

A quick-start guide to unsecured and simple security lending

You've indicated that your business could benefit from borrowing. This short guide outlines the key stages involved in the lending process. It highlights what you'll need, the costs and timescales involved and how you can help us keep the process moving swiftly along.

Thank you for considering Barclays as your lending partner.



Before you apply

Pre-application

What to expect

At this stage your Barclays Business Manager is looking to make sure you're applying for borrowing that best matches your needs, whether that's an overdraft, commercial mortgage, or any of our various loans or other borrowing options. They'll talk things through with you to get an understanding of your situation and financial history.

How you can help things along

Your Barclays Business Manager will help you choose a borrowing option you're happy with. To prepare for this, give a little thought to these basic questions:

- Why do you want to borrow?
- How much would you like to borrow?
- How long would you like to borrow the sum for?
- How will you afford the repayments?



To track your lending application in Real time, visit barclays.co.uk/trackit

Key stage 1: Making your application

What to expect

Your Barclays Business Manager will examine your request and, if borrowing is the right option for your business, they will work with you to put together a business case. When coming to a decision about your application, the Business Manager will:

- use their knowledge of your business and the local market
- verify information given to us about your business and key persons within it

How you can help things along

Your Business Manager will ask you to provide certain documents to support your application. The precise requirements depend on your specific situation, but will generally include:

- bank statements
- budget planner
- updated business plan
- cashflow forecast
- trading accounts

You should also make sure that you're aware of the associated fees that may be incurred when taking on borrowing. Your Barclays Business Manager will be able to go through those costs, and detail the likely timescales for your application.

We aim to contact you with a decision within 48 hours of your Barclays Business Manager completing the application. If your application is not accepted, we will explain the reasons for that decision in person and advise you of the options available.

We will always consider an appeal for any unsuccessful borrowing application. To formally appeal please contact us within 30 days and we'll arrange for your application to be reviewed independently by another experienced lender within Barclays.

Key stage 2: The offer



What to expect

If your application is agreed, your Barclays Business Manager will give you their decision in person. You'll also be sent a letter detailing the full terms, conditions, rate and other details of your lending facility.

If we require the letter returning, we'll provide a pre-paid envelope.

How you can help things along

We recommend you review the offer letter carefully and if you have any questions, you should contact your Barclays Business Manager as soon as possible.

If a signature is required, we ask that you sign and return the offer letter within 30 days to secure the loan you have applied for.

Key stage 3: Receiving your money



What to expect

In cases where a signed letter is not necessary, we can put your borrowing in place within 48 hours of accepting your application.

If signed paperwork is required, we'll review it carefully before setting up your lending facility and fulfilling any other requirements in line with your request.

For more information on your business lending options or help with putting an application together, you can speak to a Barclays Business Lending Specialist on 0845 300 9641*, your local Barclays Business Manager or visit barclays.co.uk/business-borrowing

To check on the progress of your application, visit barclays.co.uk/trackit

This item can be provided in Braille, large print or audio, by calling 0800 400 100* (via Text Relay if appropriate), or order online at barclays.co.uk/accessibleservices

*Calls may be recorded for security and training purposes. Calls to 0800 numbers are free if made from a UK landline. For BT business customers, 0845 calls will cost no more than 4.5p per minute, minimum call charge 6.0p (current at November 2012). The price on non-BT phone lines may be different.

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