***PART 2 S – ACCESS TO FINANCE PORTAL***

***This schedule includes sample wording for services where the firm provides access to finance options via an external portal.***

***Note: Only DPB licensed and FCA authorised firms can make an introduction for a client to obtain advice on, or arrange, insurance contracts or pensions. The introduction itself is an exempt regulated activity.***

## SCHEDULE OF SERVICES

This schedule should be read in conjunction with the engagement letter and the terms of business.

1. Access to finance services
	1. **Referral to an Access to Finance portal provider**
		1. If following our meeting dated …………………… ***insert date*** agreeing you require additional financing for your business we can introduce you to …………………… ***insert name*** who are an access to finance portal provider (‘portal provider’) authorised by the Financial Conduct Authority.
		2. The portal provider will assist you in identifying grants, funders or investors who are able to provide debt or equity funds to you/your Company. We will liaise between you and the portal provider to provide the required financial and other information for them to do this. We will provide this information via their portal. You also authorise us to disclose information from your accounting books and records and/or cloud-based book-keeping system via the provider’s secure portal to the funding provider when an application is submitted. This may include a direct connection to your cloud-based accounting system where this is required.
		3. The portal provider and members of their funder network may carry out identification and credit on checks on you and other directors or owners of your business.
		4. The portal provider will carry out a whole of market exercise to appraise grants, loans and equity that may be available based on the financial and other information provided.
		5. When the portal provider has obtained a list of grant, funding or investment options for you/your Company we will consult with you to discuss whether to proceed with a formal application for funding or investment via the secure portal and confirm this to you in writing before advising the portal provider of your decision. The portal provider will then submit the application on your behalf and advise us whether it has been successful.
	2. **Your responsibilities**
		1. You are responsible for:
	3. ensuring the information provided to us including bank details for receipt of funds for onward submission to the portal provider is accurate;
	4. advising us of any changes in your personal or business circumstances that could affect the ability to raise finance by way of grants, loans or equity;
	5. responding to requests for further information within 14 days of our request;
	6. advising us if in any intervening period between the portal provider undertaking a market appraisal and submitting an application to a finance provider you have secured an alternative source of finance to meet your requirements.
	7. **Commission**
		1. The basis on which we will receive any commission from the portal provider is outlined in [Our standard terms of business under ‘Commissions of Other Benefits’]
		2. We will provide you with an indication of any commissions to be received from the portal provider in writing to obtain your explicit consent to retain this. In the event that the actual commission received significantly exceeds this indication we will write to you specifying:
* The amount and if relevant the frequency of the commission received;
	+ What the commission was received for;
	+ How the commission was calculated;
	+ The payer and payee of the commission.

***\*\*OR\*\****

We do not receive any income from the portal provider. [**If applicable** The portal provider may offer to you a digital voucher that you can to use as payment towards services we provide. If this is the case, we will confirm this with you and discuss how the voucher can be used.