

## Brokerage Instruction Form

Please ensure you complete the form fully to help us to effectively match your funding requirements with the most suitable facility.

### Company details

Company name:	This completed form can be faxed, emailed or posted to us at the following addresses:
Trading name (if different):	Fax: 02380 707391
Company address:	Email: <a href="mailto:info@hiltonbaird.co.uk">info@hiltonbaird.co.uk</a>
Post code:	Post: Hilton-Baird Financial Solutions Woollen Hall Castle Way Southampton Hampshire SO14 2AW
Contact name:	Tel:
Email address:	Fax:

### Terms of engagement

Hilton-Baird Financial Solutions Limited is authorised and regulated by the Financial Conduct Authority (FCA number 730445). We are a credit broker and not a lender and offer credit facilities from a panel of lenders. The FCA regulates financial services in the UK and you can check our authorisation and permitted activities on the Financial Services Register by visiting the FCA's website ([www.fca.org.uk/firms/systems-reporting/register](http://www.fca.org.uk/firms/systems-reporting/register)) or by contacting the FCA on 0800 111 6768.

Hilton-Baird Financial Solutions will undertake to arrange a finance facility for your business. This agreement will include any finance arranged for any group or subsidiary company. The contractual terms of our appointment are set out in the terms and conditions attached ("**Terms and Conditions**"), supplemented by the terms and the information contained on this form, both of which are legally binding and which you accept either by physically or electronically signing this Brokerage Instruction Form or upon receipt of any introduction to a funder by us. You should read and consider the Terms and Conditions before appointing us.

#### Remuneration

We are usually remunerated by way of success-based commission from the funder(s) you choose. The commission we receive is broadly the same from each funder and generated over the duration of your facility, so our introductions are entirely based on which facility represents the right fit for your business not just in the short term, but on an ongoing basis.

Alternatively, your company may prefer to pay Hilton-Baird Financial Solutions a success-based fee for us to arrange any finance solution(s). The fee payable by your company for arranging a facility would be equal to the commission received from the potential funder(s) and become payable as set out in our Terms and Conditions.

In exceptional circumstances, we may agree with you and your funder(s) for us to be remunerated by a combination of commission from the funder(s) and a success fee from you. These will always be agreed specifically in writing with you and your funder(s) and we will be under no obligation to enter into an arrangement of this kind.

### Client Communications

As set out in clause 5 of our Terms and Conditions, we use contact information and other personal data we collect from our clients in order to contact them from time to time about their businesses, services available from Hilton-Baird Financial Solutions and its group or affiliated companies, and to provide information we think will be of use to them. We do not sell or give your data to direct marketing companies. If you do not want us to do so, please tick the box below. You can also inform us in writing at any time if you do not want us to use your data in this way.

### Disclosure & Exclusivity

Your signature will authorise Hilton-Baird Financial Solutions to discuss and provide any potential finance partners with accounting and business information, including any personal data relating to your directors, members, officers and employees (as applicable), provided by you to us. As further set out in our Terms and Conditions, by signing this Brokerage Instruction Form, you are providing Hilton-Baird Financial Solutions a 28 day exclusivity period from signing this Brokerage Instruction Form to contact and introduce potential funding partners. The exclusivity period excludes existing discussions between your company and its existing funding providers. Please disclose these providers below:

1. 3.
2. 4.

### Declaration

Please confirm how you wish for Hilton-Baird Financial Solutions to be remunerated for its services to you:

- a. I agree to Hilton-Baird Financial Solutions receiving a commission from any funding partner my company secures a facility with.
- b. I agree to pay Hilton-Baird Financial Solutions a success-based fee, as detailed above, upon commencement of any new facility.

We would be grateful if you would confirm your understanding of our instructions and confirm your agreement to the contents of this form and the Terms and Conditions attached to it by signing, dating and returning the form below. Should you ask us to provide our services prior to our receipt of your signed form, we may do so at our discretion, but if we do so, our services will still be provided on the basis of this form and the Terms and Conditions, which will form the contract between us, and you must still provide us promptly upon request with the signed form. In particular, this form and the Terms and Conditions will be deemed to have been accepted upon your accepting our services. An introduction from us to any prospective funder shall constitute such acceptance.

I hereby agree to the Terms and Conditions of Hilton-Baird Financial Solutions' brokerage service:

Name:

Signature:

Date:

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