



**VELOCITY**  
CAPITAL GROUP

"Business Financing for the Modern World. "

# **SYNDICATION GUIDELINES**



# FUNDING PROCESS

## INITIAL SUBMITTING

**STEP 1:** File is submitted

**STEP 2:** Processed

## PRE-APPROVAL

**STEP 3:** Reviewed by junior underwriter (based on financials, background, credit industry, cash flow etc.)

**STEP 4:** Approval or Decline Given

## FINAL REVIEW

**STEP 5:** Once the offer is accepted , contracts are sent via email to client

**STEP 6:** Once contracts have been signed, file goes into rigorous underwriting process

*[Includes: Full background check, court review, bank verification, credit and finance review, and detailed merchant phone interview, and review of collect-ability of receivables, identity check, business ownership verification*

## FINAL FUNDING

**STEP 7:** Once head underwriter has given the green light to move on, a funding call is completed to go over final terms and conditions.



# SYNDICATION PREPARATION

**STEP 1:** [Sign syndication participation agreement](#)

**STEP 2:** Once the deal has been funded, Internal Credit Breakdown (ICB) package prepared and emailed to syndicators.

**PACKAGE INCLUDES:**

- Full credit breakdown**
- Revenue breakdown**
- Financial breakdown**
- Banking statements**
- Any other financial data or information VCG has acquired**

**STEP 3:** Syndicator will then reply with percentage of the deal they would like to participate in.

**STEP 4:** Once received, accounting will send out an " Exhibit A" form via docuSign to be completed

**STEP 5:** Syndicators are required to pay their portion of commission and set management fee.

**STEP 6:** Once Exhibit A is signed, syndicator will wire/ ACH funds to VCG

**STEP 7:** Syndicator will receive weekly reports/ breakdowns on the performance of their books

## RISK FACTOR



Syndicator is taking same risk as the funder