

VULNERABLE CUSTOMERS

Intermediary Support & Guidance



THIS DOCUMENT IS FOR SUPPORT AND GUIDANCE PURPOSES ONLY. IT DOES NOT REPRESENT ADVICE. FIRMS SHOULD ENSURE THEIR OWN POLICIES AND PROCEDURES FOR SUPPORTING VULNERABLE CUSTOMERS AS WELL AS STAFF TRAINING MATERIALS ARE REVIEWED ON A REGULAR BASIS.

Contents

- Background
- Data / TEXAS / GDPR
- Physical disabilities
- Deaf / hard of hearing
- Mental Capacity / BRUCE
- Mental Health
- Financial / Economic abuse
- Financial Difficulties
- Challenges and/or limitations due to age
- Contacting / Advising Northridge

Background

- In February 2021, the FCA published "Guidance for firms on the fair treatment of vulnerable customers"
 - The FCA definition states that "A vulnerable customer is someone who, due to their personal circumstances, is especially susceptible to harm particularly when a firm is not acting with appropriate levels of care".
- Given the increased emphasis Consumer Duty places on delivering good outcomes and treating
 customers fairly, all firms, including intermediaries such as broker and motor dealers are required more
 than ever to consider characteristics of vulnerability and have appropriate policies and processes in
 place. Intermediaries should re-assess their current Vulnerable Customers framework to identify
 relevant data already available to inform policy, enable staff to provide reassurance and support to
 vulnerable customers and demonstrate compliance to the regulator.
- This document will provide support and guidance as well as providing links to additional sources of support that may assist you in ensuring good customer outcomes
- Much of the content will be relevant whether your customer is arranging finance or purchasing outright.
 The FCA expect to see the fair treatment of customers embedded as part of healthy culture throughout
 firms, that means not just at the point of sale but through the life-cycle of the product or service and
 through the whole customer journey
- Focus should be not so much if a customer has a vulnerability, but if the vulnerability they have impacts on their ability to enter into an agreement / manage that agreement without reasonable adjustments. For example someone may have had a limb amputated as a child, but in adulthood is living a full life in good employment where the fact that the customer had an amputation would have no bearing on the operation of their finance agreement (ie if customer was to call to make an enquiry on their account there would be no need for this information to be available to the agent)

Background (continued)

• The FCA has identified (ref sections 2.4 -2.10 'Guidance for firms on the fair treatment of vulnerable customers') the four key drivers of vulnerabilities and example characteristics associated with these drivers

Health	Life Events	Resilience	Capability
Physical disability	Retirement	Inadequate(outgoings exceed income) or erratic income	Low knowledge or confidence in managing finances
Severe or long-term illness	Bereavement	Over- indebtedness	Poor literacy or numeracy skills
Hearing or visual impairment	Income Shock	Low savings	Poor English language skills
Mental health condition or disability	Relationship Breakdown	Low emotional resilience	Poor or non-existent digital skills
Addiction	Domestic abuse (including economic control)		Learning difficulties
Low mental capacity or cognitive disability	Caring responsibilities		No or low access to help or support
	Other circumstances that affect people's experience of financial services eg leaving care, migration or seeking asylum, human trafficking or modern slavery, convictions		

TEXAS

 The Royal College of Psychiatrists and the Money Advice Trust have created a number of tools which act as a guide to working with vulnerable customers, one of which is called **TEXAS**. Its five simple steps help you through a conversation about vulnerability in a sensitive, fair and legal manner. So if a customer divulges something sensitive (for instance living with the early stages of dementia, or facing bereavement), the **TEXAS** tool can be used.

T	E	X	Α	S
<u>I</u> hanks	<u>E</u> xplain	e <u>X</u> plicit	<u>A</u> sk	<u>S</u> ignpost
Thank the customer for sharing their information. Let them know that by doing so, it will enable you to make any necessary adjustments and prevent the need for them to keep repeating themselves, e.g. "Thank you for telling me about your situation as it will help us to understand how we might help."	How the information will be used including why it has been collected, who it will be shared with, and why. For example: "Let me explain how we will use the information you have given me and who we will share it with [Northridge]."	Request consent to record any sensitive information. Eg "Are you happy to give me permission to note down and save the information you've shared with me today and for me to share this with Northridge with sole purpose of assisting with the management of your vehicle purchase and/or finance agreement?"	Does your situation make it more challenging for you to manage your money and finances?" • "Does your situation make it more challenging for you to communicate with us or Northridge?" • "Does anyone help you manage your finances such as a carer, relative or other third-party?" [third party consent may be put in place]	Refer to the most appropriate internal or external help. Eg a range of free independent organisations for various scenarios is provided on the next slide

Signposting

SIGNPOSTING: FREE DEBT ADVICE

Name	Region	Summary	Web address / email	Telephone
Money Helper (Previously known as Money Advice Service)	UK	For free, unbiased and easy to access money tools, information and advice	www.moneyhelper.org.uk	0800 1387777
Money Advice Scotland	Scotland		www.moneyadvicescotland.org.uk	0141 572 0237
Advice NI	N. Ireland	Free, confidential and impartial debt and money advice and links to useful information provided by other orgs.	email advice@adviceni.net or visit www.adviceni.net/advice/debt	0800 9154604
Advice UK	UK	Member centres offer debt advice including specialist advice for minority communities and people with disabilities	www.adviceuk.org.uk	0300 777 0107
Christians Against Poverty (CAP)	UK	For free debt advice in your home, check postcode coverage	www.capuk.org	0800 328 0006
National Debtline	UK (excl N. ireland)	Free impartial & confidential debt advice	www.nationaldebtline.org (Select either England & Wales or Scotland options as appropriate)	0808 808 4000
Stepchange Debt Charity	UK	Free debt advice	www.stepchange.org	0800 138 1111
Payplan	UK	Debt advice & solutions	www.payplan.com	0800 280 2816
Citizens Advice	UK		www.citizensadvice.org.uk	Local CAB in
	(regional variations)		(Select either England ,Wales, Northern Ireland or Scotland as appropriate)	phonebook / website
Business Debtline	UK	Free & confidential advice to small businesses	www.businessdebtline.org	0800 197 6026

SIGNPOSTING: CRISIS MENTAL HEALTH (including Suicide)

Name	Region	Summary	Web address / email	Telephone
Hopeline	UK	Crisis response helpline service for people who are experiencing distress or despair	www.papyrus-uk.org	0800 0684141
Lifeline	N. Ireland	Crisis response helpline service for people who are experiencing distress or despair	www.lifelinehelpline.info	0808 808 8000
NHS111	GB (note not NI)	For urgent medical concerns, speak to a fully trained adviser	www.111.nhs.uk	111
Saneline	UK	Emotional Support for people in mental distress	www.sane.org.uk	To request callback 07984967708
Samaritans	UK	24 hr emotional support (listening service)	www.samaritans.org	116 123

SIGNPOSTING: BEREAVEMENT SUPPORT

Name	Region	Summary	Web address / email	Telephone
Cruse	UK	Support for bereaved	www.cruse.org.uk.	08088081677
Hope Again	UK	Support for young people dealing with bereavement	www.hopeagain.org.uk	08088081677

SIGNPOSTING: MENTAL HEALTH & EMOTIONAL SUPPORT

Name	Region	Summary	Web address / email	Telephone
Alzheimer's Society	UK	Support & advice for people with dementia and their families	www.alzheimers.org.uk	0330 333 0804 (Gen enquiries) 0333 150 3456 (Dementia support)
Rethink Mental Illness	UK	Advice & Information Gen enquiries 1pm-4pm (Mon-Fri)	www.rethink.org Outside of phone hours email: advice@rethink.org	0808 801 0525 (advice service) 0121 522 7007 (Gen enquiries)
Mind	England / Wales	Information and Where/How to get help	www.mind.org.uk Email: info@mind.org.uk	0300 123 3393
Scottish Association for Mental Health	Scotland	Information and Where/How to get help Available 9.00am to 6.00pm Mon/ Fri	www.samh.org.uk email: enquire@samh.org.uk	0344 8000 550
INSPIRE previously (NIAMH)	N. Ireland	Information and Where/How to get help	www.inspirewellbeing.org email: hello@inspirewellbeing.org	028 90328474

SIGNPOSTING: OTHER HELP

Name	Region	Summary	Web address / email	Telephone
AgeUK	UK	Information & Support for older people (8am – 7pm every day of the year)	www.ageuk.org.uk	0800 6781602
Alcoholics Anonymous (AA)	GB NI	Support for those impacted by Alcohol addiction	www.alcoholics-anonymous.org.uk.(GB) www.alcoholicsanonymous.ie (NI)	0800 9177650 (GB) NI – Google and obtain number for local group
Macmillan Cancer Support	UK	Support for those impacted by cancer	www.macmillan.org.uk (information & Support)	0808 808 0000
Gamcare	UK	Advice and support for anyone affected by gambling	www.gamcare.org.uk	0808 8020 133
Turn2Us	UK	Benefits and Grants search	www.turn2us.org.uk	0808 802 2000
Civil Legal Advice	UK	You may get legal aid if your home is at risk	www.gov.uk/legal-aid	0345 345 4345
Shelter	England	Housing specialists	http://england.shelter.org.uk	0808 800 4444
Shelter	Scotland	Housing specialists	http://scotland.shelter.org.uk	0808 800 4444
Shelter	Wales	Housing specialists	www.sheltercymru.org.uk	0800 0495 495
Housing Advice NI	NI	Housing specialists	www.housingadviceni.org	028 9024 5640

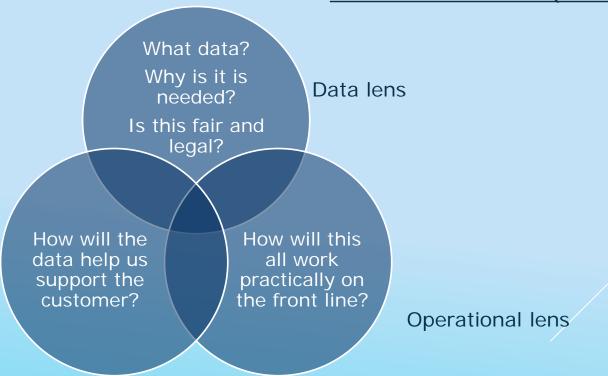
Vulnerability, GDPR and practical implications

 The Money Advice Trust and Money Advice Liaison Group (MALG), have also published amore detailed series of guides to help firms meet data protection regulations and support customers in vulnerable circumstances. The guides are designed to help understand the overlap between GDPR and vulnerability, and strike the right balance between human experience and data.

• This information provides detailed useful guidance to firms to aid with considerations on how to best support vulnerable customers and can be <u>accessed on their (Money Advice</u>

Trust) website

Vulnerability lens



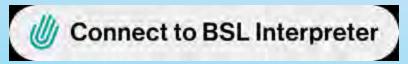
Physical Disability

- Physical disabilities can manifest in various ways, and it is essential to consider a customer's disability in order to offer the most effective support. For instance, a customer who is deaf may need particular assistance.
- Per slide 3, the focus should be not so much if a customer has a vulnerability, but if the
 vulnerability they have impacts on their ability to enter into an agreement / manage
 that agreement without reasonable adjustments. For example someone may have had
 a limb amputated as a child, but in adulthood is living a full life in good employment
 where the fact that the customer had an amputation would have no bearing on the
 operation of a potential finance agreement (ie if customer was to call to make an
 enquiry on their account there would be no need for this information to be available to
 the agent)
- Some disabilities by their nature may result in Northridge being able to provide an agreement. For example a blind / partially sighted person's eyesight may be such that they are unable to obtain a driver's licence which would be a pre-requisite for entering into a hire purchase agreement for a vehicle.
- However if in doubt you should contact Northridge to ascertain if there are alternatives
 or additional that can be considered that may enable us to help the customer

Deaf / Hard of Hearing

<u>SignVideo</u>

- SignVideo connects your customers to a qualified British Sign Language (BSL) interpreter using their/your device's camera.
- The interpreter will then connect to a Northridge team member. The customer can relay information to Northridge interpreter (eg application details) via SignVideo using BSL. The Northridge team member will input the information using your Northridge dealer number so applications will be attributed to you
- To proceed, three things are needed:
 - 1. A device that can use Apps or websites
 - 2. A webcam
 - 3. Good Internet Connection
- How does it work?
 - Any calls facilitated by SignVideo assisting a BSL user (customer) will come through to Northridge in the same way as any direct customer call.
 - The SignVideo interpreter will start the call by advising they are a sign language interpreter at the SignVideo interpreting service, calling on behalf of a deaf person using sign language on their video screen.
 - Like any other call Northridge will engage with the customer on your behalf via the interpreter over the phone only and will not be included as part of a three-way video call.
 - Whatever Northridge say to the customer during the call will be being signed by a SignVideo interpreter to the customer in the background via video. The interpreter and BSL user (customer) will be able to see each other on their video screens using their devices.
- Ready to make a call? Click on the image below to connect.



For more information, visit <u>BSL page - Northridge</u>

Deaf / Hard of Hearing (continued)

Relay UK

- Relay UK helps people with hearing and speech difficulties communicate over the phone. Deaf/ Hard of Hearing customers can use Relay UK with a textphone or by downloading the app to their smartphone, tablet or PC. They then dial 18001 followed by the Northridge number they want to call.
 - Sales (18001) 0800 9170922. For customers in dealerships, and the customer uses this service, applications will be processed under the dealer Northridge reference number
 - Customer Services (18001) 0800 917 0931
 - Financial Support & Assistance (18001) 0800 917 0932
- There is no additional charge for using Relay UK, but customer will still have to pay as normal for the phone calls they make. When customers call Northridge using Relay UK a Relay assistant will type back to them what our staff member is saying. They can reply by speaking or typing their response.
- Relay UK are a third party. You will be subject to their terms and conditions. <u>Click</u>
 <u>here to find out more information and visit the Text Relay UK website</u>.

Mental Capacity (decision making)

- The FCA define (CONC 2.10.3) mental capacity as "a person's ability to make a decision. Whether or not a customer has the ability to understand, remember, and weigh up relevant information will determine whether the customer is able to make a responsible borrowing decision based on that information."
- This covers situations that can affect a person's ability to make choices, such as having low reading or numeracy skills, dementia, or problems with drugs and alcohol. When someone with mental capacity challenges and/or limitations applies for finance (or more generally buying a car), if they don't get the proper support, they might end up borrowing money without fully understanding it, forgetting that they borrowed it, or even not realising they have to pay it back. It's important to believe that a customer can make their own decisions, but you should also look for signs that they might not be able to.
- Having a mental capacity challenge and/or limitation does not always equate to having a mental health issue, although in some instances there may be an overlap
- Use the <u>BRUCE</u> tool to identify and support customers who may have problems with decision making
- The Money Advice Trust created a support guide ("<u>Decision-making when purchasing a vehicle</u>")
 which is tailored specifically for motor dealers and expands further on BRUCE (extracts from this
 guide are on next page), but also provides some case study scenarios

BRUCE

Using BRUCE to identify problems Do not wait for a customer to tell you about a decision-making problem. They may be embarrassed. They may worry that you will decline any Behaviour application for finance. They may be unaware they have a problem. We therefore look for clues in a customer's behaviour and speech. A customer needs to be able to remember information to make a decision. Look out for when the customer: is unable to recall information. is unclear about what is being discussed with them Remembering gives conflicting answers to questions

If a customer cannot understand the information they are given. they are not in a position to make a decision,

easily loses the thread of the conversation

Look out for when the customer doesn't:

asks the same questions repeatedly

is unaware of their own financial situation

- understand what they are applying for
- understand aspects of the purchase (e.g. repayment terms)
- provide answers to relevant questions

Customers must be able to communicate their decisions in a way that is understandable. Look out for customers who cannot

Communication

Evaluation

Classified as Public (Green)

Understanding

- · tell you basic personal information
- express their decision or choices
- directly answer your questions (or do not do this)

Customers will have a number of choices to evaluate or 'weigh-up'.

For example, they might be given a lower monthly repayment figure over a longer period, or a higher repayment over a shorter period.

And they have the 'big decision' of whether to purchase the vehicle too. Look out for customers who are struggling to do this.

If a customer doesn't understand the options on offer, or just cannot reach a decision, they may have an issue with evaluation.

Using BRUCE to Support customers with problems

B of BRUCE: Behaviour

We can start by thinking about our own behaviour.



- Knowing your products, arrangements, and offers is key. If you really understand these, it will make your explanations much clearer. Take pride in turning something complex into something
- Using simple language, avoiding jargon, and not rushing is vital. When explaining a product, break it into chunks (e.g. talk about repayments, check customer understanding, and then move to the next feature).
- Never make decisions for a customer it is their decision, not ours.

R of BRUCE: Remembering

We then think about how to overcome any problems with memory by:

Remembering

- Repeating key information, or simplifying information for customers.
- Offering alternative ways of giving information (e.g. a written summary or rephrasing of what has been said, or the available options).
- Asking whether someone the customer knows could help them.
- Asking the customer what else could be done to help them.

U of BRUCE: Understanding

Understanding is key - we can provide support to customers by:

Understanding

- Asking them to summarise what they've been told (to establish what they might not have understood).
- Repeating information to customers in different ways.
- Summarising and simplifying information where possible (but retaining any regulatory or legal detail that is required).

C of BRUCE: Communication

In addition to the above, we can think about:

- Offering the involvement of a third party to assist
- Allowing more time for the customer to communicate with us.

E of BRUCE: Evaluation (weighing-up)

In addition to the suggestions above, we can also think about:

Evaluation

Communication

- Discussing each option individually.
- Taking the customer through a series of logical steps to aid their

For additional support and guidance / if you have identified a vulnerable customer, please contact the Northridge new business

Using BRUCE: golden principles

In using BRUCE, there are four 'golden principles' you need to bear in mind.

1. Always presume that every customer has the ability to make a decision, but always look for signs of a problem.

Taking this step means we give every customer 'a clean slate' - we presume they can make a decision, but we still keep a look-out for difficulties.

This stops us wrongly assuming that some customers (such as disabled people) can't make their own decisions.

Where signs of difficulty do exist, we always find out more about these by asking the customer. This allows us to help the customer overcome these problems, and make their own decision.

Critically, we never make a decision for a customer - this is theirs alone to make.

2. Reasonable support is always

This means you are not expected to provide the customer with neverending support, or have to meet unrealistic or unreasonable requests for adjustments.

It also means that if you think a customer is experiencing serious problems with decision making, then it is acceptable to pause or stop the vehicle purchase.

You can then involve a manager in the discussion. They will help you decide if support can be provided. or whether another option is needed (such as third-parties or external agencles).

3. Customers are allowed to make unwise decisions.

If a customer makes a decision you consider unwise or poorly thought out, but no indicators exist of a problem (remembering, understanding, communication or evaluation), then this is the customer's decision.

This may be frustrating but our role is not to make decisions for the customer, but instead to support their decision-making.

4. We may have only one chance to help a customer - so we need to take this.

If you see a customer is having difficulties with decision-making, you need to act.

You may be the first person to spot this - and if you do not take action, then you cannot assume that others Will.

If you do not act, the customer could then go on to make a purchase;

- they do not understand
- they cannot repay
- that leads to a vehicle being returned or taken back
- that leads to later financial difficulty.

Taking action is not only about helping the customer at that point in time:

It is also about recording any relevant Information (with the customer's consent) that needs to be shared with colleagues or the finance company

processing team on 0344 8921845

Mental Health

- Mental health is the way we think and feel. Mental health problems are when difficulties get in the way
 of how we think and feel. This can mean it is hard to cope with family life, relationships, school or the
 wider world
- Examples of mental health challenges/limitations, as per UK mental health charity Mind (<u>www.mind.org.uk</u>) or shown below

<u>Anger</u>	Obsessive-compulsive disorder (OCD)	Seasonal affective disorder (SAD)
Anxiety and panic attacks	Panic attacks	<u>Self-esteem</u>
Bipolar disorder	<u>Paranoia</u>	Self-harm
Body dysmorphic disorder (BDD)	Personality disorders	Sleep problems
Borderline personality disorder (BPD)	<u>Phobias</u>	<u>Stress</u>
<u>Depression</u>	Postnatal depression & perinatal mental health	Suicidal feelings
Dissociation and dissociative disorders	Post-traumatic stress disorder (PTSD)	Suicide attempt - how to cope after
Eating problems	Premenstrual dysphoric disorder (PMDD)	<u>Tardive dyskinesia</u>
Hearing voices	<u>Psychosis</u>	<u>Trauma</u>
Hoarding	Recreational drugs, alcohol and addiction	
Hypomania and mania	Schizoaffective disorder	
<u>Loneliness</u>	<u>Schizophrenia</u>	

Mental Health (continued)

- Mental health challenges and/or limitations can be short, medium or long term. For example stress may be short or long term, whereas bipolar disorders are more likely to be long term health issues
- When someone is going through emotional pain, like losing a loved one, it can temporarily make
 it hard for them to decide on things. If you notice a customer acting this way, remember to use
 the advice we shared earlier about helping customers who are struggling. Sometimes, it might be
 best for them to wait before making a choice.
- There is no expectation that you diagnose mental health conditions. If a customer makes you
 aware of a mental health challenge and/or limitation it is important that you follow the <u>TEXAS</u>
 protocol detailed earlier in this pack

Financial / Economic abuse

- This occurs when someone attempts to control another's ability to acquire, maintain access to, or use money or other economic resources on a sustained basis. This can include behaviour such as stopping someone from working, taking someone's money, preventing someone from accessing their own or joint bank accounts, or <u>putting debts</u>, including car finance agreements in their name.
- 16% of adults in the UK has experienced economic abuse by a current or former partner (Source: Refuge, 2020 Know Economic Abuse report). But anyone can experience financial or economic abuse, whatever their age or personal circumstances
- Identification of customers who may be experiencing financial / economic abuse is not always obvious, but as intermediaries / motor dealers there are certain things you can look out for that might indicate customer is under duress, such as:
 - Is the vehicle being purchased consistent with their profile and current vehicle (eg An elderly person trading in a low value vehicle with low monthly instalments for a premium sports car vehicle with significantly higher instalments)?
 - Is there another person with the customer who they may often appear to defer to? Does the customer look at ease with this person?
 - Is the customer clear on why they have picked a particular car?

Financial / Economic abuse - other signs

- Outside of a car purchase specific scenario, the following are more general signs that may indicate potential financial abuse
 - Worried or anxious for no obvious reason
 - Nervy/jumpy
 - Mention that they are not sleeping/have a change in sleeping pattern
 - Reluctance to talk openly
 - Avoiding contact eye physical or other with carer or service provider
 - Looking for approval from another person before answering/responding
 - Contradictory statements, not from lack of mental capacity
 - Attacks of shaking/trembling or crying
 - Rigid posture
 - Waiting for another person to answer on their behalf despite being capable
 - Irritable or easily upset
 - Afraid of one or many persons
 - Depressed or withdrawn
 - Suicidal thoughts/comments

What to do: Contact Northridge immediately if you think an applicant or customer may be suffering as a result of financial / economic abuse

Financial Difficulties

Classified as Public (Green)

- People with low income or financial struggles might be at greater risk if they borrow more money
- The Northridge affordability assessment is designed to help us identify customers who may struggle with repayments, thereby preventing them from borrowing beyond their means. However, if a customer indicates they are experiencing financial difficulties that are not evident in the information submitted as part of the application, please inform us right away. This will allow us to make a fair lending decision that does not intensify their financial difficulties.
- Under NO CIRCUMSTANCES should you, as an intermediary, manipulate customer or vehicle data submitted as part of an application with a view to increasing likelihood of approval of facilities. If subsequently discovered this may be recorded with UK Fraud agencies and Northridge is obligated to report the Intermediary to the FCA as a breach of their <u>Principles</u> of <u>Business</u>

Challenges and/or limitations due to age

Young Adults

- Research from May 2023 shows that only 2 out 5 young people are financially literate
- Additional time and care should be taken to ensure young customers who may have less experience with financial products fully understand the product and the financial commitment they are entering into

Elderly Customers

- As we get older, we are more likely to suffer from cognitive decline which may impact <u>mental capability</u> or experience <u>mental health</u> challenges or limitations such as dementia. In addition, they may be more susceptible to life events such as bereavement or illness that may render them vulnerable.
- Elderly customers may be more prone to financial abuse, especially by family members. Refer to the <u>Financial / Economic abuse</u> section of this pack.
- However we need to be careful not to exclude elderly customers from obtaining financial services, but be
 aware of the practical implications for the customer, and perhaps spending more time on the 'change of
 circumstances' section of the credit application (eg if changes to pension foreseen; driving licences for
 over 70's are valid for 3 years, would customer see any reason why it may not be renewed [leaving them
 with a car they would be unable to drive] etc)

Further Guidance / Contacting / Advising us

- First step should be to review your own Business Vulnerable Customer processes and/or speak to your vulnerable customer subject matter expert for guidance
- You can speak to one of our new business processing team on 0344 8921845 who, if unable to answer your query straight away, will do best to revert within 2 hours. This is available Monday Friday, excluding bank holidays 9:00am to 5:00pm. More complex enquiries may take longer
- At application stage, make us aware of any vulnerability by either contacting new business processing team on 0344 8921845 or selecting the 'change in circumstances' indicator and adding a note with the application ("VC notification. <<details>>")
- Ensure that where required that you obtain eXplicit consent (per the 'X' in TEXAS tool). You may
 already have a process to do this compliantly, but a skeleton document is provided on next slide.
 This can be shared with Northridge via normal secure document upload channel. This should not
 be emailed unless it is encrypted. Password for encryption should be telephoned through to
 Northridge
- Customers may also wish to provide explicit consent directly to Northridge. This can be done by calling the customer services line 0800 9170931 (Monday – Friday, excluding bank holidays 9:00am to 5:00pm)

Sample skeleton provision of consent template

