



Oakfield Leasing

<p>This Terms of Business Letter sets out the terms and conditions under which we conduct our business.</p>
<p>Regulation: We are a Company regulated by the Financial Conduct Authority. We are permitted to act as a Credit Broker.</p> <p>You may check this information on the FCA's Register by visiting www.fca.org.uk/register or by contacting them on 0845 606 1234.</p>
<p>Our Services: We offer our services to you which include:</p> <ul style="list-style-type: none">• arranging finance with a funder for you after you have agreed the cost and funders charges (or the basis of such costs if they cannot be determined in advance)• preparing and witnessing appropriate lease documentation on behalf of the funder <p>We recognise it is important for customers to be able to shop around for credit and alternative sources of credit.</p>
<p>Our Products: Our products include but are not exclusive to; Lease finance – hire agreement, minimum term lease, fixed term lease, operating lease: Hire Purchase: Business cash advance: Commercial loans: Loans.</p> <p>For all minimum term lease documents please ensure you terminate direct with the principle funder 3 months prior to the end of the contract, should you wish to terminate, or the lender may continue taking rentals as you are still using their equipment.</p>
<p>Quotations: We will quote figures based on our funders cost of funds. The funder has the right to change or decline these quotes on receipt of the full proposal.</p>
<p>Our remuneration: We are a credit broker and not a lender. We can introduce you to a limited number of lenders and their finance products. We are not an independent financial advisor; we will provide details of products available. We may advise you on the products, subject to your personal circumstances, though you are not obliged to take our advice or recommendation.</p> <p>We do not charge any fees for our services, our remuneration is an introductory payment payable by the funder. This covers the total cost of our services.</p>
<p>Conflicts of interest: If through exceptional circumstances Oakfield Leasing or other customers has a material interest in business you ask to be transacted for you, we will make you aware of the conflict of interest and we will obtain your consent before your instructions are carried out. A copy of our Conflicts of Interest Policy is available on request.</p>
<p>Treating you fairly: We always aim to treat you fairly. This means that we will always endeavour to:</p> <ul style="list-style-type: none">• conduct our business with due skill, care and integrity• never put ourselves in a position where our primary duty to you is compromised• deal with any complaint sympathetically and independently of the colleague to whom the complaint is directed• be transparent in the matter of our remuneration• respect your confidentiality
<p>Complaints: If you wish to register a complaint please contact Oakfield Leasing, 99 Wood Lane, Timperley, Altrincham, Cheshire, WA15 7PG. Our internal complaints procedure is available on request.</p> <p>If your turnover is less than £1,000,000 you may be entitled to refer any complaint against us to the Financial Ombudsman Service. We will give you full details of how to contact the service at the appropriate time.</p>
<p>Your responsibilities: In order for us to fulfil our responsibilities to you, you must:</p> <ul style="list-style-type: none">• read the documentation we give you and let us know if there is anything that is unclear or that does not represent your requirements.• comply with the terms and conditions of any agreement we arrange for you.
<p>Data Protection and Confidentiality: We are registered under the Data Protection Regulations and abide by the requirements of the Regulations. The information we receive from you is used to provide quotations and arrange finance with a funder. You have the right to cancel your authority to use such information. Before or after you enter into any agreement with a funder, to help make credit decisions, the funder will make a credit search with a credit reference agency. If you are a company or partnership they will also make enquiries about the principle director(s) or partner(s) with a credit reference agency. Full details of the use and disclosure of your information by the funder is contained within the terms and conditions of any agreement which you should read before signing.</p> <p>All customers' records are treated as private and confidential and Oakfield Leasing therefore reserves the right to give you copies of your particular records rather than allow access to files containing records concerning other clients. If you want sight of your records please send a request to Oakfield Leasing, 99 Wood Lane, Timperley, Altrincham, Cheshire, WA15 7PG.</p> <p>We are required to verify your identity in accordance with the Proceeds of Crime Act 2002 (POCA) and the Money Laundering Regulations 2007.</p>