



Take *your* place...

Becoming a full member of the National Association of Commercial Finance Brokers will keep you one step ahead.

Compliance support, networking, training and education are all on offer. Read on for more details...



Thank you for enquiring about membership of the NACFB. This booklet gives you information about the Association and the benefits of becoming a member.

The Association currently has around 700 member firms who adhere to a strict Code of Practice. Our membership is made up of broker firms from different sectors of the market; from commercial mortgages to vehicle finance, from leasing and asset finance to buy-to-let. We believe we represent the best of the commercial broker market and aim to encourage high standards of professionalism. We offer support, advice and training to all our members to achieve this.

Please do contact us if there is anything you would like to discuss.

We look forward to welcoming you.

Warm regards,

Adam Tyler
Chief Executive
NACFB

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Welcome





The **NACFB** was founded in 1992 to raise standards of proper professional practice in the commercial broker industry. The aim was to secure the integrity and future well-being of the broker market for the benefit of both brokers and their customers.

The Association publishes these standards in its own industry recognised Code of Practice, which has been adopted by an increasing number of commercial finance, lease and asset finance and vehicle finance brokers.

The **NACFB** has established complaints and disciplinary procedures designed to eliminate unacceptable working practices amongst its members. The Association also aims to protect its members and their clients against restrictive practices within the industry.

In the interests of members and their clients, the **NACFB** monitors legislation and makes representations to the Government and Regulators. It furthers the principles of good practice by seeking to work with kindred associations and interest groups, and by providing education and training for its members and their employees.



About *the* NACFB





How do I become an **NACFB** Member?

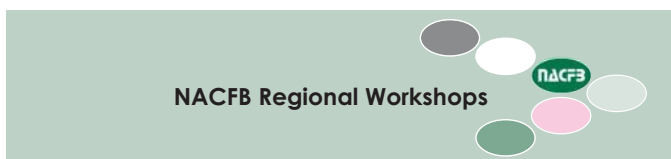
The process is very simple. You will find the application form on the back pages of this booklet. Once this form has been completed and returned to us, along with the requested accompanying documentation, your application will be appraised by the **NACFB** head office. We will need to ask for references from two lenders you frequently do business with, along with your own bankers. This can delay the membership process, so please bear with us.

Once all the documentation - including references - has been received, the application is forwarded to the Association's Compliance Committee for appraisal. The members are then notified of your intention to join.

You will then receive your welcome pack in the post - but please feel free to contact the Membership team here in Exeter if you have any queries.

How to *join*





NACFB Regional Workshops

The Association runs a number of **Regional Workshops** around the country throughout the year. A **Regional Workshop** takes the format of a seminar: speakers from across the industry are invited to contribute and sponsoring Patrons are invited to make presentations at the event. Presentations focus on industry topics; previous subjects have included money laundering, an introduction to bridging finance, tax and VAT, and a beginner's guide to leasing and asset finance.

Regional workshops are also a great opportunity to network with other brokers and representatives from lenders who are Patrons of the Association.

If you would like to see a delegate pack from a previous event to give an idea as to the content, format and speakers, please contact the Exeter office, (e-mail events@nacfb.org.uk) who will help.

Getting involved in the Networking Days

The first Networking Day was run on the 28th June 2007 and was resounding success. The event has been designed as a kind of informal exhibition - with the emphasis very much on meeting and talking. Unlike larger shows, only NACFB Patrons are allowed to exhibit at the Networking Day and the focus is on commercial finance.

The Networking Day is designed to bring members and Patrons together, in order to offer you the opportunity to expand your horizons and meet lenders and funders you may not have done business with before. You also have the opportunity to meet with fellow brokers from across the UK.

If you would like to see a delegate pack from a previous event to give an idea as to the exhibitors who have taken part, please contact the Exeter office (e-mail events@nacfb.org.uk) who will be more than happy to help.

Most NACFB events are FREE to NACFB members. Please e-mail events@nacfb.org.uk for details on specific events



NACFB Regional *events*





The **NACFB** produces a regular Newsletter which is circulated to around 1,500 readers. This covers a wide range of topics: what's new in the Association, changes to legislation and introductions to new Patrons. There are opportunities for full members to use this forum to promote their businesses.

Member forum

This is a one-off opportunity, only available to full members and takes the form of a full page of editorial (around 300 words) - along with a photo and copy of your business's logo. It's a good opportunity to highlight any unique selling points: what sets your business apart from the rest of the market.

NACFB Newsletter - News

If your business issues press releases, please make sure a copy comes to the **NACFB's** Exeter office. You can e-mail them directly to nikki.cann@nacfb.org.uk

Any stories relevant to the commercial broker market will be considered for inclusion in the Association's newsletter. Obviously, publication is subject to space available, however if your business has won an award, opened a second office or if you have swum the channel for charity, let us know!

NACFB Newsletter - Editorial

We are also happy to consider editorial from members, and are happy to publish company name and logo along side any contributions. We do ask that editorial contributions are not too heavily promotional - they must educate on a specific topic, or give an overview of the industry in general - but must not be a blatant advertisement for your company's products and services!

NACFB *Newsletter*





The **NACFB** produces a number of publications throughout the year as well as maintaining its own website. Unlike Associate members, full members can be listed on the 'Find a Broker' search available to all consumers via the **NACFB**'s website.

NACFB Members' Handbook

Each year the **NACFB**, in Association with The Finance Book, produces a Members' Handbook. The handbook includes the details of every member and Patron of the **NACFB** and their business specialities.

This book contains everything an **NACFB** broker needs to know about their Association: including a copy of the Code of Practice and details about the services the Association offers; and is designed to be used every day.

The handbook is produced every October so it can be distributed to members at the AGM in November.

NACFB website

On the **NACFB** website you will find copies of our template documents, fact sheets covering many areas of setting up and running your own brokerage, access to the Patron lenders of the **NACFB**, help with Continuing Professional Development and other areas of training and development, along with legal and compliance updates, and the latest in news, views and diary dates from the Association.

Our 'Find a Broker' search is for consumers looking for a broker in their area and you must be a full member of the Association to qualify for a listing. Search results are sorted by proximity to the business making the enquiry. Your details - including contact point and a link to your website - will be available as part of this search. You will also be able to use the **NACFB** logo on your site, if you wish.



Other *publications*





The **NACFB**, in conjunction with the Institute of Financial Services (ifs), offers two professional qualifications. The Certificate in Commercial Mortgages is open to anyone and acts as a 'primer' for those new to the industry. The Diploma is a more advanced qualification and only available to **NACFB** members.

Diploma in Commercial Finance

The Diploma is a flexible and portable qualification designed to provide the essential skills and a firm knowledge base of financial services issues. The programme is made up from two parts:

- ✓ Three externally assessed subjects from the Chartered Institute of Bankers' Diploma in Financial Services Management (DFSM). One of the subjects (Structure of Accounts) is recommended unless you have a good prior knowledge in this area.
- ✓ Completion of 35 hours of CPD activity.

The externally assessed subjects are:

Structure of Accounts
Lending and Securities
Elements of Finance and Leasing
Asset-based Working Capital Finance

The suggested study time is 120 hours per subject candidates can complete the qualification in as little as 18 months, but are allowed a maximum of four years from the date they first register for the qualification.

Certificate in Commercial Mortgages

The Certificate in Commercial Mortgages (CeCM) covers a broad range of commercial lending topics, giving you a good general understanding of the market; including external influences and the legal and regulatory framework.

Some of these topics are:

Common types of products and schemes
Factors affecting the value of commercial property
Risk management in different sectors
Information gathering, affordability, suitability and breaches of payment

The ifs recommends you spend between 40–60 hours studying the module, after which the qualification is assessed by a 2-hour multiple-choice examination.

CeCM counts towards the **NACFB** Diploma in Commercial Finance.

For more information on either the CeCM or Diploma, including details of costs, please contact the ifs directly or visit www.ifslearning.com

Training & Education





Full business name:

Full business address: *(Please include county & Post code)*

County:

Post code:

Main telephone number:

Fax number:

Website:

Date business formed:

Consumer Credit Licence No:

FSA Registration No:

Data Protection Licence No:

Company number:

Name of first point of contact:

Telephone number:

Mobile number:

e-mail:

Date joined firm:

Home Address:

Previous Address: *(if at current address for less than 3 years)*

Post code:

Post code:

Name of first point of contact:

Telephone number:

Mobile number:

e-mail:

Date joined firm:

Home Address:

Previous Address: *(if at current address for less than 3 years)*

Post code:

Post code:

Registered individuals: *(Please list the names of all the registered individuals with your firm. Please continue on a second sheet if required)*

Mr/Ms/Other

Mr/Ms/Other

Mr/Ms/Other

Mr/Ms/Other

Mr/Ms/Other

Mr/Ms/Other

Mr/Ms/Other

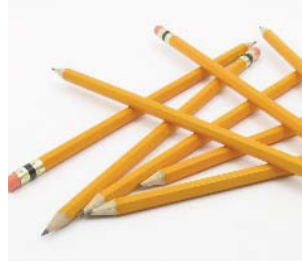
Mr/Ms/Other

Mr/Ms/Other

Mr/Ms/Other

Mr/Ms/Other

Mr/Ms/Other



Types of business written in the last twelve months: (expressed as a percentage of total business written in the last year. Please note: figures do not have to be exact - they are meant to give an indication only)

Commercial mortgages:	%	Factoring/Invoice discounting:	%
Motor vehicle finance:	%	Buy-to-let mortgages:	%
Leasing & asset finance:	%	Residential mortgages:	%

Commercial Mortgages: (If you have entered a value in the Commercial mortgage box above, please can you select a **maximum of 5** categories which define the majority of the business written in the last twelve months. Please **tick** as appropriate.)

Commercial Industrial:	Offices:
Commercial investment property:	Petrol stations:
Commercial property development:	Professional practices:
Farms:	Public houses:
Franchises:	Residential investment property:
Garage showrooms:	Residential property development:
Hotels:	Retail:
Nursing/care homes:	Schools & nurseries:

Leasing & asset finance: (If you have entered a value in the leasing & asset finance box above, please can you select a **maximum of 5** categories which define the majority of the business written in the last twelve months. Please **tick** as appropriate.)

Agricultural equipment & plant:	Machine tools:
Agricultural vehicles:	Medical & dental equipment:
Aircraft:	Mobile buildings:
Amusement industry:	Office furniture/equipment:
Caravans/mobile homes:	Parking meters/Pay & Display:
Cars:	Phone systems:
Commercial vehicles:	Printing equipment:
Computers: (including mainframe, PCs, networks & software)	Production/processing plant:
Construction plant & equipment:	Rolling stock:
Containers:	Ships & marine equipment:
Forklift trucks:	Trailers:
Hotel/pub/restaurant furniture:	Vending & catering equipment:



Buy-to-let Mortgages: (If you have entered a value in the Buy-to-let mortgage box above, please can indicate if you have carried out any buy-to-let business which falls into the following categories within the last twelve months. Please tick as appropriate.)

FSA regulated buy-to-let:

Holiday lets:

Foreign property:

Ltd Company as a borrower:

Bank Reference/Status enquiry: (Please note that any costs incurred by requesting this reference are the responsibility of the applicant.)

Bank/branch name:

Sort code: - -

Address:

Account number:

Account name:

Post code:

Bank Contact name:

References: (Please provide the names of two nationally recognised organisation that provided finance for your clients over the past twelve months.)

Lender Name:

Lender Name:

Address:

Address:

Post code:

Post code:

Contact name:

Contact name:

Please make sure you enclose:

- | | |
|---|---|
| <p>1 ID for each registered individual
(either a certified copy of a <i>passport</i> or <i>driving licence</i>; and a copy of a <i>utility bill</i>)</p> | <p>5 A short CV for each individual</p> |
| <p>2 Copies of 12 offers of loan from at least 3 different lenders*
(* <i>Commercial mortgage and buy-to-let brokers only</i>)</p> | <p>6 A copy of your Consumer Credit Licence</p> |
| <p>3 A copy of your Data Protection Licence</p> | <p>7 A copy of your PI certificate
(If you would like to apply to become a member of the NACFB's block policy scheme, please tick here <input type="checkbox"/>)</p> |
| <p>4 Current Terms of Business agreement</p> | <p>8 A cheque or completed Direct Debit mandate</p> |





DATA PROTECTION

We (NACFB or its group subsidiaries - "NACFB") will keep, securely, and for as long as we are required by law to do so, details we hold about you for the purposes of the effective regulation of the affairs of NACFB.

- In order to process your application we will disclose your details to licensed credit reference agencies, to your Bank, and to members and patrons of the NACFB, to enable us to search their files in order to process your application for membership (or to update such information from time to time). If you would like details of such agencies please write to us. If false statements are as a consequence revealed we will record this fact.
- Following approval of your application we will circulate such details we may hold about you to other members and Patrons of the NACFB in order to communicate information, products or services relevant to your membership of NACFB. We will also publish your details via the NACFB website for the purposes of verification of membership.
- We may also communicate your details to such third parties as NACFB considers, at its discretion, to be in the best interests of its members and their businesses. If you do not wish us to circulate your details for these purposes please tick this box:
- You have the right to apply to NACFB for any personal information we may hold about you. An administrative charge may be made.

The NACFB will now attempt to verify your identity. This process involves checking the details you supply against those held on a number of specific databases Experian - the credit reference agency - has access to, for example information from the Electoral Register and fraud prevention agencies. Scoring methods will be used in the verification process as this gives a more thorough check of the available data. A record of this process will be kept that may be used to help other companies to verify your identity. We may also pass information to organisations involved in fraud

prevention to protect ourselves and our customers from theft and fraud. if you supply false or inaccurate information and we suspect fraud, we will record this and share this information with other organisations. By signing below you are agreeing for the NACFB to use your data in this way.

DECLARATION

- I/we hereby make application for election as a member of the Association for a period of twelve months
- I/we declare that the information given above and by each Registered Individual is true to the best of my/our knowledge and belief
- I/we declare that there are no circumstances of which the National Executive should be aware which may adversely effect the consideration of this application or my/our suitability for membership. (Such circumstances include any adverse credit history registered against any individual or company in which I/we are a Director or controlling Shareholder and in any way connected to this application e.g. liquidation, bankruptcy, receivership, County Court Judgements, arrangement with creditors); or have any adverse information registered against me/us by any regulatory body or trade organisation.
- I/we understand that registration as full members will be granted at the absolute discretion of the National Executive, who are under no obligation to give any reason or explanation should membership be declined
- I/we agree to provide on demand at any time copies of any documents that may be required to establish my/our suitability as a commercial finance broker(s)
- I/we agree to provide on demand at any time copies of any documents that may be required to assist in any investigation being carried out by the National Executive
- If elected I/we agree to abide by the NACFB Code of Practice as revised from time to time, and acknowledge the statements above covering the Data Protection Act 1998

Signed

Signed

Print Name

Print Name

Dated

Dated



