



**BCCA**

**Online Lender Membership Enquiry Pack  
(Including Application Form)**

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## Who Can Join?

Whether you are fairly new to the industry or have been trading for some time, if you provide either or both of the following, the BCCA is the right trade association for you;

- Third party cheque cashing,
- Unsecured short-term loans where the intended repayment period is 6 months or less. This includes payday loans.

## What Are The Benefits Of Joining?

There are many benefits to joining the BCCA. Services we provide include;

- **representing** our members interest by lobbying Government and regulatory bodies
- **increasing** the understanding of the industry through contact with the above as well as the media and other relevant organisations
- **advising** our members on a wide range of business and legal issues
- **guiding** our members on new and existing regulation to help them remain compliant

As well as these core benefits, BCCA members also enjoy the following;

- Our quarterly news sheet, newsletter and bulletins
- A preferential delegate rate at the BCCA annual conference - an excellent networking event featuring a trade exhibition and guest speakers
- Access to our Business Support Helpline

## Membership Fees

<b>Band</b>	<b>Value of Loans Advanced in Previous 12 Months (UK Only)</b>	<b>Annual Fee</b>
A	£0 - £5m	£1,500
B	£5m - £20m	£3,000
C	£20m - £30m	£7,500
D	£30m - £100m	£10,000

Please note;

Those lenders which pay the Band A or Band B fee for two years in succession will automatically be charged the Band C fee in subsequent years, unless they can produce evidence to prove that they should remain in the lower band.

Fees are payable on 1 January each year. Businesses which apply for membership during the year have to include the full year's fee with their application and a pro-rata rebate will be offset against the following year.

## About Short Term, Unsecured Loans (Including Payday Loans)

The purpose of a loan of this nature is to act as a short term temporary solution to a customer's temporary cash flow problems. In certain circumstances, the customer can elect to 'renew' the loan for a fee and delay payment for a further agreed period of time.

All unsecured short term loans are regulated by the Consumer Credit Act, which is enforced by the Office of Fair Trading (OFT). Businesses providing these types of loans must therefore hold a consumer credit license, which are issued by the OFT. Further information on obtaining a license can be found at the OFT's website at [www.of.gov.uk](http://www.of.gov.uk).

For more useful links and further information on what you need to consider when setting up a short term lending business, please see our '*Guide to Business*'.

## About the Code of Practice

Our Code of Practice is integral to the Association and the way we expect our members to run their businesses. All members are required to strictly abide by the terms set out in the Code. Before submitting your application for membership, we strongly advise that you read the Code, which can also be found on our website.

## Operating Policies, Procedures & Website Compliance

It is our policy that all online businesses that apply for membership must have taken compliance advice from one of the following in relation to their operating policies and procedures and website:

- A lawyer from a recognised firm **OR**
- Their local Trading Standards department **OR**
- A suitably qualified person e.g. a consultant

As part of the application process, we ask that written confirmation is provided to us from one of the above stating that compliance advice has been given to the applicant and that any issues raised by the advisor has been addressed to their satisfaction at this stage. **An application will not be able to progress without this.** (See page 7 for a list of useful contacts. Please note that the BCCA does not provide recommendations.)

We take these steps as the BCCA only represents those businesses which operate to high levels of compliance and which treat their customers fairly. This is vital, as the BCCA's excellent relationships and reputation with government agencies, regulators and other organisations rely upon it.

Banks and providers of card processing facilities (otherwise known as “merchant acquirers”) also recognise the care that the BCCA takes during and after the application process. Merchant acquirers which are considering applications for card processing facilities frequently treat BCCA membership as a very positive factor when assessing risk.

### **A non-exhaustive list of the sort of relevant policies and procedures that should be reviewed include:**

- ✓ Anti Money Laundering
- ✓ Full Consumer Credit Act compliance (website, loan agreements etc)
- ✓ Compliance with all relevant Office of Fair Trading Guidance
- ✓ Data Protection
- ✓ Compliance with the OFT's Irresponsible Lending Guidance policies and procedures (including debt collection)
- ✓ E Commerce Regulations
- ✓ Complaints procedure (to comply with Financial Ombudsman Service rules. The BCCA produces a model procedure for members to adopt as part of its Consumer Code of Practice.)

## Useful Contacts

### Lawyers

Contact Name	Law Firm	Contact Details
Clare Hughes	TLT Solicitors	<b>Business:</b> 020 3465 4198 <b>Email:</b> <a href="mailto:clare.hughes@tltsolicitors.com">clare.hughes@tltsolicitors.com</a>
Jeanette Harwood	Walker Morris  Kings Court 12 King Street Leeds LS1 2HL	<b>Telephone:</b> 0113 283 2632 <b>Mobile:</b> 07968 114901 <b>Email:</b> <a href="mailto:jeanette.harwood@walkermorris.co.uk">jeanette.harwood@walkermorris.co.uk</a>
Amanda Hulme	Addleshaw Goddard LLP  150 Aldersgate Street, London EC1A 4EJ	<b>Telephone:</b> 020 7880 5853 <b>Email:</b> <a href="mailto:amanda.hulme@addleshawgoddard.com">amanda.hulme@addleshawgoddard.com</a>
Jeff Vernon	DLA Piper UK LLP	<b>Telephone:</b> 0151 237 4766 <b>Mobile:</b> 07968 558858 <b>Email:</b> <a href="mailto:jeff.vernon@dlapiper.com">jeff.vernon@dlapiper.com</a>

## Frequently Asked Questions – Membership Application

### What does the application process involve?

All membership applications we receive are sent to an independent consultant who undertakes an assessment. **It is for this reason that we ask applicants to ensure they include all the required information.** (Please see page 9 for a checklist of items.) After the application has been reviewed, it will be sent back to us to process. If their application is in order, we will email it to our Board of Directors for their ratification and they will have one week to consider it. If the application is ratified, we will contact the applicant and advise them of the outcome.

### How long does the application process take?

The length of time of the application process depends solely on the individual applicant and whether all the required information is submitted. If it is, the process generally takes around one month.

### If my application is refused, can I re-apply?

In circumstances where an application is, for example, not in order we will contact the applicant in writing. In most cases, applicants can re-apply after 3 months of receiving the letter.

### Am I issued with a membership number?

If you become a member of the BCCA, we will send you your membership number and a membership pack in the post **provided we have received payment.**

### How can I pay for my membership fee?

You can pay by the following methods;

- Cheque – please make payable to ‘BCCA Ltd’
- Bank transfer – our details are as follows;

Account name: BCCA Limited

Account no: 136946

Sort code: 20-20-46

Bank Name: Barclays

**Please make sure there is a reference on the payment e.g. your company name.**

Our address for invoicing is:

BCCA Limited, Portal Business Centre, Dallam Court, Dallam Lane, Warrington, WA2 7LT

## Membership Application Form Checklist

In order to process membership applications, please ensure that you return **all** the information requested in this checklist. Failure to do so may delay your application.

No.	Information required	Check
1.	Anti money laundering policy, procedures and manual	
2.	Consumer credit licence or confirmation letter	
3.	Consumer credit (PDL) agreement form	
4.	Confirmation from OFT of anti money laundering registration	
5.	Copy of complaints procedure	
6.	General background information on the business applying for membership (see Part 1:10)	
7.	Written confirmation that compliance advice has been given	
8.	Completed application form	
9.	Cheque for membership fee	

## Online Lender Application Form

If your answer cannot fit into the boxes provided, please use additional sheets of paper, stating the question number to which the answer refers.

### Part 1: About your business

1) Please indicate the type of organisation applying for membership.	Sole trader <input type="checkbox"/> Partnership <input type="checkbox"/> Limited company <input type="checkbox"/>	
2) Name of business.		
3) Please complete the right hand column.	Company registration number (if appropriate)	Year established
4) Details of any other trading names and subsidiaries under which you do business.		
5) Registered office address (if applicable).  6) Principal address (including post code. We will use this address for correspondence unless you advise us otherwise).  7) Telephone number, fax number and email address		
8) Full names and home addresses of all directors, partners and officers of the company (or partnership) indicating position held.		

9) Please provide on the sheet of paper below, details of any individual or company, not named in 8) above, controlling 25% or more of the company's shares, or of any shadow director or other person not named having a material interest in, or influence on, company (or partnership) policy.

10) Please provide us with general background information about your business on the sheet of paper below.

## Part 2: Your Business Activities

1) What website do you primarily trade from?	
2) Please list the types of products/ services that you offer.	
3) Do you have any other websites? If so, please provide their address.	
4) What is the relationship between the other websites that you trade from and the business for which you are seeking BCCA membership?	
5) How long have you been operating your online business?	
6) Please provide a copy of your Consumer Credit Licence. <b>Insert the Licence number into the box opposite.</b>	
7) Are you registered with the Office of Fair Trading for Anti Money Laundering?  <b>If so, please provide a copy of your confirmation letter.</b>  <b>If your application is pending, please advise us.</b>	
8) Are you registered with the Information Commissioners Office under the Data Protection Act? <b>If so, please give your registration number.</b>	

### Part 3: Additional Information

<p>1) Please provide copies of your Consumer Credit Agreements.</p>	
<p>2) Please provide a copy of your policies and procedures to evidence compliance with the OFT's Irresponsible Lending Guidance.</p>	
<p>3) Please advise us as to how your Consumer Credit Agreements are concluded e.g. fully online including electronic signature/ paper copy sent out to the customer for signing.</p>	
<p>3) Please provide a copy of your anti money laundering policies and procedures, <b>including the name of your Nominated Officer.</b></p>	
<p>4) Please provide us with details of your complaints procedure.</p>	
<p>5) Please indicate from the following list who you have obtained compliance advice from in relation to your <b>operating policies, procedures</b> and <b>website</b>:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Local Trading Standards</li> <li><input type="checkbox"/> A recognised law firm</li> <li><input type="checkbox"/> A Consultant</li> </ul>	
<p>6) Please provide details of your contact indicated in Question 6 (directly above).</p> <p>For example, detail the name of the Trading Standards department, the person you have been dealing with and their address, telephone number &amp; email.</p>	
<p>7) Name and address of bankers.</p>	

<p>8) Name and address of an accountant or solicitor who we may contact to make enquiries about your company.</p>	
<p>9) Names of other trade associations of which you are a member.</p>	
<p>10) Names of any trade associations of which you were a member but from which you resigned. Please provide details regarding the reason for resignation.</p>	
<p>11) Names of any trade associations which have refused you membership.</p>	
<p>12) Please describe on the attached sheet of paper how you comply with all aspects of the BCCA Consumer Code of Practice. (The Code can be found on our website.)</p>	

**Part 4: Declaration**

I/We hereby confirm that the details supplied on this form are complete and true and I/we agree to the objects of the Association and will abide by its Constitution and Rules and Codes of Practice until such time as I/we officially resign in writing. I/we further accept that infringement of any of the above may result in disciplinary measures being taken against me/us by the BCCA and ultimately may result in expulsion from the Association.

I/We hereby confirm that none of the individuals named in **PART 1: 8) OR 9)** above have any unspent criminal convictions (excluding traffic convictions), are undischarged bankrupts or are disqualified by court order from being a director.

I/We hereby authorise the BCCA to make such enquiries as it deems to be appropriate about our company, its directors, officers, partners or shareholders. These enquiries will include checks on information held at Companies House and on other publicly-available registers such as the register of County Court Judgments.

<b>Name</b>	<b>Name</b>
<b>Position</b>	<b>Position</b>
<b>Signature</b>	<b>Signature</b>
<b>Date of signature</b>	<b>Date of signature</b>

<b>Name</b>	<b>Name</b>
<b>Position</b>	<b>Position</b>
<b>Signature</b>	<b>Signature</b>
<b>Date of signature</b>	<b>Date of signature</b>

**PLEASE USE THIS SHEET OF PAPER TO COMPLETE ANY ANSWERS TO THE QUESTIONS ABOVE.**

You must ensure that the Question number is included.

You can also use this opportunity to provide the BCCA with any further additional information that you believe would be considered relevant when assessing the suitability of your business for BCCA membership.