records of joint applicants, called financial associates. They will also link all your previous and subsequent names and addresses. Links between financial associates will remain on your and their credit files until such time as you or your associate successfully files for a disassociation with the credit reference agencies.

Information provided may be supplied to other organisations and used by the agencies and them to assess you and your household for: credit and credit related services; motor, household, credit, life and other insurance proposals and claims; debt tracing and recover; checking details of job applicants and employees, prevention of fraud and money laundering; managing your accounts; statistical analysis about credit, insurance and fraud; market research and to verify your identity if you or your financial associate applies for other facilities. They and other organisations may access and use the recorded by fraud prevention agencies from other countries. Information about you may also be used for other purposes for which you have given specific information, or, in limited circumstances, when required by law or where permitted under data protection legislation.

We will pass your personal data to the finance companies that we use following approval of a Franchise Agreement in order that they may assess you for suitability to access their systems. The finance companies will use credit scoring techniques to help us and them to assess any application. Please contact us if you need details of the credit reference agencies who may be used to assess your application. By signing this application, you are confirming your authority for your application to be credit scored. If you want a copy of the information that the finance companies hold about you should contact them.

We trust that you will be happy with the service that you receive. In the unlikely event that you have a complaint, please contact us. If we are unable to resolve your complaint, you may be able to refer it to the Financial Ombudsman Service. If you would like further details, please contact us or refer to our Complaint Procedure at [www.bridlevehicleleasing.co.uk/complaints-procedure](http://www.bridlevehicleleasing.co.uk/complaints-procedure)

I confirm that the information contained within this proposal form is correct and accurate. I hereby authorise Hanborough Enterprises Ltd and by their funders to use the use this information as they wish to assess my suitability for a Franchise agreement. I acknowledge that I/we may be required to provide further information or evidence to assist with the assessment of this application.

I also understand that upon approval by Hanborough Enterprises Ltd for a Franchise Agreement to assess my Fitness and Suitability you will undertake a DBS check with a Disclosure and Barrier Service provider. I will complete any form whether online or hard copy to enable you to request this. I understand that the DBS report will be sent directly to me and I undertake to provide you with a copy of the report within 24 hours of receipt. I hereby authorise that any information from the DBS may be submitted to the Financial Conduct Authority and to Hanborough Enterprises Limited's funders.

I understand that I am responsible to settle your invoice upon presentation in respect of the DBS and adverse credit checks

I have read the General Data Protection Regulation notice and the Privacy Policy.

Signed

Print Name

Date