



## Setting up an account with Close couldn't be easier

Quick and easy to set up. Quick and easy to run.

It's very simple to start offering your clients this great new service. To set up your account, all you need do is complete our Broker Information Form, for details please see "Starting trading with Close" in our Frequently Asked Questions (FAQs) document.

We will then set up your account and your account manager will arrange the training needed. You are provided with a login to i-prompt, where you can find all the client forms and have access to your accounts 24/7. To assist with client queries and ad-hoc calculations, we also provide client leaflets and sales tools.

Within a few days, you will be ready to offer premium finance to your clients and your account manager will always be at hand to assist with any queries.



## **Premium finance should be as natural as taking out insurance. You simply offer to spread the cost, agree the rate and complete a quick form.**

Your clients should see premium finance as part of the service you offer. It's not something extra or bolted on, just a natural part of taking out cover. If your client decides they would like to pay by instalments, you simply:

1. Agree the term and interest rate (including your commission). This creates a flat rate applied to the full loan amount.
2. Input the client's loan details on i-prompt, print off the agreement and obtain the client's signature.
3. Send the signed form and a copy of the client's ID to our office in Madrid and your client loan is set up. We will write to the client confirming the loan details and payment schedule.

### **Now sit back and relax**

We do the rest for you. We'll manage your client's account and keep you informed of defaults, missed payments and renewals. And we'll pay you promptly too.

We will send you confirmation details for every loan set up and issue a payment schedule to your client. We send a direct debit instruction to your client's bank and collect payments. The full loan amount is then forwarded to you on the agreed date.

Our service doesn't end there. Once the loan is set up, we manage your client accounts in a professional and efficient manner:

- If your client defaults, we write to them
- We will keep you informed throughout this period
- Renewals are simple. No client signature is required. You simply sign a further drawdown instruction on your client's behalf or notify us directly via i-prompt
- Your commission is paid out automatically, as agreed