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[CLIENT COMPANY NAME & ADDRESS]

Suitability Letter

Dear Sir/Madam,

Further to our meeting and telephone discussions, I am now writing to you to formally confirm the contents of our discussions.

We completed a confidential fact find to establish your needs and understand your current circumstances. I confirmed that I would research our panel of lenders and recommend a finance solution from them based on your requirements.

The reasons for my recommendation are based on your request for finance arising from the confidential fact find, the key issues identified are as follows:

We have conducted a review of your existing arrangements in relation to the – **ADD DETAIL IF APPLICABLE**

Your Current Situation:

You are looking for funding to assist **you in obtaining a leasehold property in example town. This will allow you to run the example town side of your business from one site, making it more efficient and cost effective. You advise that your main consideration is that you would like these funds on an unsecured basis and also on a competitive rate where possible.** - VARIABLE

A review of your existing financial arrangements has taken place to confirm the finance options offered meet our affordability and suitability requirements.

Your Future Plans:

You advised that you plan to further grow your business and will review business finances periodically to facilitate but you wish any loan to be on a capital and interest payment basis over the term so this will provide full repayment of the facility - VARIABLE

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Key Factors important to you:

- [e.g. Flexibility of product
- Highest loan to value
- Lowest interest rate]

Summary of your current position:

EXAMPLE [Insert rows as required with the specific circumstances of client]

Name	A Test Client
DOB	01/01/1965
Company Name	XYZ Delivery Services LLP
Company Type	Limited Company
Finance Type	Unsecured Business Loan
Net Monthly income (£)	£15000
Monthly expenditure (£)	£12000
Amount requested (£)	£600,000
Loan term (months)	60
Secured/unsecured	Secured or Unsecured

SUITABILITY REPORT The options below are based on the understanding of your position and objectives from the information you provided. This statement should be read in conjunction with our relevant [e.g. fee disclosure and or Key Feature] documents. If you do not understand any of the information presented, then please contact us to discuss further before proceeding.

NOTE: Failure to disclose all requested information may result in the recommendation provided not being the most suitable for your needs.

OPTIONS CONSIDERED:

Please find below a review of your options available for consideration. Each of the options include the features or benefits which are shown below.

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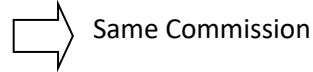
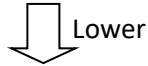
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Broker Commission Variation

We disclose our commission variations where possible to our clients. The below icons indicate where a commission earned is Higher, Lower or the same as each option provided.



Lender	LENDER A NAME	LENDER B NAME	LENDER C NAME
Purpose	Unsecured Business Loan	Unsecured Business Loan	Unsecured Business Loan
Type of facility	Asset (Fixed Term)	Asset (Fixed Term)	Asset (Fixed Term)
Commencement Date	27/01/2020	27/01/2020	27/01/2020
Initial Loan Amount (£)	£600,000	£600,000	£600,000
Total Payable (£)	£Data	£Data	£Data
Repayment Term (months)	12	12	12
Total cost of credit (£)	£Data	£Data	£Data
Monthly Repayment (£)	£Data	£Data	£Data
Annualised Percentage Rate of Charge %	APR%	APR%	APR%
Broker Commission variation DELETE IF NOT NEEDED (add the icons which represent higher, lower, or equal commissions) Examples in boxes			
Nature of financial arrangement between Lender and Broker	Fixed Price Commission	Fixed Price Commission	Fixed Price Commission
Features and Benefits	i.e. No Early Repayment Charges are applied if the loan is repaid before the contractual end date		
Risks	e.g. variable interest rate		
Your comments	Client verbatim is more powerful	e.g. Preferred due to LTV	e.g. Preferred due to flexibility of product

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Effects on the client for the arrangements

(DELETE IF NOT APPLICABLE)

- Lenders may pay different rates and we will highlight this to you via the Broker commission variation columns. Arrows pointing upwards means a higher rate is paid, arrows downwards mean a lower rate is paid and arrows pointing right mean levels are the same. Depending on the lender chosen, we may have influence over the interest rate which may impact the total amount payable by you the customer.

Other Products and Services not considered

Due consideration was taken on a range of products, but the alternatives were discounted due to:

[e.g. Loan duration]

- You only required a loan over a specific term; relate back to client's priorities]

[Finance Company]


- Your APR% was set at a maximum of 10%, relate back to client's priorities]

[Finance Company B]

- Are not currently opening to new lending due to underwriting restrictions

YOUR SELECTION

EXAMPLE You have selected the [Lender C Name] option

Purpose	Unsecured Business Loan
Commencement Date	27/01/2020
Initial Loan Amount	£600,000
Total Payable (£)	£666,297.10
Repayment Term (months)	12
Total cost of credit (£)	£66,297.10
Monthly Repayment (£)	£1,841.59
Annualised Percentage Rate of Charge %	6.8%
Broker Commission Variation DELETE IF NOT NEEDED	
Nature of financial arrangement between Lender and Broker	e.g. Fixed Price Commission

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Effects on the client for the arrangements

(DELETE IF NOT APPLICABLE)

- Lenders may pay different rates and we will highlight this to you via the Broker commission variation columns. , for certain lenders we may have influence over the interest rate. This may impact the total amount payable by you the customer.

Key Benefits & Features

A summary of the benefits and features applicable to [e.g. Lender C] are set out below:

[Low Arrangement Fees No fees will be added to your finance agreement.

Maximum Loan available based on previous 3 years business performance.

No Early Repayment Charges are applied if the loan is repaid before the contractual end date]

Risks

e.g. Your property may be repossessed if you cannot keep up with repayments. Your home may be at risk if it has been used as security for the proposed new arrangements.

Reason for Option

The above option has been selected for the following reasons:

Having approached LENDER 1, LENDER 2 and LENDER 3, I have recommended LENDER on the basis that they were happy to offer positive and competitive terms, although the maximum funding available to us on an unsecured basis was £999999. - VARIABLE

COST OF SERVICES

[A summary of how my company can be remunerated for the advice received and the provision of my services is detailed in the Terms of Business provided].

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CONFIRMATION:

The options presented correspond to our understanding of your current needs and requirements. Please sign to confirm:

- You understand the products or services that has been selected
- [You have read the fees document and understand what fees you need to pay]
- The products or services selected are based on the facts provided and any false or missing information may result an unsuitable product choice
- You have been informed about the nature of our commission in relation to the credit products offered

If you have any queries concerning the content of this report, or should you feel the options provided are in any way an inaccurate reflection of your requirements, contact us immediately.

Report written by [Broker]

Signature _____ Date ____/____/____

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