

Terms of Business

Defined terms

The Company/The Broker	Accountancy Bridge Ltd.
The Client/Clients	Businesses to whom we provide professional Broking Services, including Credit Broking Services.
The Agreement	Means the agreement by and between Accountancy Bridge “The Broker” and You, “The Client” that comprises these terms and conditions.
Broker Agreements	Means the agreement between The Broker and any Lender or other business which The Broker recommends to you.
Broking Services, including Credit Broking Services	The Services which we provide to you under this agreement.
Commission	A sum of money that is paid upon completion of a task by a Lender or other business which The Broker recommends to you.
Finance Agreement	A loan, hire purchase or business finance agreement.
Finance Offer	A written offer setting out proposed terms of finance, issued by any Lender whether such offer is conditional or unconditional or any replacement thereof.
Services/Products	Instruments, Services or Products in which a business can either: make a financial investment; borrow money; or save money.
The Lender/Lenders	An organisation or person that lends money.
Privacy Policy	Our Privacy Policy details how we process your Personal Data. This is available at www.accountancybridge.com



Company information

Accountancy Bridge Ltd is an independent Broker and Business Finance Advisor.

Registered in England & Wales, registered company number: 1284245

Registered company address: The Orangery, Enterprise Centre, Station Parade, Eastbourne, East Sussex, BN21 1BD

Email address: hello@accountancybridge.com

Telephone number: 0333 772 9685

Purpose of this document

This document sets out how we will deal with You in the provision of Broking Services and Business Finance Advice and it contains details of our regulatory and legal responsibilities.

It contains details of our commitments to You and your commitments to us.

We advise You to contact us on the details provided above, if there is anything within these Terms of Business, which you do not understand or agree to.

By doing business with us, You agree to do so on the terms of this document, unless otherwise mutually agreed in writing prior to the commencement of any work.

You, the Client, are fully aware that;

1. Our fees for the provision of Broking Services and Business Finance Advice will be paid via Commission from any Lender chosen, under this Agreement.
2. You the Client, have the option to approach many funders directly, without using the services of a broker.

1. How we conduct business

1.1 The Company provides a range of whole of market Broking Services to Clients. It is not tied to any Lender, 3rd party business or referral network.

1.2 The Broker has professional Broker Agreements with a broad range of Lenders and businesses, and sources suitable Services/Products for our Clients.

1.3 The policy of The Company is to provide Clients with unbiased and impartial services, recommending appropriate and cost-effective Services/Products, matched to declared needs, borrowing requirements, financial means and circumstances.

2. Our duty of care and treating customers fairly

2.1 The Company operates within clear policies and procedures and is an independent member of the National Association of Commercial Finance Brokers. Our policies can be viewed at www.accountancybridge.com and our independent membership status can be confirmed via www.nacfb.org

2.2 In dealing with Clients, our professional duty of care, dictates that in all cases, the recommendation made, will be based upon the best and most appropriate solution for The Client, given the information provided to The Broker.

2.3 In providing our services, we may request “Fact Finding” information relating to Clients. This includes, although is not limited, to; asset and liability position, credit status, personal and company circumstances and credit profile.

2.4 All information provided by The Client to The Broker in this regard, is treated as confidential and will be handled in accordance with the Data Protection Act as set out by the Information Commissioners Office under which the company is registered.

3. Debt serviceability

3.1 Our professional duty of care dictates that we take all reasonable steps to ensure that the following conditions are met with Clients on engagements:

3.1.1 Services/Products recommend can be demonstrated to be adequately affordable without financial hardship occurring.

3.1.2 Clients are advised of the associated risks and possible consequences should they not be able to make the regular scheduled payments or provide the required information during the agreed term for any loan, hire purchase agreement or business finance facility.

4. Fees and Remuneration

- 4.1** The Company operates as a provider of Broking Services and Business Finance Advice and is not a Lender and does not lend its own money.
- 4.2** The Broker is remunerated by way of Commission across the life of any Services/Products which are provided to The Client by Lenders or businesses.
- 4.3** The Company reserves the right to charge fees directly to Clients where additional work or services are requested by The Client.
- 4.4** Any fees to be charged to The Client will be based upon the time taken to complete a project, the benefit to The Client and level of expertise required.
- 4.5** Fees will be stated to The Client as soon as possible and agreed in writing with The Client, before any work commences.

5. Credit profile searches

- 5.1** In providing our services, it may be necessary for a recommended Lender to complete a formal credit search on the owners and directors of The Client. If this is required, The Lender will ask The Client for approval before a search is carried out.
- 5.2** The Broker may also need to carry out formal credit searches in relation to the information provided over the course of providing our services. If this is required, The Broker will ask The Client for approval before a search is carried out.

6. Your duty to us

- 6.1** When providing information to The Broker or The Lender, The Client agrees to act with integrity and in good faith. This duty applies to all information which The Client provides, whether The Broker or The Lender have requested it, or whether The Client has provided it voluntarily. The Client agrees not to withhold information from The Broker or The Lender.
- 6.2** The Client agrees to take, and use, all reasonable steps and endeavours to comply with, and satisfy, any conditions which are imposed by The Lender in any accepted Finance Offer.
- 6.3** The Client agrees to notify The Broker if at any time, they intend to appoint an additional or alternative Broker or intermediary. Upon receipt of this notice, The Broker will be entitled to terminate The Agreement.

7. Conflicts of interest

7.1 The Company reserves the right to engage with other Clients which may have competing interests with your own. We will notify you as soon as we become aware of any potential conflict of interest which may affect you. Where these conflicts cannot be managed, we unfortunately will be unable to provide Services to you.

8. Termination

8.1 The Company reserves the right to terminate The Agreement with The Client if The Client fails to comply with the conditions laid out in Section 6. or The Company has good reason to believe that The Client has acted in any manner that could bring the reputation of The Company into disrepute.

9. Privacy Policy and Data Protection

Providing transparency and accessible information about how The Company will use personal data, is a key to EU General Data Protection Regulation (GDPR).

9.1 Our Privacy Policy, found at www.accountancybridge.com details; lawful bases for processing data, who The Company is, how The Company will use the information provided for the purpose of Broking Services to You, The Client, marketing consent, what information is collected, why the personal data is required, data retention period and individuals' rights to personal data.

9.2 You must be confident that you understand how your data will be processed.

9.3 The Company is registered with the Information Commissioners Office for Data Protection Purposes. Registration Number ZA798727

10. Our Complaints Policy

10.1 The Broker maintains a high level of service with all Clients. Should there be a grievance or complaint, The Client should comply with the terms laid out in our Complaints Policy, available at www.accountancybridge.com

10.2 Every effort will be made to resolve the grievance or complaint as quickly as possible and to the full satisfaction of The Client.

Edited – 2nd August 2021