

## BFP DOCUMENT SERVICES

The Old Smithy  
Blacksmith's Yard  
Rolleston-on-Dove  
Burton-on-Trent  
Staffordshire  
DE13 9DG

T: 0845 602 7318  
E: [info@fundingportal.co.uk](mailto:info@fundingportal.co.uk)  
W: [www.fundingportal.co.uk](http://www.fundingportal.co.uk)

Document Signing Agency Between:

Name: (The Agent)

Of:

And: Business Funding Portal Ltd (BFP)

Regd Office: The Old Smithy, Blacksmith's Yard, Rolleston-on-Dove, Burton-on-Trent, DE13 9DG

Where it is understood that

The Agent will act on BFP's instruction either to collect documentation, or sign deals strictly in accordance with BFP's instruction.

### DEFINITIONS:

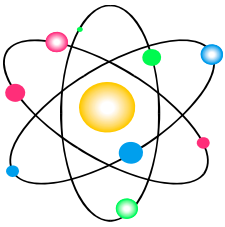
- 'The Introducer' is the party issuing signing instruction; this may be BFP or an agreed party introducing to them.
- 'The Customer' is the person or persons from whom signature and/or Documentation is required.
- 'The Premises' are the designated point for collection of documentation. Usually - but not exclusively - business premises, Director's home address or Consumer Credit licensed premises.
- 'The Documentation' is any form of document requested by the introducer, and might include documents, cheques, confirmation of asset inspection, digital photo or any other specifically requested.
- 'Information' is any form of customer information provided by the Introducer and includes telephone numbers and email addresses as well as contractual information.

And it is agreed that:

- o BFP will offer the Agent first refusal on all signing business within the agreed area.
- o BFP will pay to the Agent a fee of £100 for deals concluded as agreed.
- o Fees will be payable within 30 days of signing, on presentation of invoice.
- o The Agent will contact the Customer within one working day of receiving instruction.
- o The Agent will visit the Customer at the Premises at the soonest opportunity.
- o The Agent will present themselves in a smart, business-like manner.
- o The Agent will collect Documentation strictly in accordance with written instructions from the Introducer.
- o The Agent will present the Customer only with BFP Document Services business card with their own name but no direct contact details.
- o The Agent will collect only such Documentation as requested in writing.
- o The Agent will not in any circumstances enter into any form of negotiation or product-related discussion with the Customer.

### BUSINESS FUNDING PORTAL LTD

Registered Office: as trading address  
Registered Number: 6471974 DPA Registration Z1337224



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- Completed Documentation will be forwarded immediately by registered post, courier or other means requested by the Introducer.
- Proof of sending must be provided on request.
- Documentation and Information will not be stored in any form, electronic or otherwise, by the Agent.
- Under no circumstances will the agent use Information for the purposes of selling or marketing to the Customer.
- This agency is solely for the activity of signing and collecting documentation in accordance with written instruction from the introducer. The agent must not purvey himself or herself as a representative or partner of the Introducer.
- The agent is not an employee of BFP and will assume full responsibility for ensuring that they are covered by relevant insurances.
- The terms of this Agreement are not assignable in any way.
- The Agent might, by agreement, delegate work to other parties whose details are provided below.
- The Agent will take full responsibility for the appropriateness, performance and compliance of parties nominated by them.
- This contract may be terminated by one month's written notice on either side.

Have you ever been declared bankrupt?      Y/N

Do you have a Criminal Record?              Y/N

It may be necessary to undertake credit searches,. This information will be used solely for the purposes of assessing suitability of Agents and will not be shared with any other party. Please confirm that we can to such searches.

Signed by the agent

Business Funding Portal Ltd

Date

Director

Date

### AGENT DETAILS:

Full name

Address

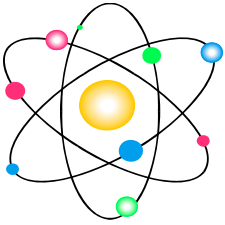
Date of birth

Passport    Utility bill

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### **SIGNING AGENT**

### **GENERAL INFORMATION**

FULL NAME:

ADDRESS:

TELEPHONE:

EMAIL:

(Please note signing instructions are typically issued by email)

AREAS IN WHICH YOU ARE HAPPY TO WORK:

Please indicate either key towns, counties or postcodes.

TIME AVAILABILITY / RESTRICTIONS

FULL DETAILS OF PARTIES NOMINATED TO ACT ON YOUR BEHALF

OTHER NOTES:

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