

## HELPFUL GUIDELINES WHEN SIGNING YOUR DOCUMENTS

In order that we can complete your loan as quickly as possible, please read and follow these guidelines carefully:



1. Sign all documents with a black or blue ball point pen.



2. Do not write over your signature / over-sign.



3. Sign consistently throughout the application as per your identification documents, for example your Passport or Driving Licence.



4. When dating your documents please date the day you sign, not the date on the covering letter.



5. Complete as much information as possible including your work telephone number and address.



6. For documents requiring a witness, please ensure they are NOT a resident or a relative, and that they physically see you sign the documents.



7. Return all forms and requested documents in the freepost envelope provided.

If the above guidelines are not followed, we may have to resend forms to you, and this could delay the loan from completing.

We are here to help, so if you have any queries when you receive your pack of signable documents, please contact your personal account manager who will be happy to talk you through any of the documents.

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