

# Guidance Notes

## Loan Application Form



This guidance document is designed to help members to complete our Loan Application Form. *Please read it before completing your application as errors may result in your loan being declined.*

### Responsible lending

At Kingdom Community Bank we work hard to be a responsible lender at all times, helping our members and providing low cost affordable loans where we reasonably can.

This means that we may not be able to offer loan to some members at certain times, depending on a range of factors including but not limited to affordability, credit status, share balance etc.

All loan applications are carefully assessed to ensure we are lending responsibly.

All loans are offered, assessed and issued in line with our Lending Policy, Terms and Conditions of Membership and Rulebook (these are available by asking or visiting [www.kingdomcb.org.uk/forms](http://www.kingdomcb.org.uk/forms)).

### Completing the form

It is important that you complete all of the sections in this form that apply to your circumstances and the loan product you're applying for. Failure to do so may result in delays in processing your loan, or a refusal to offer you a loan.

Please make sure your handwriting is clear, and write in BLOCK CAPITALS, to reduce the risk of errors during the processing of your request. **Errors may result in your loan application being declined.**

It is important that you complete the form accurately and honestly, and provide as much detail as you reasonably can. We often run computerised checks to verify information provided to us. If we identify discrepancies in certain details provided to us, we are unlikely to be able to proceed with the loan.

## Guidance on each section of the form

### Section 1 - About you

First Name(s): please provide your full, proper name as it appears on formal documentation such as a driving licence, passport, the electoral register etc.

Marital status: please tick the circle which best describes your marital/relationship status.

We collect your National Insurance number for identity and security reasons.

### Section 2 - Your contact details

Please provide an e-mail address if you have one. This will help with speed of communication and helps us to reduce environmental impact and postage costs.

### Section 3 - About your home

**We cannot process a loan application without a valid postcode.**

Please tell us when you moved into your current home. If you cannot be sure of the actual day, please put 01. Month and year are more important, so please do your best to get those right. These details are regularly checked against identity databases and mistakes here could affect the decision on the loan.

If you live at home with a partner and 3 children, aged 6 months, 3 years old and 7 years old, you would put 2 beside the adults question, 3 at the dependents question and you would write 0, 3, 7 for the ages of each dependent.

### Section 4 - Your employment status

Please tick the box which best reflects your employment status. You do not have to be employed to be eligible for a loan with us, affordability is the key measure we use when assessing loans. We regularly give out loans to people on benefits where it is responsible for us to do so.

## Section 5 - About the loan you are applying for

The type of loan you apply for will determine the interest rate we charge, the amount available and the term of the loan (repayment period). We will use the information you provide to try and secure the lowest interest rate we can for your circumstances. Saving through your payroll or having enough shares to cover the value of the loan, for example, will result in lower interest rates. You may want to visit our website for more information on accessing affordable credit. You can access a current list of our loan products at [www.kingdomcb.org.uk/loans](http://www.kingdomcb.org.uk/loans)

If, after reading the documents mentioned above, you are unsure about which loan product is best for you then please contact us or tick Not Sure. Please note that we are only able to discuss the loan products offered by Kingdom Community Bank - we are not independent financial advisers and cannot provide any assistance or advice on any other financial products or services. We will always try to secure you the lowest interest rate on our own products and work with you to try to ensure that any loan we provide you with is affordable for your circumstances.

Please be specific and honest when you tell us the purpose of the loan, this will help us to assess your application. We cannot give a loan for living expenses as part of our commitment to be an ethical lender.

It is a requirement that you need to save money during the term (duration) of the loan. The minimum is £10.00 per month, but you can save more if you want to. When the loan has been fully repaid, the savings will be transferred to your share account and can be withdrawn or used to secure a loan in future.

Make sure you supply the **correct sort code** and **account number** for the payment of the loan, should your application be successful.

## Additional support completing the form

If you're having difficulty completing the Loan Application form then please come into a branch, visit an access point or contact us (details below) and we'll do what we reasonably can to assist you. We're here to help our members.

## Contacting us

If you need any further information or assistance then please call into a branch, an access point, phone us on **01592 714 888** or e-mail us at [info@kingdomcb.org.uk](mailto:info@kingdomcb.org.uk)

## Section 6 - About any debt you might have

It is really important that you tell us if you have been declared bankrupt/sequestered in the last 5 years or have signed a Protected Trust Deed or entered into a debt arrangement scheme in the last 2 years. You must tick Yes if you reasonably believe that you might enter into one of these processes/arrangements.

Please provide information about any loans/credit that you are currently paying towards. Provide an average monthly total for each category as well as the total outstanding balance for each category.

## Section 7 - About your budgeting

You need to decide whether you will include the income of a partner/spouse. This may strengthen your application but you will need their permission (and they will need to verify that at section 8 on the form).

Please include as much information as you can about your regular income and expenditure. We will verify this information against the bank statements you provide, as well as using bank data in some circumstances.

We collect this information to try to ensure that any loan we provide will be affordable.

## Section 8 - Partner/spouse agreement

Your partner/spouse must complete this section fully if their income was included in section 7 of the form.

## Section 9 - Your agreement

Please read this section carefully and make sure you agree to the statements and the terms and conditions. If you are not sure about anything, please get in touch with us (details below).