



# Clockwise

## Application for a Loan

20 Pocklingtons Walk, Leicester, LE1 6BU  
Tel.: 0116 247 1740

4 Market Place, Melton Mowbray, LE13 1XD  
Tel.: 01664 501 762

Email: [enquiries@clockwise-cu.co.uk](mailto:enquiries@clockwise-cu.co.uk)  
Website: [www.clockwise-cu.co.uk](http://www.clockwise-cu.co.uk)

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## YOUR QUESTIONS ANSWERED

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### How much can I borrow?

Loans may be granted from £50 up to a maximum of £7,500 or as permitted by law

### How do I repay the loan?

Through your bank by standing order, payroll deduction from your employer (where available), direct payment of benefits, at the central office or your local collection point.

### What about repayment periods?

Loans may be repaid over a period of up to 5 years, depending on the amount borrowed. Please indicate on your application your preferred option, which will be subject to approval.

### What about insurance?

The Credit Union provides members with life insurance on the outstanding loan balance (conditions apply).

### Are my savings used towards my loan?

Only if you fall behind on your agreed loan repayments.

### Can I take out another loan before the last loan is repaid?

Subject to approval, yes.

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### How do I apply for a loan?

- ✓ To apply for a loan you must be a member. If you are not a member, apply for membership and a loan at the same time.
- ✓ All loans are assessed on your ability to repay. Evidence of your financial situation will be required. A detailed analysis of your income and expenditure will be undertaken.
- ✓ Phone or visit our Leicester office (0116 2471740), Melton Mowbray office (01664 501762), or one of our information centres across the city or the county.

## What sort of evidence must I provide?

**Please note that insufficient or incomplete evidence may delay your loan or may mean that we are unable to process it at all**

### 1. Proof of your income:

- ✓ Your last three months Bank or Building Society statements
- ✓ Your last three wage slips
- ✓ Benefit letter from relevant authority showing the amount you receive.

### 2. Proof of outgoings

- ✓ If you pay bills through your Bank the statements should show regular payments
- ✓ If you do not pay bills through your Bank you will need to provide such things as:
  - up to date mortgage / rent statement;
  - Council tax card;
  - recent water, gas and electricity receipts, bills or statements;
  - TV licence plan;
  - store/credit card statement;
  - insurance payments;
  - catalogue payments card / books, or cards from other lenders
- ✓ Details of any arrears and how these are being repaid
- ✓ Details of any County Court Judgements (a credit history check is part of the loan application process).

# LOAN APPLICATION FORM

**Please note your loan application will not be processed without the following information:** 3 x bank statements (if applicable), 3 x pay slips / benefit statement, rent book / mortgage statement, a recent utility bill (last 3 months), statement / repayment book for other debts / loans, credit card / catalogue statement.

Mr / Mrs / Miss / Ms Other \_\_\_ Surname: \_\_\_\_\_

First name(s): \_\_\_\_\_

Membership No.: \_\_\_\_\_ Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

If you have lived at this address for less than three years, please give previous address(es), covering last 3 years: \_\_\_\_\_

Tel.: \_\_\_\_\_ Mobile: \_\_\_\_\_

Date of birth: \_\_\_\_\_ NI N<sup>o</sup>:

Are you in employment?  Permanent  Temporary

Are you in receipt of any benefit?  Yes  No

Employer's name and address: \_\_\_\_\_

Number of years with the current employer: \_\_\_\_\_

Purpose of loan: \_\_\_\_\_ Amount requested: \_\_\_\_\_

Repayments to be made weekly / fortnightly / monthly

Repayment amount: \_\_\_\_\_

Repayment Method: Payroll / Standing Order / Cash / Other

Benefit Payments Type: \_\_\_\_\_

**Are you? Please circle:**

White British / White Irish / White Other /

Mixed White & Other Background

Asian or Asian British Indian / Asian or Asian British Pakistani

Asian or Asian British Bangladeshi

Black or Black British Caribbean / Black or Black British African

Black or Black British Other Background

Chinese / Romany / Gypsy / Traveller / Other

**Are you**  Owner Occupied  Privately Rented

Council / Housing Association Rented

Name of housing provider: \_\_\_\_\_

Living with Family

Lodger

Living with Friends

NFA

**Are you**  Single no Children

Single with Children

Partner & Children

Partner no Children

**Are you**  Unemployed

Self Employed

Employed Part Time

Employed Full Time

Student

Retired

Incapacity

Other\*

\*Other, please state: \_\_\_\_\_

Number of dependants: Children \_\_\_\_\_ Adults \_\_\_\_\_

Ages of Children: \_\_\_\_\_

# BUDGET PLANNER

Expenditure	£	Arrears	Notes
Rent/Mortgage			
Building/contents insurance			
Council tax			
Water rates			
Gas			
Electricity			
Main shopping (food etc.)			
Telephone, internet, mobile			
TV Licence/rental			
Cable/satellite			
Car insurance & tax			
Travel expenses			
Clothing, footwear			
Life insurance			
Loan			
Credit & store cards			
Catalogues & hire purchase			
Magistrates Court fines			
County Court judgement			
Child maintenance			
Credit Union payment			
Pets			
Cigarettes/tobacco			
Alcohol			
Social activities			
Gym/sports			
Lottery/scratch cards			
Child pocket & dinners money, clubs/hobbies, childcare			
<b>TOTAL</b>			

## Who else do you owe money to?

Please list all loans, credit cards, catalogues etc.

Name of Creditor	Original amount	Balance owing	Weekly/monthly repayments

Do you have a social fund loan?

Yes  No

Income	£	per	Benefit	£	per
Wages (take home)			IS / JSA		
Wages (partner)			IB		
Board Received			CHB		
Company Pension			DLA		
Maintenance			Tax Credits		
Other			Pension		
			Other		
<b>TOTAL</b>					

Total Income: £ \_\_\_\_\_

Total Expenditure: £ \_\_\_\_\_

Disposable Income: £ \_\_\_\_\_

Do you have any CCJ's, Charging Orders or Default Notices registered against you?

Yes  No

Are you an Undischarged Bankrupt / IVA?

Yes  No

**Formal Declaration:** I declare the information I have given on this form is, to the best of my knowledge and belief, accurate and full information. I understand the provision of false information is fraud and the Credit Union may take appropriate action if I am found to have deliberately provided false or misleading information. I understand the Credit Union may verify any information given in relation to this loan application and agree to a credit history check being undertaken through Equifax.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Partner's Declaration:** If you have declared your partner's income details as part of your overall income in applying for this loan, your partner will need to sign below confirming agreement for their information to be used in considering the loan and its repayment.

Partner's name \_\_\_\_\_ Partner's signature \_\_\_\_\_

### For Office use

£

Income (per week / f-night / month)

85% Income (per week / f-night / month)

Less expenditure

Disposable Income

**Your Information:** It is essential that you read carefully the condition headed Using and Sharing your Information in the terms and conditions of your account. This explains how we will use your information.

The data controller is Clockwise Credit Union Ltd.

**Credit Reference & Fraud Prevention Agencies:** We may make searches about you at credit reference agencies who will supply us with credit information from the Electoral Register. The agencies will record details of any search whether or not this application proceeds. We may use credit scoring methods to assist this application and to verify your identity. Credit searches and other information which is provided to us and/or the credit reference agencies about you and anyone with whom you are linked financially may be used by us if credit decisions are made about you or anyone with whom you are linked financially or other members of your household. This information may also be used for debt tracing and the prevention of money laundering as well as the management of your account. In addition, we may ask you to provide physical forms of identification and/or we may telephone you to confirm your identity.

To prevent or detect fraud or to assist in verifying your identity we may make searches of group records and at fraud prevention agencies who will supply us with information. We may also pass information to financial and other organisation involved in fraud prevention to protect ourselves and our customers from theft and fraud. If you give us false or inaccurate information and fraud is identified, details will be passed to fraud protection agencies to prevent fraud and money laundering. We may use this information if financial or motor, household, credit, life or any other insurance facility decisions are made about you or others at your address(es). This information may also be used for tracing and claims assessments and verifying identity. Information held about you by the credit reference agencies may already be linked to records relating to anyone with whom you have a financial relationship, such as a joint account.

Clockwise Credit Union, 20 Pocklington Walk, Leicester, LE1 6BU

Clockwise Credit Union Ltd., FRN213498, is authorised and regulated by the Financial Services Authority.

Member of the Financial Services Compensation Scheme, the Financial Ombudsman Service and ABCUL.

Registered Office: 20 Pocklington Walk, Leicester LE1 6BU. Issued September 2009.

