



APPLICATION FORM

Guidance note –

If a corporate borrower, please complete section 2 in full and complete sections 3-7 for each shareholder holding above 20% and all company directors. If there are more than two, additional copies of section 3-7 are appended to the back of the application form.

If borrowing in personal names, please move straight to section 3 and complete one form per applicant. If there are more than two borrowers, additional forms can be found appended to the back of this application form.

1. Broker/Introducer Details

Name	<input type="text"/>		
Company	<input type="text"/>		
	Directly Authorised	Appointed Representative	Not Authorised
Network/Mortgage Club	<input type="text"/>		
FCA Number	<input type="text"/>		
Work Tel	<input type="text"/>		
Mobile	<input type="text"/>		
Address	<input type="text"/>		

Ortus Secured Finance

London Office: 8 Wimpole Street, London W1G 9SP | **Belfast Office:** 20 May Street, Belfast BT1 4NL

Manchester Office: Adamson House, Wilmslow Road, Manchester M20 2YY | **Glasgow Office:** 100 West George Street, Glasgow G2 1PP

e: enquiries@ortussecuredfinance.co.uk | **t:** 0203 397 0237 | **w:** www.ortussecuredfinance.co.uk

Ortus Secured Finance I Ltd (08380992), Ortus Secured Finance IV Limited (11440696) & OSF (UK) II Ltd (10882278) - all registered in England and Wales

2. Corporate Borrower (If Applicable)

Company name				
Company Type				
Country of Incorporation				
Company Reg Number				
Directors (Names)				
Shareholders <small>(A structure chart may be provided seperately)</small>	Name		Name	
	Share %		Share %	
Has the company ever been subject to any CCJ, Recievership, Bankruptcy or winding up order?				

Please provide additional details in section 11 for any further shareholder(s) who hold over 25%

3. Borrower Details including all Directors/Shareholders/Guarantors

	Applicant 1	Applicant 2
Title		
First Name		
Last Name		
Date of Birth		
Nationality		
Home Phone Number		
Work Phone Number		
Mobile Number		
Email Address		
Address		
Postcode		
Length of time at this address		

Residency Status

Owner
Tenant

Relative
Other

Owner
Tenant

Relative
Other

If other please confirm

Occupation

There is additional space at the end of this application for further applicants

4. Credit Questionnaire

	Applicant 1		Applicant 2	
	Yes*	No	Yes*	No
Are you a guarantor or endorser for any debt of an individual, corporation, or partnership?				
Do you have any outstanding letters of credit or surety bonds?				
Are you contingently liable on any lease or contract?				
Are there any current/pending suits or legal actions against you?				
Are you currently in any form of dispute with another lender?				
Are you presently the subject of any unsatisfied judgements or tax liens?				
Has a bankruptcy petition or court judgement been filed against you?				
Have you or any firm in which you were a major owner, ever been declared insolvent or bankrupt?				
Have you ever been subject to director disqualification proceedings?				
Has a CCJ ever been registered against you or a company in which you were a shareholder or director?				
Have you ever been refused credit in a personal or corporate capacity?				
Have you ever had LPA Receivers appointed over a property you own or have owned?				

*If the answer is yes please provide additional information in Section 11.

5. Personal Income & Additional Directorships

	Applicant 1		Applicant 2	
	Year 20__	Year 20__	Year 20__	Year 20__
Basic Salary	£	£	£	£
Bonus	£	£	£	£
Dividend/Interest Income	£	£	£	£
Business Income	£	£	£	£
Other (Specify)	£	£	£	£
Total Income	£	£	£	£

Please detail any other directorships you currently hold below.

Applicant	
Company Name	
Company Number	
Date of Appointment	
Shareholding (%)	

Applicant	
Company Name	
Company Number	
Date of Appointment	
Shareholding (%)	

Applicant	
Company Name	
Company Number	
Date of Appointment	
Shareholding (%)	

6. Guarantor Assets

Please state whether assets are in sole or joint names

	Bank	Applicant	Maturity Date	Balance
Cash Balances				£
				£
				£
	Address	Applicant	Date of Purchase	Value
Properties				£
				£
				£
				£
	Company	Applicant	Type of Investment	Current Valuation
Investments				£
				£
				£
				£
Other				
Total Asset Value				£

7. Guarantor Liabilities

Please state whether liabilities are in sole or joint names

	Institution Name	Applicant	Maturity Date	Amount Outstanding
Bank or Finance Company Loans				£
				£
				£
	Institution Name	Applicant	Maturity Date	Amount Outstanding
Property Loans				£
				£
				£
				£
	Purpose of Guarantee	Applicant	Maturity Date	Details of Amount
Guarantee Obligations				£
				£
				£
				£
Other Obligations (maintenance, orders, taxes due, credit card balances etc)				
Total Liabilities				£

8. Source of Wealth

Under the Money Laundering, Terrorist Financing and Transfer of Funds regulations 2017 we need to understand how you accumulate your wealth and where the equity for this transaction has come from.

How much equity have you put into this transaction?

This includes money used to purchase the property originally or the funds you are going to have to put in to complete the transaction.

£

Please use the below table to confirm the amount and source of the funds. We also require supporting documents to evidence the source, please confirm what documents you have provided to support the source.

Amount	Source	Applicant	Evidence
£ 100,000	Sale of property	Jane Doe	Solicitors statement
£			
£			
£			
£			
£			
£			

In more general terms please explain how you accumulate your wealth.

For example, a combination of employed income totalling £x from ___ alongside rental income from...

Certification by external third party

Name of Certifier

Profession (E.g. Accountant)

Contact Details

Professional Body

Professional Body Membership No.

Date of Certification

9. Instruction Contact Details

Solicitors Details

Name of Firm	
Number of SRA Partners	
SRA Number	
Individual Solicitor	
Phone Number	
Email Address	
Address	

Valuation Payment

Contact Name	
Email Address	
Phone Number	

Valuation Access

Contact Name	
Email Address	
Phone Number	

10. Additional Information

11. Information, Declaration & Signature

Important information

Ortus Secured Finance Limited is registered in England Company No. 08302793

Ortus Secured Finance I Limited is registered in England Company No. 08380992

Ortus Secured Finance IV Ltd is registered in England Company No. 11440696

OSF (UK) I Limited is registered in England Company No. 09581638

OSF (UK) II Limited is registered in England Company No. 10882278

The above companies are the **Ortus Secured Finance Group** and they all have their registered offices at 8 Wimpole Street, London, W1G 9SP

Declaration

I authorise you to make whatever enquiries it may need to verify any of the information I have provided in this Application Form

Use & disclosure of information

We may search the files of credit reference agencies when verifying the contents of this statement and also when operating the account or making lending decisions, either now or in future. Such credit reference agencies may keep a record of the search and also check your details against any particulars on any database (public or otherwise) to which the credit reference agency has access in order to carry out the relevant verification service. A specific footprint is left by the credit search and the credit reference agency may use your details in the future to assist other companies for verification purposes. We may also carry out identity and anti-fraud checks. Further checks and searches may be carried out from time to time for the purposes of fraud prevention, credit control and money laundering.

You may ask us for details of the credit reference agency(ies) used by us in order for you to then request details of information held by the credit reference agency in your name

Information about you and the conduct of your account will be put onto our database and such information will be used by us and the other members of the Ortus Secured Finance Group in making lending decisions and servicing your relationships with them. This information will also be disclosed to members of the Ortus Secured Finance Group and others to provide you with the service applied for, for the purposes of fraud prevention, audit and debt collections, and so that services may be processed for us. In making such disclosures, the information may be transferred outside the EEA to countries which may not have a level of data protection legislation equivalent to that of the UK

We may use, analyse and assess information held about you and your account, including the nature of your transactions, to give you information about products and services from members of the Ortus Secured Finance Group. We may pass this information to other members of the Ortus Secured Finance Group so that they may do the same. If you do not want to be contacted for marketing purposes, please inform us accordingly

Information about you will be confidential to the Ortus Secured Finance Group and only released to third parties where we are compelled to do so by law, where there is a duty to the public to disclose, where our interests require disclosure (but not for marketing reasons) or where disclosure is made at your request or with your consent. At your request we will confirm what information is held on you on our file and, against payment of a fee in accordance with our tariff, provide copies. Should you require a copy of our tariff, please inform us accordingly

To help improve our service and in the interests of security, we may monitor and/or record your telephone calls and e-mail communications with us

When you sign this statement you are agreeing to the use of your personal data in the manner set out above

THINK CAREFULLY BEFORE SECURING DEBTS AGAINST YOUR HOME. YOUR HOME MAY BE REPOSSESSED IF YOU DO NOT KEEP UP REPAYMENTS ON YOUR MORTGAGE

Applicant 1

Signature

Name

Date

Applicant 2

Signature

Name

Date

Status Disclosure Document

Status Disclosure Document for:

OSF (UK) I Ltd registered in England & Wales no. 09581638.
OSF (UK) II Ltd registered in England & Wales no. 10882278.
Ortus Secured Finance I Ltd registered in England & Wales no. 08380992.
Ortus Secured Finance IV Ltd registered in England & Wales no. 11440696.
Collectively, "The Firm".

About our services

Our Status

The Firm is supervised by the Financial Conduct Authority (FCA) for Anti-Money Laundering purposes only. You can check this on the Financial Services Register by visiting: www.fca.org.uk/register or by contacting the FCA on 0800 111 6768.

Our registered office and the main business address for all entities is 8 Wimpole Street, London, England, W1G 9SP.

(i) Secured loan products

We offer secured loans from the whole market for a range of business purposes, including, but not limited to, commercial investment, business growth, buy to let residential, commercial property refurbishment and second charge business loans.

(ii) Our service

As commercial lenders, we work directly with customers and also through a range of intermediaries, to provide quick and reliable decisions on loan applications.

Complaints

It is our intention to provide you with the highest possible level of client service at all times. Should we not meet your expectations we have a complaints procedure that is available on our website. Should you wish to complain please contact Jon Salisbury either:

- In writing: 8 Wimpole Street, London, England, W1G 9SP.
- By telephone: 0203 637 5056
- By email: jon@ortussecurdfinance.co.uk

Should you not be satisfied with our final response you may be entitled to refer the matter to the Financial Ombudsman Service (FOS) within six months of the date of our final response letter:

- The Financial Ombudsman Service, Exchange Tower, Harbour Exchange, London, E14 9SR.
- Tel: 0800 023 4567 or +44 20 7964 0500.
- Website: <https://financial-ombudsman.org.uk/contact/index.html> using the online complaint form.

Unregulated services

Most buy-to-let and commercial mortgages are not regulated by the Financial Conduct Authority or covered by the Financial Services Compensation Scheme. This depends upon the status of the applicant and you should ask us to confirm upon application.

Your duty to disclose information

You are duty bound to disclose all information relevant to any loan application.

Conflicts of interest

If we, one of our clients or providers become aware of any potential conflict of interest with regard to business we are transacting for you, we will write to you and obtain your consent before we carry out your instructions and we will inform you of how we intend to ensure that you are treated fairly.

Confidentiality and data protection

All information about you will be treated as private and confidential and kept secure. We will only use and disclose the information we have about you in the normal course of arranging and administering your insurances. We may also use the information we hold about you to provide you with information on other products and services we can offer that we feel may be appropriate to you. If you wish to receive marketing information from us, or for us to disclose information about you to other parties for marketing purposes, please write to us at the above address. Under the Data Protection Regulation, you have rights of access to any personal information we hold about you in our records. If you have any queries or requests in this regard, please contact us. At your request, we may provide information to your personal representative. We will however only do this with authorisation from you.

12. Additional Borrower Details including all Directors/Shareholders/Guarantors

	Applicant 3		Applicant 4	
Title				
First Name				
Last Name				
Date of Birth				
Nationality				
Home Phone Number				
Work Phone Number				
Mobile Number				
Email Address				
Address				
Postcode				
Length of time at this address				
Residency Status	Owner Tenant	Relative Other	Owner Tenant	Relative Other
	If other please confirm			
Occupation				

13. Credit Questionnaire

	Applicant 3		Applicant 4	
	Yes*	No	Yes*	No
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Have you ever been subject to director disqualification proceedings?				
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Have you ever been refused credit in a personal or corporate capacity?				
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14. Personal Income & Additional Directorships

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Company Name	
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Date of Appointment	
Shareholding (%)	

Applicant	
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Applicant 3

Signature

Name

Date

Applicant 4

Signature

Name

Date