

## Information Notice

As required by the Financial Conduct Authority (FCA), an independent body that regulates financial services, we are providing to you important information relating to our status, the administration fee we charge and our cancellation charges.

### Status

**Carlease (UK) Ltd** whose trading names are **CarLease UK | Car-E-Lease UK | VanLease UK | School Minibus Leasing UK** are authorised and regulated by the Financial Conduct Authority (Registered No 706617). You can access this information by contacting the FCA on 0800 111 6768 or by viewing the Financial Services Register at <https://register.fca.org.uk/>

Our registered office is **Kings Business Centre, Warrington Road, Leigh, Lancashire, WN7 3XG**

Please note that Carlease (UK) Ltd are a credit broker and are not a lender or funder.

### Administration Fee

We charge an administration fee of **£150.00 + VAT (£180 inc Vat)** for our credit broking services. This represents the costs incurred in ordering your vehicle with our nominated supplying dealer.

The administration fee is taken **before the vehicle is delivered to you** and can be paid by:

1. Cheque;
2. Credit or Debit Card;
3. Bank Transfer to Carlease (UK) Ltd, A/C No. 16127457 Sort Code 40-51-62;
4. Deducting this from any holding deposit you make; or
5. In some instances, this will be added to your initial rental with the relevant lender (you will be notified of this)

If you cancel your order within your cooling-off period but after we have ordered the vehicle with the supplying dealer, a cancellation fee of **£80 inc VAT** will be retained to cover all costs and expenses incurred in ordering your vehicle up to that point. If you cancel your order after your cooling off period has expired, the cancellation charges below will apply.

### Cancellation Charges

We may charge a cancellation fee as set out in the order form and the notice we send out to you should you wish to proceed with us. In cases of cancellations we may charge an amount equivalent to 3 months rentals (including any VAT) for services already provided to you. The monthly rental is clearly set out in the order form you will be asked to sign.

Please respond to this 'Information Notice' confirming that you understand and acknowledge the above. Any delays in receiving confirmation may impact on your quotation.

### Customer Confirmation

I/We acknowledge receipt of this Information Notice (and the details contained therein)

Signed ..... Name ..... Date .....