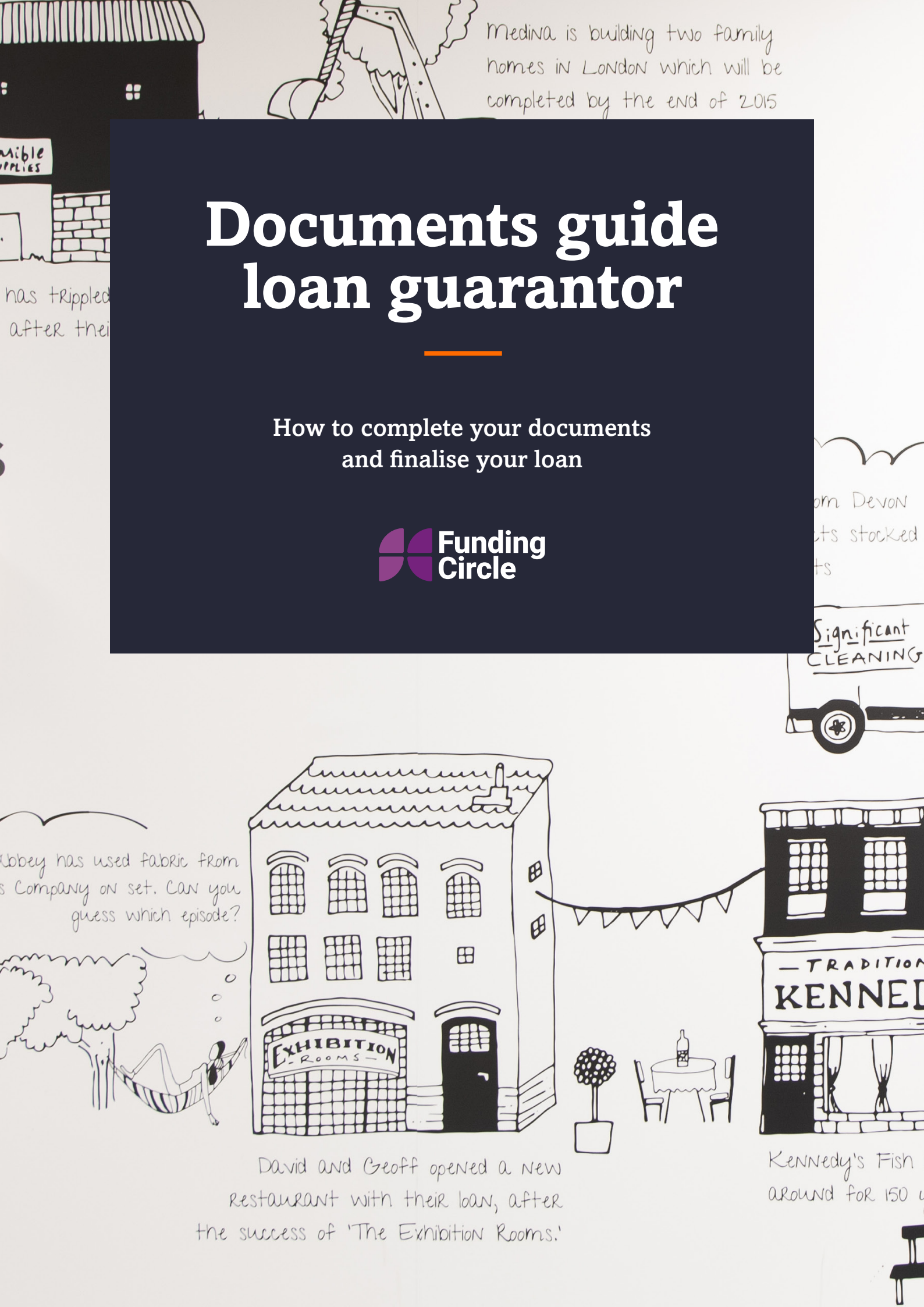


Medina is building two family homes in London which will be completed by the end of 2015

Documents guide loan guarantor

How to complete your documents
and finalise your loan



David and Geoff opened a new restaurant with their loan, after the success of 'The Exhibition Rooms.'

Kennedy's Fish
around for 150 y



What do you need to send?



To finalise and fund your loan we need the following documents. Click each title to jump to the relevant section and we'll explain how to complete each one. Once you have your documents together, email them to credit@fundingcircle.com.

Remember to accept your loan online

As well as sending us your documents you need to login online, accept your loan contract and enter your bank details.

Contents

Personal guarantee	3
ID	5
Proof of address	7



Personal guarantee

Your personal guarantee document is attached to your offer email. It's important that you read and understand it. When you're happy with it, please complete the following:

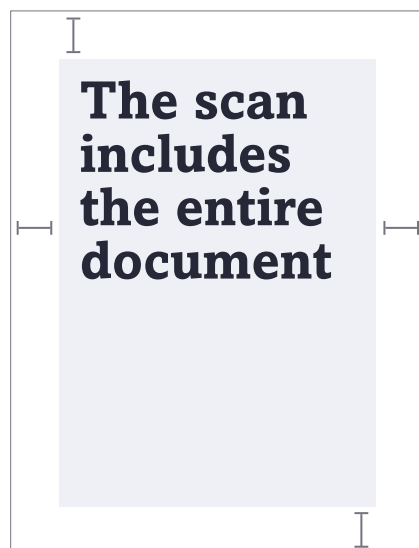


1. Download and print the full document
2. Fill out every section and sign
3. Have a witness sign it and add their details
4. Scan every page and email it to credit@fundingcircle.com

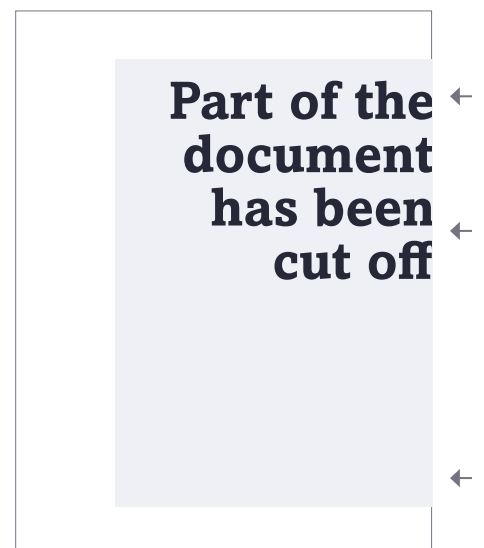
How to get it right first time

Send back every page in full

When you scan the pages, make sure you have each page in full. If sections such as the top or bottom are missing, we won't be able to accept them.



Good example



Bad example

**Sign it with a pen**

We cannot accept digital signatures, so please sign the document with a pen.
The signature also needs to match the one on your ID document.

**actual
signature**

John Smith

Jane Doe

Good example

**digital
signature**

John Smith

Jane Doe

Bad example

Fill in the details in full

Make sure both the guarantor and witness details are filled out in full.

- ✓ Use your current address
- ✓ Residential address not business address
- ✓ Matches the proof of address you provide (see page 7)
- ✓ Witness does not live with guarantor
- ✓ Full name and address
- ✓ Include occupation and date of birth
- ✓ Signatures written in pen

First page**Last page**

Name and Surname

Address and Postcode

Non business email address

Guarantor signature

Witness signature

Witness details



ID

To verify the details of the guarantor, we need an ID document. Please complete the following:



1. Take a picture or scan your valid passport or photo driving licence
2. Email it back to us along with your other documents

How to get it right first time

Get a good quality scan or picture

Scan your passport or photo driving licence with the signature showing. It should clearly show your ID in full. If you are taking a picture, make sure you can clearly see the signature and no part of the document has been cut off.

Make sure your ID is in date

We can only accept valid IDs, so you need to use a current driving licence or passport that's still in date.

Proof of address

To verify your details we need your proof of address. Please scan and email one of the following to credit@fundingcircle.com:



1. Valid photo driving licence (only if this was not used as your ID)
2. Personal bank statement (less than 3 months old)
3. Personal utility bill (less than 3 months old)
4. Personal council tax bill (less than 1 year old)
5. Government letter (less than 1 year old)

For a bank statement, utility bill or council tax bill, we only require the first page.

How to get it right first time

It must show your personal address

The document needs to show your personal residential address. It cannot be a business invoice or show a business address.

Make sure it is recent enough

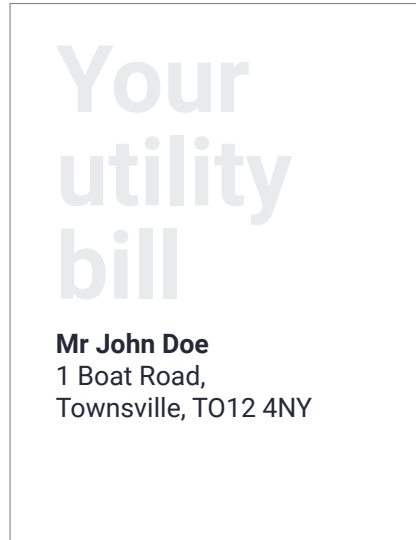
Bills and bank statements must be within the timeframes given above. A valid driving licence must also be in date.

It must show your first name or initial

If the document only shows your surname, we won't be able to accept it.

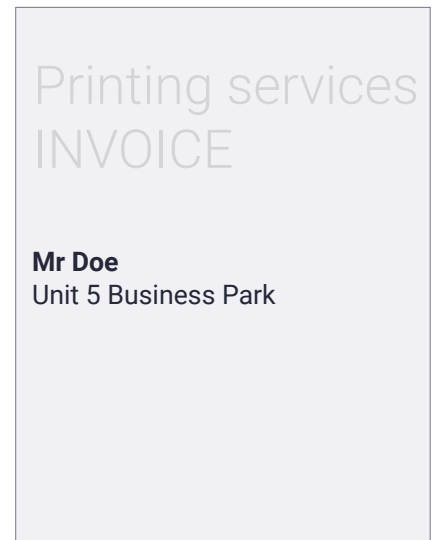
Don't use your driving licence twice

If you've used your driving licence for your ID, you can't also use it for your proof of address. You'll either need to use your passport as your ID document, or provide a council tax bill, bank statement, or utility bill.



Good example

- ✓ Personal utility bill
- ✓ Dated within the last 3 months
- ✓ Shows first initial
- ✓ Uses personal residential address
- ✓ Not a business document
- ✓ Good quality scan



Bad example

- ✗ Business invoice
- ✗ More than 3 months old
- ✗ Not a personal address
- ✗ Missing first initial
- ✗ Not on headed paper
- ✗ Screenshot, not a scan