

Application to join the Eligible Loan Deductions Scheme

Section 1

Your Organisation

Your organisation name:	
Address:	
Contact name:	Position in organisation:
Telephone number:	Fax number:
Email address:	

Your Bank / Building Society Details

Name and address of bank / building society:	
Bank Account name and number:	Sort code:
Building Society Account name: Roll number:	Sort code:

Section 2

About Your Organisation

Please indicate which of the following your organisation belongs to:

1) Are you a CDFI or other body registered under section 1 of the Industrial and Provident Societies Act 1965?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If a CDFI please enter your CDFI registration number:	
If 'other' please enter your Office of Fair Trading licence number:	
2) Are you a Credit Union within the meaning of section 1 of the Credit Unions Act 1979? If yes please give your FSA/FCA Registration number and your FSA/FCA Approval registration number.	Yes <input type="checkbox"/> No <input type="checkbox"/>
FSA Registration No:	
FSA Firm Reference No:	
3) Are you an institution registered under section 58 of the Charities Act 1992 or a body entered on the Scottish Charitable Register under section 3 of the Charities and Trustee Investment (Scotland) Act 2005?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If so please give the appropriate registration number:	

4) Are you a Community Interest Company registered under section 26 of the Companies (Audit, Investigations and Community Enterprise) Act 2004	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If so please give the appropriate registration number:		

5. Are you registered under the Data Protection Act?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'yes' please supply your reference number:		

6. Please give your Consumer Credit Act licence number. Licence number:
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7. Have you received funding from the DWP Growth Fund?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If 'yes' please provide your Growth Fund reference number:		

Section 3 About Your Lending Practices

Do you:

Provide your borrowers with sources of free debt advice?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Provide information to the borrower about the terms and conditions of the loan and the actual cost of the loan in terms of the APR and any other additional charges?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Provide help and advice to borrowers who are experiencing difficulty in making the loan repayments?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Carry out an appropriate income and expenditure risk assessment based on the customer's ability to repay as part of the loan application process?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Offer a face-to-face service where the customer or particular circumstances require it before and after making a loan.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please provide documentation of your complaints procedure.
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Section 4 Supporting Documents

Please enclose the following supporting documents with this application form:

- your information leaflet for borrowers
- a copy of your loan application form
- a copy of your loan agreement form
- an income and expenditure assessment form
- a copy of your lending policy or Statement of Practices

DWP conforms with the Data Protection Act and all information is treated in the strictest confidence.

Section 5 Applicant's Declaration

I confirm that the above information is correct and understand that if my application is successful I will be required to enter into a Memorandum of Understanding with DWP.

Signed:

Name:

Position:

Date:

Please email this completed form and associated documents to:

lls.eldsqueries@dwp.gov.uk

Or if preferred post to:

Lender Management Team
Eligible Loan Deductions Scheme
Post Handling Site B
Wolverhampton
WV99 2FQ



Department
for Work &
Pensions

For Official Use Only

Date Form Received	
Database Updated	