

**Catfoss ID1.**  
**Document Guide**

*Failure to follow the instructions below will result in rejection of the agreement and cause a delay in payout. Please double check all information entered is correct as incorrect information will also cause a delay in payout.*

**Section 1 – Completing the document**

Please complete the fields on the document as follows;

The top blue lines for “the customer” refers to the limited company details, please enter the full name of the limited company and the limited company address where prompted.

**Particulars of the Agreement (below the terms and conditions)**

- ) Type of Contract: Manually enter the type of finance agreement e.g Lease or Hire Purchase.
- ) Select the applicable from the drop down list e.g “Total Primary Rentals” for a Lease, “Amount of Loan” for a Loan or “Balance Financed” for a Hire Purchase agreement. To the right of the drop down box please enter the total amount financed for a Loan or Hire Purchase Agreement, for a Lease please enter the Total Net amount of the Rentals.
- ) Description of Good / Services: Please fill in as much asset details as possible. If there is more than one asset fill in the description as “Please see attached inventory of merchandise which forms part of this agreement”  
There is then an Inventory Guide available on our website.
- ) Registration / Identification Number: Reg number when applicable and the full serial / chassis number of the asset.

**Particulars of the Indemnifier**

- ) Please fill in all personal details of the Guarantor, surname, forenames etc as prompted
- ) If there is a Cross Company Guarantor please use the Full Company Name and include the Company Reg Number within this section.

**Section 2 – Document Signing**

Signature of the Indemnifier: This needs to be the signature of the Guarantor/Indemnifier and dated on the line below.

Witness to Signature: An Independent Witness needs to sign on this line – this cannot be a relative of the guarantor/indemnifier.

Name: This is the name of the witness

Address: This is the address of the witness.

If you have any further queries on how to complete this document, please call the office during normal office hours on 01377 258067 or email [processing@catfossfinance.com](mailto:processing@catfossfinance.com)