

Growth Guarantee Scheme Introducer checklist

Proposal checklist

Required for Proposal	Included in Proposal Pack
Novuna Business Finance GGS application eligibility assessment - signed by the introducer	
GGs Subsidy confirmation letter - signed by the customer	
Location questionnaire - signed by the customer	
GGs features for borrowers - signed by the customer	
GGs data protection and disclosure form for applicant/borrower (if a guarantee is required an additional form will be required for the Guarantor) - signed by the customer	
The customer's email and phone number to enable Novuna Business Finance to send the Customer the Subsidy Control Letter and the GGS Facility Letter. If you wish to be copied in, please provide your email address.	

Payout pack checklist

Required for Payout	Included in Payout Pack
Novuna Fixed Rate Hire Purchase / Fixed Period Hire Agreement including a Direct Debit Instruction and Commission Consent Form	
GGs facility letter - signed by the customer (this will be generated by Novuna Business Finance on receipt of the supplier invoice(s). Email structuredfinance@novunabusinessfinance.co.uk	
GGs Data Protection and Disclosure Form for Guarantor (if a guarantee is required)	
Additional documentation as per the credit conditions	
Proof of ID for the signatory – required on all wheeled deals and at the request of credit	
Supplier Invoice	
Asset inspection (if required)	
Commission Invoice, unless self-biller	

Please ensure that all the above information is sent in one email to enable payment to **structuredfinance@novunabusinessfinance.co.uk**

We will pay out on scanned documentation however we require the original signed documentation for Agreements over £250k.