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| --- | --- |
| **OR** | **FIXED RATE LOAN**  **LOAN AGREEMENT (12/24)** |

**THIS AGREEMENT IS AN IMPORTANT CONTRACT. YOU SHOULD TAKE LEGAL ADVICE BEFORE SIGNING.**

**NOTES:**

**Base document is for a Fixed Rate for the full term of the loan.**

**Red coloured text shows the changes required where the Fixed Rate is for Part of the Term.**

**Guidance Note at the end of the Agreement DOES NOT form part of the Loan Agreement.**

**WARNING: IF YOU DO NOT MEET THE REPAYMENTS ON YOUR CREDIT FACILITY AGREEMENT, YOUR ACCOUNT WILL GO INTO ARREARS.  THIS MAY AFFECT YOUR CREDIT RATING, WHICH MAY LIMIT YOUR ABILITY TO ACCESS CREDIT IN THE FUTURE.**

**Customer:** [ ] (registered number [ ])

**Bank:** [The Royal Bank of Scotland plc / National Westminster Bank Plc]

1. **The Loan**
   1. The Bank will provide the Customer with a **Loan** for the Customer's general business purposes.
   2. Interest on the Loan for the first part of its term will be at a fixed rate to be agreed between the Bank and the Customer. Once agreed, the Bank will complete an **Interest Fixing Schedule** and provide a copy to the Customer.
2. **Loan Details**

**Loan Amount:** £[ ].

**Fixed Rate Period:** [ ] months from the date the Fixed Rate is agreed.

**Interest Rate:** The **Fixed Rate** detailed in the latest Interest Fixing Schedule issued to the Customer for the Fixed Rate Period then [ ]% p.a. over Base Rate, unless otherwise agreed between the Bank and the Customer. Where Base Rate is below zero, it will be deemed to be zero.

**Final Repayment Date:** The date which is [ ] months after the Loan is drawn.

**Arrangement Fee:** £[ ] to be paid following the Bank's receipt of the signed Agreement, unless otherwise agreed.

**Security Fee:** £[ ] to be paid following the Bank's receipt of the signed Agreement, unless otherwise agreed.

1. **Preconditions**
   1. The Loan can be drawn when the Bank has received this Agreement signed by the Customer, and is satisfied with:
      1. the authority to sign this Agreement.
      2. all security and any related insurance.
      3. the documents and information needed to comply with its account opening and customer identity requirements.
2. **Drawdown**
   1. Unless otherwise agreed, if the Bank and the Customer fail to agree the Fixed Rate and the Loan is not drawn within 3 months from the date the Agreement is signed by the Bank, the Bank may decide not to provide the Loan.
   2. The Customer's obligations will be unaffected if a completed Interest Fixing Schedule is not received.
   3. The Loan will be drawn in a single advance by the earlier of (1) the date which is 3 months from the date the Bank has signed this Agreement and (2) the Held Rate Expiry Date detailed in the latest Interest Fixing Schedule issued to the Customer. If the Customer has a current account with the Bank, the Bank may credit the Loan to that account. Otherwise the Loan will be drawn as instructed by the Customer.
   4. If the Loan is not drawn in the amounts and by the dates agreed, the Bank may decide not to provide any undrawn part of the Loan.
   5. A drawdown will not be permitted if an **Event of Default** as detailed in this Agreement has occurred or would be caused by the drawdown.
   6. No amount repaid may be redrawn.
3. **Interest**
   1. The Customer will pay interest on the outstanding balance of the Loan, at the Interest Rate.
   2. References to Base Rate are to [The Royal Bank of Scotland plc's / National Westminster Bank Plc’s] base rate, which may change at any time and with immediate effect.
   3. Interest will be calculated daily on a 365 day year, both before and after demand or court order. Interest will be applied and compounded to the Loan account on the [penultimate {RBS}/ final {NatWest}] business day of March, June, September and December in each year and on final repayment of the Loan. A **business day** is a weekday other than a national holiday.
   4. If the Customer fails to pay any amount payable under this Agreement on its due date (including a failure to pay when due on demand), the Bank may charge interest on the overdue amount at 2% p.a. above the Interest Rate (or at such other rate as may be determined by the Bank from time to time), from the due date up to the date of actual payment.
4. **Repayment**
   1. The Customer will repay the Loan and interest by the instalments detailed in the latest Interest Fixing Schedule (the **Regular Instalments**). OR During the Fixed Rate Period the Customer will repay the Loan and interest by the instalments detailed in the latest Interest Fixing Schedule and then by substantially equal monthly instalments as notified by the Bank to reflect changes in the Interest Rate, (being, together, the **Regular Instalments**), ending on the Final Repayment Date with a final instalment of an amount sufficient to repay the Loan and interest in full.
   2. The first instalment is due 1 month after the date on which the Loan is drawn (unless otherwise agreed by the Bank). The final instalment is due on the Final Repayment Date.
   3. The Customer may make additional repayments at any time.
   4. The following factors may impact the Regular Instalments the Customer is required to pay:
      1. any additional repayments made by the Customer.
      2. the amount of the Loan that is drawn or outstanding on any given day.
      3. the date on which the Loan is drawn.
      4. (after the Fixed Rate Period) changes in Base Rate.
   5. The Bank may vary the Regular Instalments at any time to reflect any of the factors in clause 6.4. However, if the Regular Instalments are not varied:
      1. the amount of the final instalment will, if necessary, be adjusted to ensure the Loan and interest are repaid in full on the Final Repayment Date.
      2. repayment of the Loan and interest may be over a different period of time ending no later than the Final Repayment Date.
5. **Method of Payment**
   1. If the Customer maintains a current account with the Bank then the Bank may apply payments due and payable by the Customer under this Agreement to such current account.
   2. If the Customer does not hold a current account with the Bank then, if required by the Bank, the Customer will maintain a feeder account (not being a current account) with the Bank to which the Bank may apply payments due and payable by the Customer under this Agreement. If the feeder account becomes overdrawn without prior agreement interest on it will be charged at the Bank's unarranged overdraft rate from time to time and unarranged overdraft fees may be charged.

1. **Fees and Costs**
   1. The Customer will pay the fees detailed in this Agreement. Any fees specified as a percentage will be calculated on the Loan Amount (unless otherwise stated), the actual number of days elapsed and a 365 day year.
   2. The Customer will pay, within 3 days of demand, all costs incurred by the Bank in connection with this Agreement or any security, including:
      1. taking and releasing security.
      2. preserving, defending or enforcing the Bank's rights.
      3. communicating with the Customer, if the Customer is in breach.
      4. professional fees and costs.
   3. The Customer will remain liable for any outstanding fees, charges and costs even if the Loan is not drawn or the Bank decides that it cannot be drawn.
2. **Payments and Set-Off**
   1. The Customer will comply with the Bank's requirements in respect of payments under this Agreement. These requirements may include the maintenance of payment instructions acceptable to the Bank.
   2. A payment due on a non-business day will be payable on the next business day.
   3. All payments to the Bank must be made without set-off and without any deduction on account of any tax, duty or other charge, unless a deduction is required by law. If a deduction is required by law, the Customer will increase the payment so that the Bank receives the amount due to it before the deduction.
   4. The Bank may apply all amounts due to an account of the Customer with the Bank even if it causes that account to be overdrawn or exceed any limit.
   5. The Bank may set off any amount due to the Bank under this Agreement against any amount owing by the Bank to the Customer. The Bank may exercise this right, without prior notice both before and after demand.
   6. To exercise its rights under this Agreement, the Bank may, using its market rate of exchange convert an amount from one currency to another.
3. **Confirmations**

The Customer confirms on the date it signs this Agreement that:

* 1. it has power to carry on its current business.
  2. this Agreement does not breach its constitution and it has taken all necessary action to authorise this Agreement.
  3. its most recent financial statements provided to the Bank were prepared in accordance with generally accepted accounting principles (**GAAP**), fairly represent its financial condition at the date they were prepared and there has been no material adverse change in its business or financial condition since that date.
  4. there is no actual or threatened litigation, dispute resolution, administrative proceeding or enforcement process, or any breach of an agreement, affecting it or any Subsidiary, which could have a material adverse effect on its business or financial condition or on its ability to perform this Agreement.

A **Subsidiary** is an entity controlled, directly or indirectly, by the Customer or by a Subsidiary of the Customer.

**Control** means the ability to appoint or remove directors or exercise the majority of voting rights alone or with the agreement of others.

1. **Security**
   1. Security for the Loan is detailed in the Security Schedule.
   2. The Loan will also be secured by any further security held by the Bank for the Customer's liabilities.
   3. If any security is to be replaced, it will be released when the Bank is satisfied with the new security.
2. **Information Undertakings**
   1. The Customer will provide the following **Financial Information** within the specified number of days from the end of the period to which it relates:
      1. its annual statutory financial statements within 270 days.
   2. The Customer will ensure that all Financial Information is prepared consistently and in accordance with GAAP and that any management accounts are in a form acceptable to the Bank.
   3. The Customer will immediately notify the Bank if an Event of Default occurs or if there is a material adverse change in its business or financial condition.
   4. The Customer will promptly provide:
      1. all documents and information required by the Bank to comply with its customer account opening and identity requirements.
      2. within 2 business days of filing a copy of any document filed at court initiating or applying for a moratorium in relation to the Customer [or the Parent].
      3. within 2 business days a copy of any court order made to bring a moratorium into force in relation to the Customer[, the Parent] or any [other] Subsidiary
      4. details of any actual or threatened litigation, dispute resolution, administrative proceeding or enforcement process affecting it or any Subsidiary, which could have a material adverse effect on its business or financial condition or on its ability to perform this Agreement.
      5. all documents sent by the Customer to its shareholders and any further information regarding its business or financial condition as the Bank may reasonably request, including audited financial statements if not already provided.
3. **General Undertakings**
   1. The Customer will:
      1. use the Loan only for the purpose stated.
      2. ensure that any precondition to drawdown, which the Bank agrees to defer until after drawdown, is satisfied within the period specified by the Bank.
      3. comply with the **Sanctions** laws and regulations of the United Kingdom (including, but not limited to, the requirements under the UK Maritime Services Prohibition and Oil Price Cap), and, where applicable, the sanctions laws and regulations of the European Union and/or United States of America.
   2. The Customer confirms that, where the Customer is involved in activities that fall within the scope of the UK Maritime Services Prohibition and Oil Price Cap, the unit price of the Russian oil to be supplied or delivered, or being supplied or delivered, is or will be at or below the Price Cap (as defined in the applicable Office of Financial Sanctions Implementation licence).

* 1. As soon as reasonably practicable, the Customer will:
     1. notify the Bank where the Customer knows or has reason to suspect that they are no longer compliant with Sanctions.
     2. provide the Bank with any information reasonably requested to satisfy the Banks Sanctions  obligations.
     3. provide any attestation, including but not limited to an attestation for the purposes of the UK Maritime Services Prohibition and Oil Price Cap, if reasonably requested by the Bank.
  2. The Customer will, and will procure that any Subsidiary will, in relation to its business and assets:
     1. insure against the same risks as a similar business in a similar locality would normally insure, including, if requested by the Bank, terrorism cover.
     2. maintain or ensure the holding of all certificates, licences, registrations and authorisations required, and comply with all applicable laws and regulations.
  3. The Customer will not, and will procure that any Subsidiary will not, without the consent of the Bank:
     1. grant or allow to exist any security, other than arising by the operation of law in the ordinary course of business.
     2. dispose of any asset except an asset which is not subject to a fixed charge to the Bank and which is disposed of in the ordinary course of business.
     3. grant, vary, waive any term of or accept a surrender of a lease or licence of any property charged to the Bank, or consent to a tenant assigning or sub-letting.
     4. undertake any borrowing from another source or any leasing arrangement or factoring or invoice discounting of debts or any other arrangements for obtaining finance.
     5. grant any guarantees.
     6. make any material change in the nature of its business.

1. **Change of Circumstances**
   1. The Customer must pay to the Bank, within 7 days of notice, the amount certified by the Bank as an Increased Cost incurred by the Bank or its parent and attributable to this Agreement.

An **Increased Cost** is either a reduction in the rate of return on overall capital or an increase in cost, which results from any change in law or regulation or its application (excluding tax paid on overall net income).

* 1. The Bank may stop any further drawings and require repayment of the Loan, all interest accrued and all other sums payable by the Customer under this Agreement, if:
     1. control of the Customer changes without the consent of the Bank; or
     2. it is or becomes, in the determination of the Bank or any regulator of the Bank, unlawful under any law or regulation in any jurisdiction for the Bank to perform this Agreement or to continue to provide this Loan.

1. **Events of Default**
   1. If any Event of Default specified below occurs, then the Bank may demand immediate repayment of the Loan, all interest accrued and all other sums payable by the Customer under this Agreement, and/or stop the drawing of any undrawn part of the Loan:
      1. failure to pay any amount payable under this Agreement on its due date.
      2. failure by the Customer to comply with any other term of this Agreement or any security, unless the failure can be and is remedied within 7 days of notice.
      3. a guarantor or other grantor of security serves notice to discontinue that security, or fails to comply with any of its terms, unless the failure can be and is remedied within 7 days of notice.
      4. any confirmation given or information provided by or on behalf of the Customer, which the Bank considers material, proves inaccurate.
      5. a default by the Customer or any Subsidiary (including a failure to pay when due on demand) under:
         1. any liability to the Bank.
         2. any other borrowing or arrangement for obtaining finance with any other creditor.
      6. any procedure is used to attach or take possession of any asset of the Customer or any Subsidiary.
      7. any court order is made which adversely affects the whole or a material part of the assets of the Customer or any Subsidiary.
      8. the Customer or any Subsidiary proposes a Voluntary Arrangement with its creditors.
      9. there is any resolution or petition for liquidation, or insolvency proceedings are commenced, in relation to the Customer or any Subsidiary in any jurisdiction, except as part of a re-organisation agreed by the Bank.
      10. the Customer or any Subsidiary proposes a compromise or arrangement with its creditors or members or any class of them the purpose of which is to eliminate, reduce or prevent or mitigate the effect of financial difficulties.
      11. any security is enforced or a receiver or similar official is appointed in respect of any of the assets of the Customer or any Subsidiary.
      12. there is an administration application or notice is given to any person of intention to appoint an administrator, or an administrator or similar official is appointed, in relation to the Customer or any Subsidiary.
      13. there is a moratorium application or notice that the directors wish to obtain a moratorium is filed with the court or a monitor is appointed in relation to the Customer or any Subsidiary.
      14. there is a significant drop in the value of the Customer's business or any security.
      15. any other circumstances which cause the Bank to believe that the Customer's obligations to the Bank will not be met.
   2. Without affecting any of its rights following an Event of Default, the Bank may agree to accept regular or increased instalments or payments.
2. **Notices**
   1. All consents, notices and demands must be in writing.
   2. The Bank may deliver a notice or demand to the Customer at the contact details last known to the Bank, its registered office or an address for service advised to the Bank.
   3. A notice or demand by the Bank will be effective at the time of personal delivery or on the second business day after posting.
   4. A notice from the Customer to the Bank must be addressed to the Customer's Relationship Manager and will be effective on receipt.
3. **Disclosure of Information and Transfers**
   1. The Bank may give to anyone any information about the Customer this Agreement or any associated security in connection with any proposed transfer of, or financial arrangement by reference to, this Agreement. The Bank may allow any person to take over any of its rights and duties under this Agreement and any associated security. References to the **Bank** in this Agreement include its successors.
   2. If the Customer misses any payments, this could have severe consequences for the Customer’s finances. It would probably make obtaining further credit more difficult as the Bank may report any missed payments to credit reference agencies. This would harm the Customer’s credit rating, which most lenders will consider when assessing any borrowing application.
   3. The Customer may not transfer the benefit of this Agreement.
4. **Non-waiver and Previous Agreements**
   1. If the Bank waives any of its rights under this Agreement, it does not mean the Bank will waive that right in future.
   2. This Agreement replaces all previous agreements in relation to the Loan.
5. **Making a complaint**
   1. If the Customer wishes to make a complaint, the Customer may contact the Bank. The Customer may be provided with more information about the Bank’s complaints procedure by requesting a leaflet, either by telephoning the Bank or visiting any branch.
   2. After following this procedure, the Customer may also have the right to refer the complaint to the Financial Ombudsman Service (if the Customer meets the relevant eligibility criteria). The Financial Ombudsman Service can be contacted at Exchange Tower, London E14 9SR, on 0800 023 4567, or via its website: financial-ombudsman.org.uk.
6. **Law**
   1. [English / Scots] law governs this Agreement and the [English / Scottish] courts have exclusive jurisdiction.
   2. For the benefit of the Bank, the Customer irrevocably submits to the jurisdiction of the relevant courts and irrevocably agrees that a judgement or ruling in any proceedings in connection with this Agreement in those courts will be conclusive and binding on the Customer and may be enforced against the Customer in the courts of any other jurisdiction.
   3. If an address for service is advised to the Bank, it, or any other address provided for this purpose, will be an effective address for service of proceedings on the Customer.

Signed for the Bank

Date [ ]

If you are unhappy with the terms of the Loan you should speak to your Manager. If you are still unhappy, you may be able to appeal to the Bank's Business Hotline within 30 days of the final decision being notified to you, or until the Loan is used (whichever is soonest). Full details of how to appeal the conditions relating to your lending can be obtained at [[www.rbs.co.uk/lendingappeals](http://www.rbs.co.uk/lendingappeals) or by calling 0800 092 3087 / [www.natwest.com/lendingappeals](http://www.natwest.com/lendingappeals) or by calling 0800 158 5977].

For more information about how we use your personal information, the types of information we collect and process and the purposes for which we process personal information, please read our full privacy notice provided on our website at [[www.natwest.com/privacy](http://www.natwest.com/privacy)] [www.rbs.co.uk/privacy].

Signed for the Customer in accordance with the authority held by the Bank

Date

**Document Reference: [ ]**

This is the **Security Schedule** referred to in the Loan Agreement between the Customer and [The Royal Bank of Scotland plc / National Westminster Bank Plc]

**Customer:** [ ] (registered number [ ])

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| --- | --- | --- | --- |
| Security Type | Status | Granted By | Security Address/Description |
|  |  |  |  |
| e.g.  1. Guarantee  2. First Legal Charge | Held /New |  |  |
| *Supported by* |  |  |  |
|  | Held /New |  |  |

**Resolution re Loan Agreement**

**Extract** from the Minutes of a Meeting of the Directors of **[ ]** (the **Company**)

"After due consideration of all the circumstances and on being satisfied that it is for the benefit of the Company and in the interests of the Company for the purpose of carrying on its business to enter into a loan agreement (the **Agreement**) in respect of a Loan of £[ ] from [The Royal Bank of Scotland plc / National Westminster Bank Plc] (the **Bank**) in the form now produced **it was resolved** that \*                                                        be authorised to sign on behalf of the Company the Agreement and any other documents required by the Bank in connection with the Agreement."

**I certify**

1. that this is a true extract from the Minutes of a Meeting of the Directors of the Company at which (all appropriate interests having been declared) a quorum entitled to vote was present duly held on the \*\*             and that a true copy of the Agreement has been retained by the Company.
2. there are no limitations on the powers of the Company constitution or otherwise to grant this resolution.

**Signature of Chairperson \*\*\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \*\*\*\* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\* Please insert the full name of the person authorised at the Meeting by the Directors of the Company to sign the Agreement

\*\* Insert the date of the Meeting of the Directors of the Company (Please include the date, month and year)

\*\*\* The Chairperson of the Meeting of the Directors of the Company at which the Resolution was passed should sign here. The Chairperson of the Meeting **must** be an active listed Director of the Company on Companies House at the date of signing this certification

\*\*\*\* Insert the date this Resolution Re Loan Agreement was signed by the Chairperson which should be on or after the date the Meeting was held

**GUIDANCE ON FIXED RATE LOANS  
Not to form part of the Loan Agreement**

1. **IMPORTANT:** The Loan Agreement must be given to the Customer at the same time with an Interest Rate Fixing Schedule (IFS), confirming the current fixed rate that will apply to the loan with the Held Rate Expiry Date. This should be obtained from the Relationship Manager.

The Interest Fixing Schedule will contain:

1. the Fixed Rate available.
2. the Held Rate Expiry Date (this is the date until which the firmed rate will be held)
3. if repaid in instalments of capital and interest, the number and amount of the repayment instalments.

2. Two copies of the Loan Agreement and IFS should be signed and dated by the Bank.

3. Ensure that the Customer name appearing on the IFS is **exactly** the same as that appearing on the Loan Agreement.

4. If loan has not drawn on expiry of the Held Rate Expiry Date, the quote will revert to indicative and a new rate will apply, firm this rate and issue a fresh Interest Fixing Schedule concurrently to the Customer.

For further details please contact the Relationship Manager.