

Initial Disclosure Document

1. **The Financial Conduct Authority (FCA).**

The Financial Conduct Authority (FCA) is the independent regulator of financial services. This Initial Disclosure Document will provide you with information on the services that Express Vehicle Contracts provide to help you make an informed decision on whether our services are right for you.

2. **About Express Vehicle Contracts.**

Express Vehicle Contracts is a trading style of National Fleet Services Limited and is authorised and regulated by the FCA. We are a credit broker and not a lender. We work with manufacturers and our finance partners to provide suitable lease agreements for our clients.

3. **The credit brokering services we provide.**

As a regulated credit broker, we will provide you with comparable information of any firms that are suitable for your lending or purchasing requirements and any other general information relating to finance products. To ensure we are providing you with the correct information we may seek personal information about your circumstances and objectives. It is important that you provide us with accurate and relevant information so we can produce you with the product and agreement most suitable to you.

4. **The finance products we offer.**

As a regulated broker we can introduce you to several lenders for vehicle and asset finance. We will only offer products from a carefully selected panel of finance providers. We will not refer you outside of this panel without your consent. Some of the lenders we introduce you to may be able to provide other products and services such as vehicle maintenance however all products we do offer are optional.

5. **The charge for Express Vehicle Contracts' credit brokering services.**

Processing Fee – Express Vehicle Contracts charge a processing fee of £245 + VAT for services rendered. These services include sourcing your offer, arranging your finance agreement, providing updates on your vehicle where required and arranging delivery.

If we are introducing you to a finance product that requires fees to be paid upfront we will not charge the processing fee.

Sourcing Fee – Express Vehicle Contracts will charge a fee of £499 + VAT for sourcing any vehicle for outright purchase.

Contract Extension Fee – At the end of your agreement some lenders will allow you to extend your contract subject to approval. Express Vehicle Contracts will charge a contract extension arrangement fee of £95 + VAT for a 6-month extension and £119 + VAT for a 12-month extension. This fee is for administering the contract amendment.

The fee is payable via BACS or cheque and will be requested on receipt of your signed finance documents detailing the amendment. Not all funders will allow you to extend but for further information please contact us at sales@expressvehiclecontracts.co.uk

Should the finance lender give you the opportunity to purchase the vehicle at the end of a contract, Express Vehicle Contracts will charge an administration fee of £150 + VAT for administering the purchase.

Transfer of Contract Fee – In the event that a transfer of contract name is required for all entities other than a Limited company, Express Vehicle Contracts will charge a fee of £199 + VAT subject to approval of the finance lender. The finance lender may also charge a fee. The detail of this cost should be listed within your financial agreement with the finance lender.

Novation Fee - If a transfer of contract name is required for a Limited company Express Vehicle Contracts will charge a fee of £199 + VAT subject to approval of the finance lender. The finance lender may also charge a fee. The details of this cost should be listed within your finance agreement in place with the finance lender.

Commission Disclosure – Express Vehicle Contracts may receive a fixed or variable commission from the finance lender should you enter a financial agreement. Any commission may be included in the initial rental and monthly rental you pay. Our focus is ensuring all customers receive the best possible offering, therefore the commission we may earn does not influence our decision when introducing you to a finance lender.

The amount of commission can vary dependent on the finance type and duration of the agreement, but also other factors such as the amount of time required to source a stock/highly specified vehicle that meets a customers' requirements.

We may receive an annual or quarterly payment(s) or benefits based on the volume of business we submit to our finance lenders. Please be advised that we do not receive this from every finance lender we work with. We may also receive a set amount from the supplier we place a vehicle order with.

If you are a regulated customer (Private Individual, Sole Trader, or a Partnership with less than 4 partners), should you wish for Express Vehicle Contracts to disclose any potential commissions please make your request to sales@expressvehiclecontracts.co.uk

6. Who regulates us?

Express Vehicle Contracts is a trading style of National Fleet Services Limited, Registered Office: 15 Aston Court, George Road, Bromsgrove Technology Park, B60 3AL is authorised and regulated by the Financial Conduct Authority.

Our Financial Services Register Number is 680691.

Our permitted business is credit broking, and we act as an intermediary to a panel of lenders.

We are a broker member of the (BVRLA) British Vehicle Rental and Leasing Association, our membership number is 1463.

We are registered with the Information Commissioners Office for the purposes of Data Protection, our registration number is Z5088418.

You can check this on the Financial Services Register by visiting the FCA's website at <http://www.fca.org.uk> or by contacting the FCA on 0800 111 6768.

7. What to do if you have a complaint.

If you wish to register a complaint, please contact us:

Write to: Express Vehicle Contracts, Registered Office: 15 Aston Court, George Road, Bromsgrove Technology Park, B60 3AL
Telephone: 0121 427 9477
Email: sales@expressvehiclecontracts.co.uk

If you cannot settle your complaint with us, you may be entitled to refer it to the Financial Ombudsman Service or the BVRLA. A copy of our complaint's procedure is available upon request or on our website, www.expressvehiclecontracts.co.uk

Express Vehicle Contracts is a trading name of National Fleet Services Limited. We are a credit broker and not a lender, we are authorised and regulated by the Financial Conduct Authority. We may receive a commission and/or other benefits. The commission we are paid may vary from funder to funder and from offer to offer. We will refer you to a finance provider from our funding panel for credit approval. Images are for illustration purposes only. This does not constitute an offer. All offers are subject to change at any time, you must be 18 or over and finance is subject to status. Please note all our documents are sent out electronically, and all our calls are recorded for training and security purposes. Any prices quoted are subject to changes in law, regulation, tax, or duty beyond our reasonable control. E&OE.

BVRLA Registration Number: 1463 Financial Services Register Number: 680691 | Company Registration Number: 3247145 | ICO Registration Number: Z5088418 VAT Registration Number: 695548379 Registered Office: 15 Aston Court, George Road, Bromsgrove Technology Park, B60 3AL. E&OE

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