The co-operative bank

Existing Customer Overdraft Request Form

To apply, you and the key parties must meet the following criteria

- Be 18 years or over
- Be a UK resident
- Have authority to borrow on behalf of the business / organisation
- Hold a business current account with The Co-operative Bank
- Require the lending for business use

Your application is subject to status and based on an assessment of your financial circumstances.
By proceeding with an application you confirm you have documented permission and consent from all key account parties and for all relevant searches to be undertaken including credit reference and those relating to fraud prevention as part of this application and on an ongoing basis. The Bank may ask to see a copy of this documentation as part of the application process.

If you're not yet using your Co-operative Bank account as your main account (we need to see three months of full activity), please send us your last three months bank statements from your main account.

If the facility requested is above £10,000, or you have existing lending products with us, we will need the following additional information:

- Last two years' financial accounts
- An Asset Liability Income and Expenditure statement (ALIE) for each key party (www.co-operativebank.co.uk/assets/pdf/bank/business/lending/assets-and-liabilities.pdf)
- Cash flow forecast (if available)

Please complete the fields below, and attach this request to an email and send to:
SMELendingRequests@co-operativebank.co.uk

Name

Business account name

Business post code

Email address

Telephone number

The amount you want to borrow

£

The purpose of the borrowing

How long you want the facility for

(enter number of months or 'ongoing')

If you are an established business, please confirm your annual turnover from the past 12 months?

If you are an established business, please confirm your net profit from the past trading year?

Do you expect any changes to your business income and or costs in the next 1-2 years?

Please tick the box to confirm you have read the overdraft pre-contractual information. ☐

We aim to give you a decision within 10 business days of the information being received. Occasionally, we may require additional information depending upon your circumstances, and we will call you if that's the case.

Please call +44 (0) 3457 213 213† if you would like to receive this information in an alternative format such as large print, audio or Braille.

The Co-operative Bank p.l.c. is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register No: 121885). Registered office: 1 Balloon Street, Manchester, M4 4BE. Registered in England and Wales (Company No: 990937).

†Lines open 8am to 6pm, Monday to Friday, and 9am to 12pm on Saturdays. If you're calling from the UK, calls to 03 numbers cost the same as calls to numbers starting with 01 and 02. Charges for calls made outside of the UK will be determined by your local provider. Calls may be monitored or recorded for security and training purposes.
Information correct as at 10/2024.

MKT92211 10/2024

The co-operative bank

Overdraft pre-contract information for your current account

Important information – please read carefully

1. Contact details	
Creditor.	The Co-operative Bank p.l.c.
Address.	1 Balloon Street, Manchester M4 4BE.

2. Main features of the credit product	
The type of credit.	Overdraft.
Purpose of credit.	An overdraft is designed for short-term borrowing.
The total amount of credit. This means the amount of credit to be provided under the agreement or the credit limit.	Your credit limit is the total amount we agree in advance that you can borrow at any time using your overdraft. We decide how much we will allow you to borrow based on your credit rating and other financial information you provide us at the time of application. If this information changes, you must advise us at the earliest opportunity. If we agree to offer you an overdraft facility, we will tell you the credit limit we will allow when we send your overdraft facility letter and associated terms and conditions. We can change your limit from time to time. Your overdraft facility terms and conditions give more details about when we might do this.
The duration of the credit agreement.	The facility may be agreed on a basis specific to your need, subject to the ongoing credit-worthiness of your business. If agreed, the arranged overdraft will continue until either you or we end it. We will review the overdraft on at least an annual basis.
Repayment of the credit.	An overdraft is repayable on demand, which means that you must repay any overdraft facility when we ask you to.
Security Requirements.	Facilities up to £10,000 are usually unsecured. Security may be required for facilities above £10,000. Security requirements will be discussed individually based on your circumstances at the time of application. Forms of acceptable security are: • Charge over Land/Property in the UK given by a company • Mortgage Debenture • Personal Guarantee • Assignment over life policy • Charge over Credit Balances

3. Cost of the credit

The rates of interest which apply to the credit agreement.	The Equivalent Annual Rate (EAR) helps you compare our rate against other lenders. This does not include any fees or charges that apply to your overdraft. To calculate the EAR we take both your current interest margin, which is 6%, plus the Bank of England base rate, currently 4% and compound it every month over a year*. This equates to a total interest rate of 10.48% charged on your overdrawn balances annually. *The effect of compounding means charging interest on interest on the debt owed. If the Bank of England base rate varies in the future, your overdraft interest rate will be changed from the following business day. If the interest margin varies in future, we will give you at least 30 days' notice in advance (unless the change is to your advantage). The margin for facilities over £25,000 will vary and will be confirmed upon application.
Arrangement Fee.	A 1.5% arrangement fee applies, minimum of £50 which will be payable on acceptance. FSB account holders do not have to pay a fee. Business Bank Account Plus holders do not have to pay this fee for facilities up to £25,000. An arrangement fee will be payable and calculated only on the amount above £25,000.
Security Fees.	The following fees will be charged for each piece of security being taken: Charge over Land/Property in the given by a company - £250 Mortgage Debenture - £250 Personal Guarantee - £80 Assignment over life policy - £250 Charge over Credit Balances - £250 There will be additional costs payable to third parties for services such as property valuations and legal advice.
Unarranged Overdraft Fees.	If you exceed your arranged overdraft limit (or go overdrawn without an arranged overdraft), you will be charged: • A fee of £20 per month. This will be charged each subsequent month your unarranged overdraft continues • An event fee of £20 each time your unarranged overdraft position increases (unless this is as a result of charges or interest being applied). There is no limit to the number of event fees that can be charged however only one event fee will be charged per day • An unpaid item fee of £10.50 will be charged if we decline to pay an instruction where agreeing to the request would cause you to go overdrawn or to exceed your arranged overdraft limit. You can find full details of our charges on our website at www.co-operativebank.co.uk
The conditions under which overdraft fees and charges may be changed.	We can make changes to our overdraft charges in certain circumstances. If we do so, we'll give you at least 30 days' notice in advance (unless the change is to your advantage), and you'll be able to close your account if you don't want to accept the change.

4. Eligibility

All parties to be.	UK resident Aged 18 or over Have the authority to borrow on behalf of the business The business holds, or intends to hold, a business current account with the Co-operative Bank
All parties, in the last 6 years must not have.	Had any CCJs Been declared bankrupt Defaulted on any credit agreements or entered into an IVA
All parties, in the last 6 months must not have.	Missed any payments on any credit agreements
Consultation with a credit reference agency.	We will conduct a credit search and we may disclose your information to credit reference agencies, both during the application and on an ongoing basis to help make financial decisions about the credit we can offer. We may take into account information relating to you and anyone financially linked with you. If you make several credit applications within a short time, this may temporarily affect your ability to get credit. If you give false or inaccurate information and fraud is identified, details including the names of any key individuals at the time of the fraud will be passed to the fraud prevention agencies and we reserve the right to cancel this agreement.

5. Other important information

Termination of the credit agreement.	This arranged overdraft will continue until either you or we end it. You can end the overdraft agreement at any time by repaying all amounts owed to us, and requesting the facility is removed. We can end the agreement at any time and any amounts owed will be repayable on demand. The total amount payable would be the amount by which your account is overdrawn as well as any interest and charges. Failure to repay the overdraft on request could have a severe impact on your finances. You may find it hard to obtain credit in the future as we do report non-payment to the credit references agencies. Ultimately, it may lead to us taking legal action against you to recover the debt and legal and recovery costs. You can request a copy of the Terms and Conditions including the overdraft terms at any time. We can terminate the agreement at any time by giving you at least two months' notice in writing. We may end the agreement and terminate your overdraft immediately, without notice, if we reasonably decide that: (a) you are seriously or repeatedly in breach of the terms and conditions of the overdraft or the linked current account; (b) you or any other key party of the business are made bankrupt or enter into an Individual Voluntary Arrangement after you open an account; or (c) you or any other key party of the business: • has carried out or tried to carry out fraudulent or illegal activity on the overdraft, the linked current account or any other service we operate, or we have reason to think you or they may do so in the future; • has caused or may cause us to breach any law, regulation, code of practice or other duty which applies to us as a bank; • has behaved improperly towards us or anyone providing services to us (for example, if you have threatened, abused or harassed a member of staff); • has given false or materially incomplete information when applying to open the overdraft, the linked current account or to use any service, or at any time thereafter; or • has allowed a person who is not an authorised user or signatory to use the overdraft, the linked current account or any other service we provide. On termination of the agreement, you are required to repay all amounts owed to us by your use of this overdraft immediately on our written demand. Any written demand will be sent by post to the address last notified to us and will be treated as having been received by you 48 hours after posting. We will normally give you warning that your arranged overdraft must be repaid or its limit reduced, but we may ask for repayment without notice.

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Information correct as at 11/2026.

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