



Terms of Business Operations

This document sets out the terms under which we conduct our business.

The terms “afl” or “us” or “we” refer to Arkle Finance Limited. Our registered office is at 52-60 Sanders Road Wellingborough Northamptonshire NN8 4BX and our company registration number is 3398034.

The terms “you” or “customer” refer to you the applicant, proposed hirer, lessee or borrower.

afl was established in July 1997. AFL is a wholly-owned subsidiary of Weatherbys Bank Ltd which provides bespoke banking services to private and racing clients, and a member of the family-owned business group first established in 1770. afl provides a range of equipment finance, leasing and other financial services to businesses and consumers in Great Britain and Northern Ireland.

afl is authorised by the Financial Conduct Authority to conduct regulated credit business. Our firm reference number is 630582. afl is also a member of the Finance & Leasing Association (“FLA.”)

This document outlines the way in which afl carries out these activities, with particular reference to:

- Introducing afl
- Our transaction and decline process
- Data processing and credit searches

afl operates across a number of business areas as well as providing consumer finance in specialist fields. Our business emanates from three distinct functions; broker introductions on which the business was originally founded, direct sales operations and third party vendor introductions.

We adhere to the commitments set out in the FLA’s Business Finance and Consumer Lending Codes, specifically;

- Treating customers fairly and following all relevant laws and regulations
- Providing customers with appropriate and timely information about finance agreements
- Providing effective customer service throughout the life of the agreement
- Operating an effective transparent and easily accessible complaints procedure

Copies of the Codes are available at www.fla.org.uk

afl acts principally as Lender or Lessor but may in certain circumstances act as credit broker. As part of our business we carry out the following activities;

- recommending or making available credit or hire agreements for customers;
- assisting customers by undertaking preparatory work in relation to such agreements;
- providing credit and hire agreements;
- introducing customers seeking to obtain credit to alternative financiers.

You may have been introduced to us by a broker, a vendor or you are dealing with us direct. So that we can process your application we need to perform credit and identity checks on you with one or more credit reference agencies (“CRAs.”) To do this, we will supply your personal information to CRAs and they will give us information in return about you, your financial situation and financial history. When CRAs receive a search from us they will place a footprint on your credit file that may be seen by other lenders. CRAs will supply to us both public (including electoral



register) and shared credit, financial situation and financial history information as well as fraud prevention information.

We will use this information to:

- Assess your creditworthiness and whether you can afford a product;
- Verify the accuracy of the data you have provided to us;
- Prevent criminal activity, fraud and money laundering;
- Manage your account(s);
- Trace and recover debts; and
- Ensure any offers provided to you are appropriate to your circumstances.

We will then assess the information made available to us by you and that gathered by us from CRAs and other sources and we will decide whether or not we are able to offer a facility to you. If we are able to offer a facility we will notify you, your broker or vendor depending on the source of introduction, both verbally and in writing.

If we are unable to provide the finance you require we will notify you accordingly. If you have approached us direct and we feel it appropriate, we may offer to seek to arrange finance for you with an alternative lender. If we make such an offer we will then seek your consent to share your data with a relevant third party lender, and if you agree we will pass your information to them for consideration. Where we are unable to provide the finance you require we will retain your information on our files for a maximum of twelve months from the date of your approach.

We will continue to exchange information about you with CRAs while you have a relationship with us. We will also inform the CRAs about any settled accounts. If you borrow and do not repay in full or on time CRAs will record the outstanding debt. This information may be supplied to other organisations by CRAs. We will retain information about you on our files for a period of six years after your relationship with us ends.

If you are making a joint application we will link your records together, so you should make sure you discuss this with your partner/spouse/financial associate and share this information with them before lodging the application. CRAs will also link your records together and these links will remain on your file and theirs until such time as you or your partner successfully files for a disassociation with the CRAs to break that link.

Where you are a Company Director and you wish us to consider an application which involves you providing a personal guarantee and indemnity we require your consent to carry out a personal search on you with a CRA.

Identities of the CRAs, their role as fraud prevention agencies, the data they hold, the ways in which they use and share personal information, data retention periods and your data protection rights with them are explained in a Credit Reference Agency Information Notice ("CRAIN") more detail of which can be found at www.equifax.co.uk/crain.

By signing below you confirm your understanding and agreement with the Terms of Business Operations set out above and that you wish us to proceed and make the enquiries outlined here.

Signed

Full Name

Date of Birth

Name of Business (if appropriate)

Date