

Broker Information Pack

northridgefinance.com

Version 1.4

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Scanned Documents Link
<https://documents.apptf.com>



- Cars
- LCVs
- ATVs
- Bailers (all types)
- Cherry Pickers
- Compact Tractors
- Combine Harvesters
- Commercial Vehicles
(Car Transporters, Recovery Trucks & concrete mixers Drum & Batch)
- Cranes *(All terrain & tower)*
- Diggers
- Dumpers
- Excavators
- Forestry- Harvesters
- Forestry- Forwarders
- Forklifts
- Heavy Goods Vehicles
- Horseboxes *(Motor & trailed)*
- Implements
(Cultivation, tillage, sowing)
- Motor Taxis
- Motor Homes
- Motor horse Boxes
- Packaging Equipments
(Corrugated casemaking, carton converting, vacuum forming)
- Piling Equipment *(Including drilling)*
- Packaging Equipments
(Crushers & Screens)
- Road making & Plant Equipment
- Shovels *(Construction)*
- Silage/Forage Equipment
- Slurry/Manure Equipment
- Telescope Loaders
- Tillage Equipment
- Tractors
- Trailers
(Grain, Silage, Root, Dump, Low Bed Low Loaders, Liquid & Powder Tankers)
- Sprayers *(Self-propelled & trailed)*
- Woodworking Equipment
(CNC & Traditional woodworking machines)
- Wrappers *(Trailed & attached)*
- Buses *(Trailed & attached)*
- Caravans *(Touring)*
- Commercial Vehicles- Specialist
(Highway, Maintenance, Jetters & Roadsweepers)
- Harvesters
(Self-propelled inc Beet & Root & Trailed Root Veg)
- Forestry- Mulchers
(Self-propelled & attachment)
- Generators
- Mowers
- Orchard Equipment
- Quarrying Equipments
(Washing Plants, Conveyors, Concrete Batching static, misc.)
- Trailers
(Box, Curtainside, Platform, Refrigerated Skeletal & Tipping)

Merchandise	HP	HP with Balloon	PCP	LEASE End of term - Customer acts as agent and arranges sale of asset to independent 3rd party. Customer provides Northridge with details for invoice to be raised; sales price and details of Purchaser. 100% rebate of sales proceeds less administration fee of £50 plus VAT	LEASE WITH BALOON Same end of contract arrangement as Lease
CAR	YES Regulated and Unregulated - max 60 month term. Max vehicle age at end of term - 12 years for German and prestige marques and 10 years for all other marques.	YES Unregulated - max 48 month term. Max age at start - 4 years old and max 8 years old at end of term.	YES Regulated for Consumer and Sole Traders and Partnerships with less than 4 Partners. Max 48 month term. Max age at start - 4 years old and max 8 years old at end of term. Min mileage of 9,000 miles per annum. Max deposit of 30%. Max Invoice price of £80,000.	YES 48 month term for all leases. Max vehicle age at end of term - 12 years. Unregulated entities only.	YES Unregulated entities only - max 48 month term. Max age at start - 4 years old and max 8 years old at end of term.
LCV	YES Max 60 month term. May request 48 months for heavy use.	NO	NO	YES Max term 48 months. Unregulated entities only.	NO
HGV & COMMERCIAL TRAILERS	YES Max 84 month term for assets up to 5 years old at the start, otherwise max term of 60 months.	NO	NO	YES Max term 48 months.	NO

****PRODUCT TABLE CONTINUES OVERLEAF****

Merchandise	HP	HP with Balloon	PCP	LEASE End of term - Customer acts as agent and arranges sale of asset to independent 3rd party. Customer provides Northridge with details for invoice to be raised; sales price and details of Purchaser. 100% rebate of sales proceeds less administration fee of £50 plus VAT	LEASE with balloon Same end of contract arrangement as Lease
COMMERCIAL ASSETS	YES Max 60 month term	NO	NO	Unless the customer is a Limited company/LLP etc, the agreement will always be regulated regardless of the amount financed.	NO
AGRICULTURAL ASSETS	YES Max 84 month term for assets up to 5 years old at the start, otherwise max term of 60 months. Combine Harvesters – Max 96 month term with same age restrictions as above. If balance is over £25,000, the agreement will become unregulated under business use exemption regardless of legal entity. Therefore Sole Traders and Partnerships will be required to sign the Business Use exemption box on the agreement.	NO	NO	Max 48 month term	NO
LEISURE ASSETS	YES Motorhomes: Max 120 month term with age restriction at end being no more than 16 years old – business lend – max 60 months. Campervans: Max 84 month term with age restriction at end being no more than 10 years old. Touring Caravans: Max 60 month term with age restriction at end being no more than 10 years old.	NO	NO	YES Motorhomes: Max 120 month term with age restriction at end being no more than 16 years old – business lend – Max 48 month term. Campervans: Max 84 month term with age restriction at end being no more than 10 years old. Touring Caravans: Max 60 month term with age restriction at end being no more than 10 years old.	NO

NOTE: We don't provide balloons on electric cars but will consider max 48 month term on hp with 20% deposit

Proposal & Signing Tips

Personal	Partnerships	Businesses
NAME	NAME	Name
DOB	DOB	DOB of a minimum of 2 Directors
COUNTRY OF BIRTH		
NATIONALITY		
MARITAL STATUS		We require personal details of all shareholders with a 25% plus shareholding for KYC purposes
OCCUPATION		Ensure figures quoted are clearly marked net of gross of VAT and highlight any non vatable extras
EMPLOYER DETAILS		
ANNUAL SALARY		
BANK SORT CODE & ACCOUNT NUMBER	BANK SORT CODE & ACCOUNT NUMBER	BANK SORT CODE & ACCOUNT NUMBER
Supplier name & address and if known to you	Supplier name & address and if known to you	Supplier name & address and if known to you

When sending invoices to processing, please detail in the body of the email exactly what the information is you are supplying, i.e. type out reg/chassis/change of vehicle figures etc.

For used vehicles we require registration number, chassis number and mileage in order to approve and generate a document although an approval subject to the provision of these may be given. This is to ensure that we are underwriting the correct vehicle as these details will pull through the vehicle that is recorded with DVLA. For new/used vehicles where these details may not be available we require full vehicle description to include, make, model, engine size, petrol/diesel and trim if possible ,e.g VW Passat Diesel saloon 2.0 TDI Bluemotion. We provide balloons on regulated (PCP) or unregulated (HP with Balloon) cars.

PLEASE NOTE - REG/CHASSIS/SERIAL NUMBERS TO BE PROVIDED AS ALPHA/NUMERIC ONLY I.E. NO SPACES/SPECIAL CHARACTERS. THIS WILL FAIL TO LOAD AND DELAY PAYOUT

At Northridge we have a strong desire to provide transparency on products presented to customers for funding. Likewise we believe our Intermediaries should follow the same high standards to ensure customers are clear and comfortable with what they have purchased and how it is funded. This aligns with FCA Principals of Business (PRIN) and in particular the requirements that all firms must:

- **Pay due regard to the interests of its customers and treat them fairly (PRIN 6)**
- **Pay due regard to the information needs of its clients and communicate information to them in a way which is clear, fair and not misleading (PRIN 7)**

With regards to Add On Products to ensure good customer outcomes / controls we stipulate:

- **No warranties or insurances to be included on invoices to Northridge. These will not be funded by Northridge and the sale and funding of these products should be arranged separately with the customer. They should also be invoiced directly to the customer. Northridge will refuse to pay any invoices which include any of these items.**
- **Standard free warranties which are sold as part of the car purchase are still acceptable but should be shown on the invoice as free of charge.**
- **Northridge do not fund negative equity.**

Overview

- **Any extra which is not ‘physically’ part of the car will not be funded. This includes warranties, insurances (tyre, paint, gap etc), service plans etc.**
- **Extras like tow bars, metallic paint etc can still be funded.**
- **If unclear, please contact your Territory Manager. For example Gardx. ‘Gardx Protect’ products are products that are applied to the physical car at point of sale (eg vehicle exterior protection) whereas ‘GardX Assure’ products include things like asset protection or tyre and alloy wheel protection). GardX Protect products as they effectively become part of the car can be funded; whereas GardX Assure products (in effect types of insurance) cannot.**

Club/Society/Trust Requirements

Customer Type	Copy of the constitution/rules of the club/society	List of all Board/Committee controlling members with name, date of birth and country of residence	Confirmation there are no individuals holding 25% or more or controlling 10% or more of the Club/Society AND if so, a list of Beneficiaries with name, date of birth and country of residence	Letter from the Head Office on headed paper from the national body confirming that the local entity is authorised to operate as a branch under the constitution/rules of the national club/society	Evidence of registered charitable status
Club/Society not national organisation affiliation with rules/constitution i.e. Members Golf Club	REQUIRED	REQUIRED	REQUIRED	N/A	N/A
Club/Society national organisation affiliation	REQUIRED	REQUIRED	REQUIRED	REQUIRED	N/A
Club/Society not national organisation affiliation with no rules/constitution	N/A	REQUIRED A letter from the committee/organising body signed by 2 people in senior positions e.g Chairperson/Treasurer	REQUIRED A letter from the committee/organising body signed by 2 people in senior positions e.g Chairperson/Treasurer	N/A	N/A
Charity	NOT REQUIRED	REQUIRED	REQUIRED	NOT REQUIRED	REQUIRED
Trust	REQUIRED Copy of the Trust deed or if there is a valid reason where this cannot be provided	REQUIRED Name, date of birth and country of residence for all beneficial owners of the Trust.	NOT REQUIRED	NOT REQUIRED	REQUIRED

1. TEL: 0344 8921835

2. SCANNED UPLOAD DOCUMENTS

Northridge Finance Ltd operate a scanned document upload service found at the following link <https://documents.apptf.com> - to register click on register at the top left of the home screen. Please see Scanned Documents TAB. Any problems please contact Broker Support or your Territory Manager.

3. FAX: 0344 8921842

4. INVOICE ADDRESS

Northridge Finance
5th Floor
1 Donegall Square South
Belfast
BT1 5LR

5. All deals received by 2:00pm will be paid by faster payments on the same day. However if you receive a pay out confirmation prior to 4pm, this will also be paid on the same day by faster payments.

6. The limit for faster payments is <£250,000 with these paid by TT. Note the cut off at 12 noon. Please alert Broker Support when submitting a deal in this category in order that the Pay Out Team are made aware.

7. Commission is documented on your Payment Confirmation email and is paid into your designated Bank account in the 1st week of the following month.

8. Certified ID and proof of address if requested to be provided with each Agreement -see Anti money laundering Aide TAB. Please certify with words "Originals Seen" and then sign, name, position/company and date. Other variations of this may be rejected at pay out stage.

9. For pay out we only require 1 copy of the agreement, Direct Debit mandate ,invoice, coversheet with Supplier's bank details to be uploaded -we do not require Terms and Conditions, SECCI (Pre Contract).

10. Deposits can be collected by direct debit up to £25,000 otherwise transfer directly to the Northridge Bank Account is required. This does **not** include Advance rentals/Initial Rentals that are lifted by DD regardless of the amount involved.

11. Please note the following that hold up the pay out.

- The mileage on our system must be the same as the invoice.
- Invoice to Northridge Finance (we are unable to pay out if Ltd is documented)
- Customer ID must be in date.
- Only send signed documents for pay out when the customer has confirmed that the deposit payment to Northridge (over £25,000) has been made.

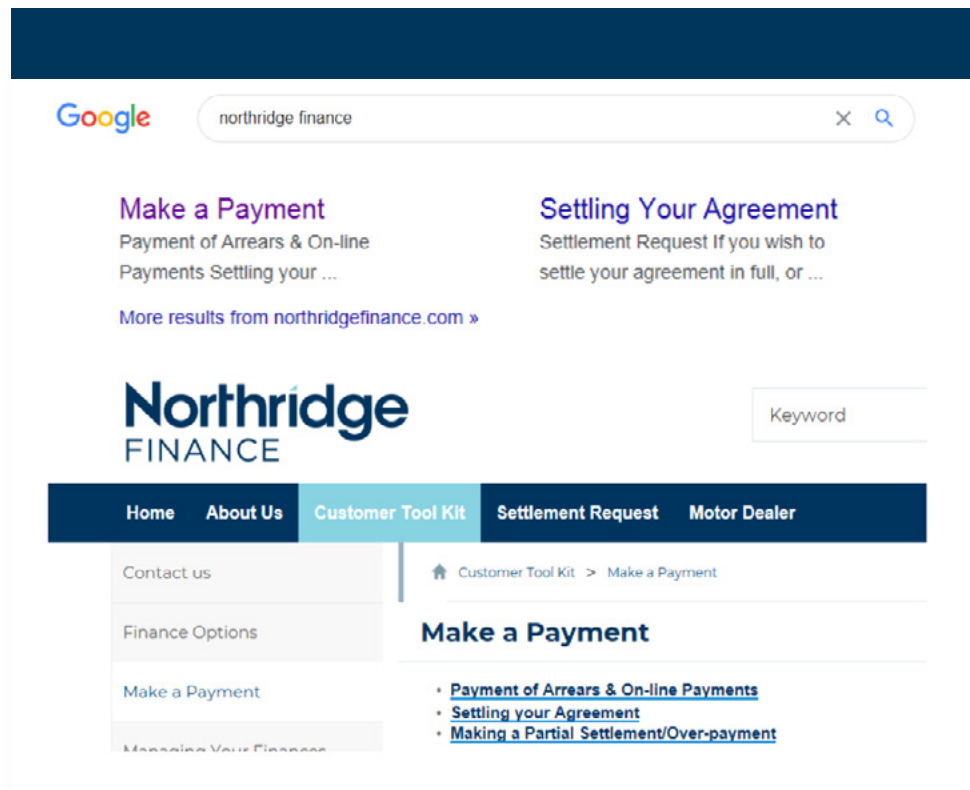
PLEASE NOTE - REG/CHASSIS/SERIAL NUMBERS TO BE PROVIDED AS ALPHA/NUMERIC ONLY I.E. NO SPACES/SPECIAL CHARACTERS. THIS WILL FAIL TO LOAD AND DELAY PAYOUT

Personal Customers

Go onto the Northridge website and generate an immediate settlement figure with relevant customer details.

Business Customers

Can request a settlement by completing the online settlement request form on this website with the relevant details and our team will respond to enquiry within 2 business days.



debit date, please note we will automatically re-apply for the payment. You will be notified by post and the direct debit will be processed again within 7 days from the letter date.

Making a payment can be done by one of 3 methods:

- **By making an electronic bank transfer** (through your online banking facility or via a branch transfer). We do not charge for this facility but your bank may do so. The details are as follows:

Payee: Northridge Finance (depending on your agreement)

Sort Code: 56-00-05

Account Number: 21339406

Reference: Please quote your 12 digit Northridge Finance agreement number. If this number is not quoted there may be a delay in the payment reaching your account.

- **By Debit Card***. We accept cards shown below from any UK bank. (Maximum payment of £10,000 and Credit Card payments are not acceptable). Please note that Northridge Finance is part of NIIB Group Ltd, and your email receipt/statement on your account will show as payment to "NIIB Group Ltd".



Payments may be made by [clicking here](#).

Settling Your Agreement

Settlement Request

If you wish to settle your agreement in full, or would like to know what your current settlement figure is, this information can be obtained by going to our [Online Settlement Figure](#) page.

Please ensure that you have the following information at hand:

- Your 12 digit Northridge agreement number
- Your date of birth
- Your bank account number

Alternatively please fill in the [Online Settlement Request form](#) on this website with your relevant details and our team will respond to your enquiry within 2 business days.

Partial Settlements – If you do not wish to settle your agreement in full, but would like details on making a partial repayment to your account [click here](#)

Northridge provide a document that facilitates up to 9 different assets on one schedule.

- The schedule forms part of the Hire Purchase agreement but identifies each item separately
- Unregulated business only
- Not applicable for Leasing agreements
- Up to 3 different Suppliers for 1 transaction
- The schedule is to be signed by the customer
- Please contact your Territory Manager for a copy of the schedule.



Northridge Finance Bank Details

PAYMENT METHODS

Website payment

(Maximum £10,000 debit cards only) - www.northridgefinance.com

Electronic Bank Transfer

Sort Code **56-00-05**

Account no **21339406**

Transaction Ref - **Northridge Agreement Number**

BIC **NWBKGB2L**

IBAN **GB42NWBK56000521339406**



The Financial Conduct Authority Handbook is a set of rules required to be followed by banks, insurers, investment businesses and other financial services in the United Kingdom under the Financial Services and Markets Act 2000. It is administered by the Financial Conduct Authority in London.

www.handbook.fca.org.uk

On 28th July 2020 the FCA released its policy statement PS20/08 “Motor finance discretionary commission models and consumer credit commission”:

<https://www.fca.org.uk/publications/policy-statements/ps20-8-motor-finance-discretionary-commission-models-and-consumer-credit-commission-disclosure>

The contents of this policy statement have direct impact on all regulated business for Brokers and Motor Dealers. The FCA has decided it doesn't need to define 'motor vehicle' it states, ***“Our discretionary commission model ban applies to regulated credit agreements. Agricultural vehicles are likely to be exempt given they are likely to involve credit exceeding £25k and entered into by the borrower for business purposes”.***

Northridge fully recognise the high levels of business transacted for vehicles and equipment which will not qualify for business use exception and therefore in scope.

Northridge Finance approach to non-discretionary commission models means:

- All Regulated Consumers (private individuals) will have APR Single Rate applied
- All Regulated Non-Consumer (business users such as sole trader/small partnerships) for cars & LCV's will have APR Single Rate applied

In line with amendments to the Consumer Credit sourcebook (CONC) Northridge encourage review of your:

- Current commission arrangements to make sure they meet both the letter and the spirit of the FCA's requirements.
- Current commission disclosure arrangements to make sure they meet both the letter and the spirit of the FCA's requirements.

Northridge would advise you record details of your review and within your policies articulate why you think your arrangements meet the FCA requirements.

CONC sets out how the FCA expects firms to deal with customers appropriately when it is known or suspected that they have, or may have, some form of mental capacity limitation which constrains their ability to make an informed borrowing decision.

Firms should take reasonable steps to make sure that suitable business practices and procedures are in place to:

- Identify customers who might lack the mental capacity to make informed borrowing decisions.
- Treat customers appropriately where it is known that they may lack mental capacity.

Most customers will be able to make an informed decision without difficulty but some will struggle. There are a number of common potential causes of mental capacity. Leaving the customer vulnerable and unable to make decisions:

- a mental health condition;
- dementia;
- a learning disability;
- a developmental disorder;
- a neurological disability or brain injury;
- alcohol or drug – including intoxication or use of prescribed drugs
- language and literacy – inability to speak english and read/review paperwork or information

According to FCA CONC rules a firm's primary focus should be on:

- taking action to assess whether a customer can understand, remember and weigh-up information;
- providing reasonable support to help customers make a decision;
- providing customers with clear information and explanations about credit and the associated risks;
- giving customers adequate time to consider the information and explanations provided and ask any questions;
- giving customers the opportunity to take information away to consider explanations, enabling them to make informed decisions at a later date;
- carrying out appropriately robust assessments of the customer's ability to afford to make repayments. Such assessments should not rely unduly on the information provided by the customer.

Intermediary Support Opening Hours

Mon–Thur | 9am – 7pm
Fri | 9am – 6pm
Sat & Sun | 10am – 5pm

Processing Services

- For help with processing amendments, distance e-sign links, decision notifications & documents and for sending any additional proposal information to underwriting.

Email:
processingadmin@northridgeuk.com

Telephone service available:
Mon–Fri | 9am – 5:30pm
0344 8921845

Online 24/7
www.target365.co.uk

Payouts

- Please ensure that all documents are accompanied by the completed cover sheet, are appropriately signed and have customer verification (driver's licence, utility bills etc.) attached.

Document Scan Upload:
<https://documents.apptf.com>

Invoices:
Northridge Finance
1 Donegall Square
South Belfast
BT1 5LR

- All documentation should be uploaded via the Scan & Upload facility. For any issues using this facility please contact the Dealer Support team.
- Any payout queries should be emailed to PayoutAdmin@northridgeuk.com

Dealer Support Unit

- For commission queries, clearance letters, Target365 assistance including password resets and dealer maintenance.

Email:
dealersupport@northridgeuk.com

Telephone service available:
Mon–Fri | 9am – 5:30pm
0345 6076775

Settlements

- Settlements on regulated car finance agreements may be obtained via our website: www.northridgefinance.com/settlement-request or through our proposal system: www.target365.co.uk
- For any other settlements please contact the Dealer Support team.

Customer Enquiries

- www.northridgefinance.com/customer-tool-kit
- Services include change of address, settlements, change of payment date & change of bank account.

Customer ID

• UK Photo card Driving Licence

This has to be current, full and not more than 10 years old.

• UK Driving Licence

Old style not more than 51 years old This has to be a current, full licence.

If licence is not in current address, proof of address needs to be full Christian and surname.

• Current Passport

• Shotgun Licence

Valid for the current year, signed and certified

UK Driving Licences

As a result of the DVLA launching an online self-serve driving licence renewals process, the 11 month extension only applies where the driving licence expired between 1/2/2020 and 31/12/2020.

Driving licences that have expired post 31/12/2020, will not be accepted.

EU Driving Licence

As a result of the UK leaving the EU, we will continue to accept full EU Driving licences, however we also need the customer to confirm that he/she has either:-

1. Indefinite leave to enter the UK;
2. Indefinite leave to remain in the UK;
3. British or Irish citizenship (including dual citizenship); or has
4. Applied to the EU Settlement Scheme and awaiting approval

(All EU Nationals living and working in the UK, have to apply to the EU Settlement Scheme by 30 June 2021 and have arrived pre 31 Dec 2020)

Customer Address

Any proof provided should have the full christian name detailed.

• Voter's/Electoral Roll Search

Matched at current address.

• Utility Bill

A recent utility bill (issued in last 6 months). Mobile or dongle contracts are not acceptable.

• Council Tax Bill

Valid for current year containing address.

• Bank/Building Society/Credit Card/Credit Union Statement

Most recent, original statement showing current address. Must be dated within the last 6 months. **Electronic bank statements are acceptable as long as customer name and address are cleanly visible.**

• Mortgage Statement

Must be dated within the last 13 months

• An e-statement/bill may be accepted only if the evidence of name is one of the following forms: Passport, UK Driving Licence or EU ID Card.

An e-statement must be:

A.) Printed in PDF standalone document (.pdf) not an excel download (.xls);

If the current full UK driving licence bears a name or address which has not previously been advised to and validated by us, or if you have any doubts as to the acceptability of proofs please contact us immediately to discuss.

Please ensure that all documents used for proof of identity and/or address are correctly certified and signed. The phrase "certified as being a true copy of the original" should be included on all documents before being sent to Northridge. If there are any queries over documentation to be used, contact your Territory Manager in the first instance.

B.) Contain the bank/company name, branding, date, full name & address (if used in conjunction with a Driving Licence as name verification, the addresses must match);

C.) Be examined for alterations/anomalies etc. and will not be accepted if there is any doubt re authenticity.

• Letter from Solicitor confirming recent house purchase

Acceptable if your customer has recently moved to current location. Must be dated within the last 6 months

• Correspondence from the DWP/Benefits Agency /Social Security

Documents dated within the last 13 months

• Tax Coding Notice/Tax Assessment

Dated within the last 13 months. P60s & P45s are not acceptable

Anti Money Laundering Aide

All persons working in a regulated environment have a personal responsibility to report any knowledge or suspicion they have that an individual is, or may be, involved in laundering money.

To guard against money laundering, steps must be taken to verify the identity of anyone who deals with you. There are various documents that are acceptable to use to verify that a customer is who they say they are and live where they claim to live.

Please note if an application is for motor finance, a valid full driving licence is the only acceptable form of identification. Northridge do not accept a driving licence as verification of address (as already used for customer identity). Acceptable documents for verification of customer address include, but are not limited to those shown:

