

Information Notice – Template

Please note that areas to be completed are highlighted in **Blue** will need to be amended to reflect your business. The item in **Red** are notes for you to be aware of – you can delete these for the purposes of the 'Information Notice' that is issued.

Although not a legal requirement, it is good practice to refer to it as the 'Information Notice'.

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We are **(LEGAL NAME)** and our registered office is **(REGISTERED ADDRESS)**

We are authorised and regulated by the Financial Conduct Authority. Registered No: **(FCA AUTHORISATION NUMBER)**

We are a credit broker of vehicle finance, we are not a funder or lender.

We **may charge/will charge** a **brokerage fee/ documentation fee/fee** of **£xxx** + VAT for our Brokering Services.

(Explain how this should be paid – insert here)

We may/will charge cancellation fee as set out in our Terms and Conditions of **£xxx / up to the value of £ xxx** + VAT for services already provided.

(Explain how this will be charged/requested – insert here)

[NOTE: If you are unsure what the value of the charges are or may be that the customer will be charged, you must explain how they will be calculated]

Please respond to this 'Information Notice' confirming that you understand and acknowledge the above and that you are happy to proceed. Any delays in receiving confirmation may impact on the rates quoted.

[NOTE: As the broker, you will need to get some form of confirmation for example, confirmation they agree, for example signature, email confirmation, via the website, text or some other durable format.]

Disclaimer: The purpose of this template and guidance is to provide general guidance and information only. Although every effort is made to ensure that the content is accurate, the BVRLA cannot accept any liability whatsoever for any inaccuracy contained within it, nor for any damage or loss, direct or indirect, which may be suffered as a result of any reliance placed upon the information provided, whether arising in contract, tort or in any other way.

Advice should always be obtained from your own professional advisers before committing to a specific action.