

Travel to Work Loan Application Form - Bikes (TWL1)

Section A

To: Stephenson Harwood Limited, 1 Finsbury Circus, London, EC2M 7SH (the "Company").

1. I confirm I have purchased a bicycle within the last 30 days and attach proof of purchase*. I therefore wish to apply for an interest-free loan in the amount of £....., (maximum £750). I understand that the loan will be credited to my bank account within 10 working days of this application.

(*NB: receipts must not be backdated more than one calendar month from the date of this application)

2. I understand and agree that, if the Company makes this loan to me:-
- 2.1 repayment of it will be made by way of deduction from my salary of 10 equal monthly instalments thereof, starting in the calendar month, which occurs immediately after I have received the refund.
 - 2.2 if my employment by the Company is terminated before the loan has been fully repaid, the outstanding balance will become repayable immediately on such termination and, so far as may be necessary, the Company may have recourse to salary or any other payment of any kind then due or to become due to me from the Company, in full or part repayment of such balance.

NAME _____ P.GROUP/DEPT _____

SIGNED _____ DATE _____ Ext No. _____

For completion by Human Resources:

Authorised Date

For completion by Salaries:

Date received:

Date payment request handed to Accounts: