WOODVILLE INVESTMENT PROCESS MAP

This presentation will show you the steps which Woodville's investment team completes to allow an investor to invest into the company

Application Received

Step 1

Add the investor details on the Littsy system

Step 2

Create an online folder for the investor

Step 3

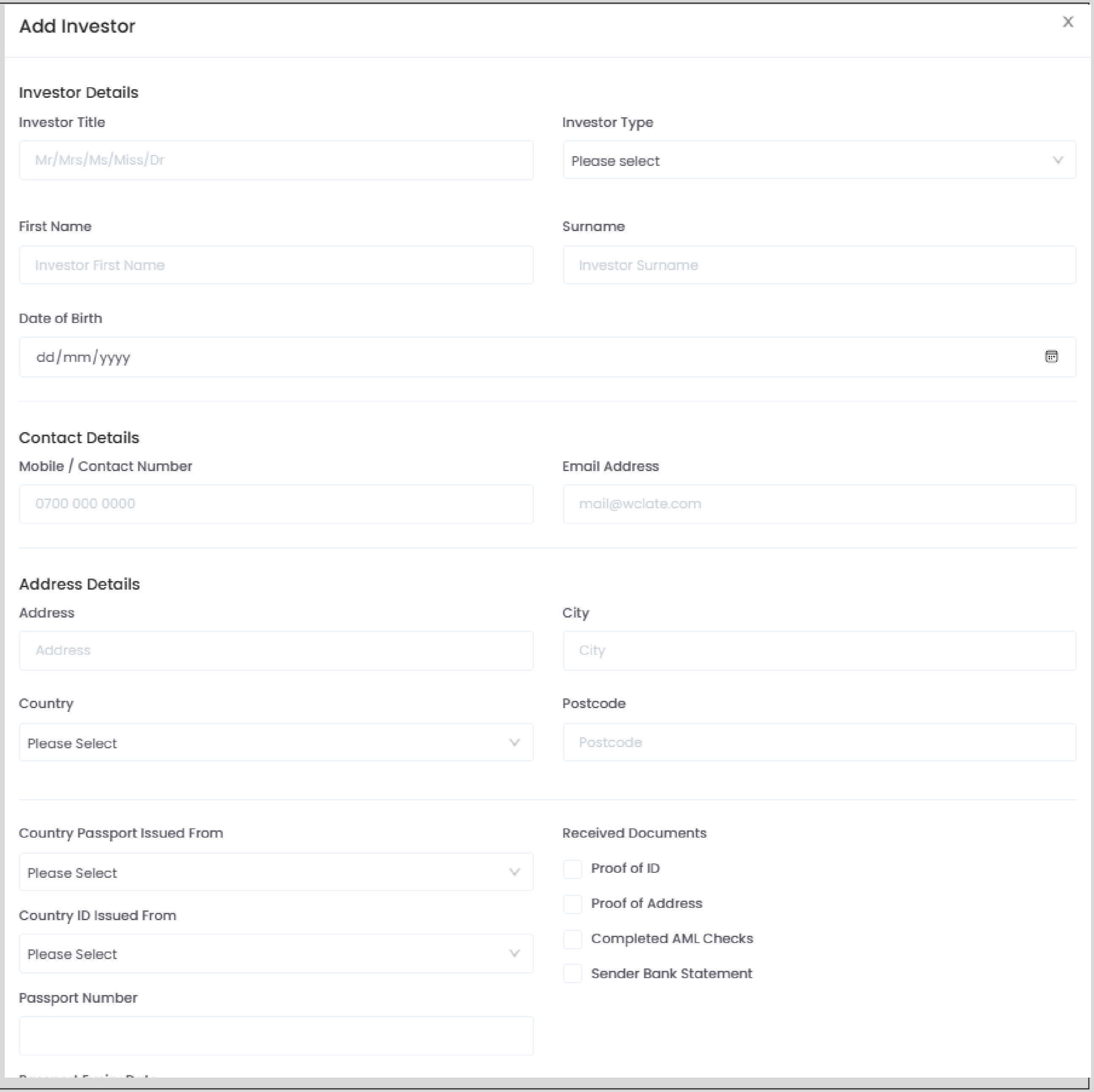
Ensure we have all documentation

- ➢ Woodville Application
- ➢ Source of funds statement
- ➢ Proof of identity
- ➢ Proof of address

Step 4

Review the application and ensure supporting documents match accordingly

Note, if any documents, information or if anything does not match, please revert back to the introducer



Step 5

Complete the investor information form and note any outstanding documents

Step 6

Once above steps are complete, Issue the ***Application acknowledgement and AML Verification*** email to the Introducer. (ensure fund remittance information form is attached)

Application acknowledgement and AML verification - Mr Example - Investment amount: £10,000 (GBP) - Investment term: 24 months @ 11%

Inbox ×

Investor Relations <investors@wclate.com> 16:20 (0 minutes ago)

to me

Hi Example,

Many thanks for the application and supporting documentation on behalf of the client. I can confirm this has passed our AML verification.

Could you kindly arrange with your client to submit the funds, upon receipt of which, the Welcome Pack including the Loan Note, will be forwarded to you.

Kind Regards

Investor Team
Woodville Consultants Limited
E: investors@wclate.com

Woodville Litigation Funding

PART 1 | INVESTOR INFORMATION

Single/Joint Investor Information

Title (Ms, Mr, Mrs, Miss, Dr):		Date of Birth:	
Surname:			
First Names:			
Investment Name:			

PART 2 | INVESTMENT INFORMATION

Investment Start Date		Littsy / Investment Ref:	

Document Name	Received Date	Status	Notes
Application Documents		Not Received	
Proof of Address		Not Received	
Proof of Identity		Not Received	
Proof of Funds		Not Received	
AML Documents		Not Received	

Sanction List Checked	Yes ☐ No ☐	Sanction Document Date:	
Sanction List Checked Date		Checked By	

PART 3 | DOCUMENT HISTORY

Date	Note	User

Woodville Receives the client's funds

- Once we are in receipt of the funds, create a task to Issue *the **Confirmation of funds received*** email to the Introducer.

Confirmation of funds received - Mr Example Inbox ×

Investor Relations <investors@wclate.com>
to me

Hi Example,

I am pleased to confirm that we are now in receipt of £15,000 (GBP). The welcome pack including the loan note will be issued shortly.

We would like to take this opportunity to thank you for your investment into the Woodville ATE Loan Note.

Kind Regards

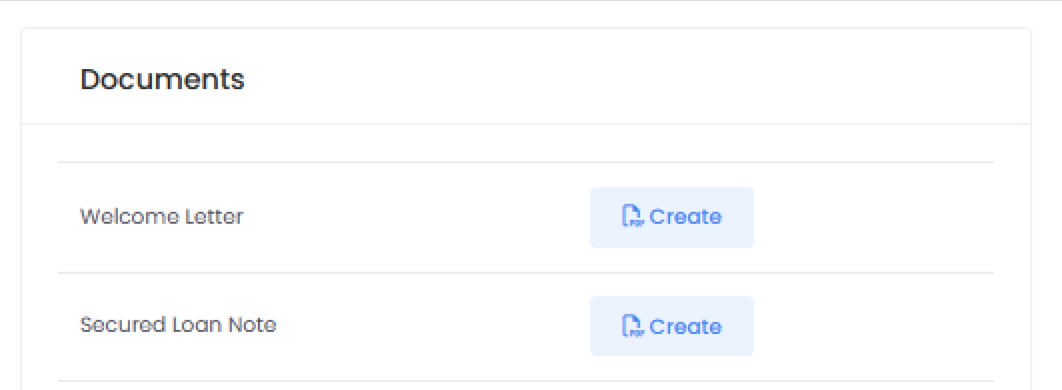
Investor Team
Woodville Consultants Limited
E: investors@wclate.com

Woodville Litigation Funding

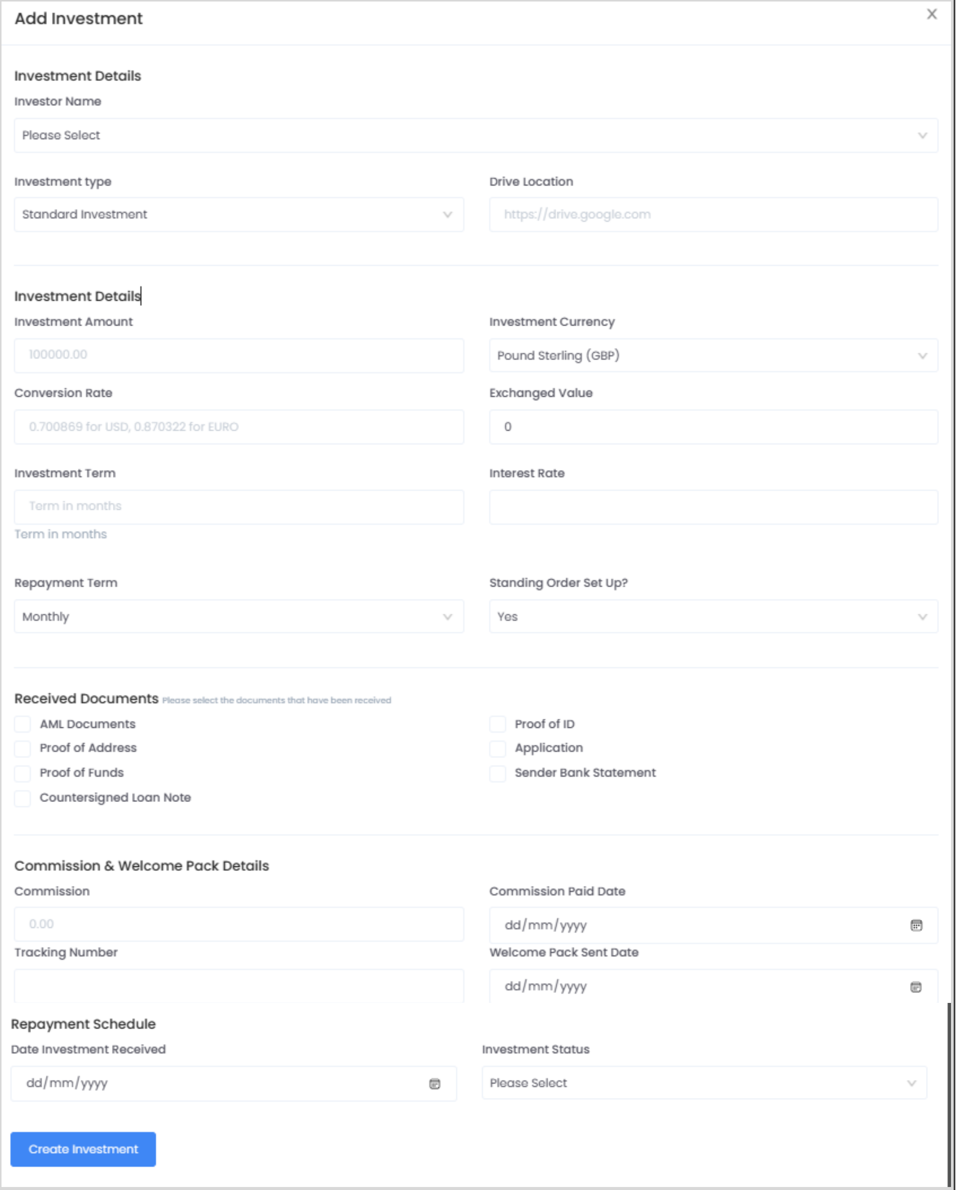
- Review the folder to ensure we have all the required documents/information which can be identified by reviewing the investor checklist

Issuing the Welcome Pack

- Log onto Littsy and add the investment details to the investors profile
- Once created on Littsy, go into the Drive & Documents section and click to create the Welcome Pack documents (Welcome Letter & Secured Loan Note)



- Draft the Welcome Pack email to the introducer (Screenshot on the next slide)



Welcome Pack email

Welcome Pack - Mr Example - Investment amount: £10,000 (GBP) - Investment term: 24 months @ 11% Inbox ×

Investor Relations <investors@wclate.com>
to me

16:55 (0 minutes ago)

Hi Example,

Please find attached the Welcome Pack for Mr Example. Could you kindly ask Mr Example to sign and return the Loan Note at his convenience please.

Once again, we would like to take this opportunity to thank your client for his investment into the Woodville ATE Loan Note.

Kind Regards

Investor Team
Woodville Consultants Limited
E: investors@wclate.com

Woodville Litigation Funding

2 attachments • Scanned by Gmail

Welcome Letter.pdf

Secured Loan Not...

WOODVILLE FUNDING PROCESS MAP

This presentation will show you the steps which Woodville's funding team completes to fund Law firms and how they track the funded cases

Law firm submits funding request

- Law firm submits case submission to us no later than 5pm on a Wednesday, this allows us two days to run all checks required before submitting cases for funding. Information included in the submission is:

A. Client Name
B. Client DOB
C. Client Address
D. Client Telephone Number
E. Client Email
F. Law Firm Reference Number
G. Solicitor Name
H. Claim Type
I. Quantum
J. Lender/Defendant
K. Defendant Address
L. Claim Policy/Agreement Number
M. CFA Date
N. LOC Date

Please see attached template with mock data to illustrate a submission in the next slide.

Example Submission Template

Input Date	Reference	Client First Name	Client Surname	Client DOB	Client Telephone	Client Email	House Number	Claimant Address	Claimant Postcode	Joint Name / Litigation Friend	Joint DOB	Joint Email	Joint Telephone
05/12/2023 00:00	1234	Test	Test	01/01/1900	+44 7777 7775	Test@test.com	10	Downing street	SW1A 2AA				

Solicitor Name	Solicitor Reference	Fee Earner	Claim Type	Case Quantum	Lender / Defendant	Defendant Insurer (RTA Only)	Defendant Address	Claim Policy / Agreement Number	Incident Date	Triage Report Date	Expert/Full Surveyor Report Date	CFA Date	LOC Date
Law Firm 1	1234	Staff Member	PCP	9,876.54	Toyota Financial Services (UK) Plc		Great Burgh, Burgh Heath, Epsom, Surrey, KT18 5UZ	12341234				05/12/2023	05/12/2023

Woodville Reviewing the submission request

- Step 1

Case references and policy numbers are cross referenced first against each other and secondly against all existing cases previously submitted by any firm to verify there is no duplication of the cases being submitted.

- Step 2

Once the duplication check has been completed, the submission is passed to the administration team, where they check all client documents (usually the CFA) against the data submitted by the firm. They check that the client's name and address match perfectly, the client signature represents the client's name and is legible and the document signed date is correct. We operate an OCR system which automates initial checks, any lines of data flagged by the OCR reader are manually checked by the admin staff along with a percentage of the unflagged data to ensure accuracy. The OCR reader, coupled with our bespoke CRM system, allows us to conduct checks on a substantial volume of cases on an hourly basis.

Please click here to see a redacted CFA 

- Step 3

Once the administration team has completed the relevant check's they pass the data to their line manager who also runs a check on the documents and cases.

Woodville Reviewing the submission request

(Continued)

- Step 4

The data is then returned to the data analyst who informs the law firm of which cases are being accepted and which are rejected due to faults. Note that there is a 5% error acceptance rate, if the firm submits data and more than 5% of it, or the documents, are found to have errors then the entire submission batch for that firm is rejected that week and they can go back and fix the errors but cannot resubmit until the following week.

Woodville Submitting ATE Insurance Request

The analyst then compiles the data into the insurance request spreadsheet, this will outline all aspects of the case and is combined with the law firms signed bond cover form and sent to the insurance broker.

Insurance spreadsheet example below and Redacted Bond Order Form is on the next slide

2023 - Tranche 11 - PCP			Order												
Policy number	**Tranche**	**Date of Drawdown**	**Reference**	**Source**	**Client**	**Litigation Friend**	**Litigation Friend Ref**	**Client DOB**	**House Number**	**Postcode**	**NI Number**	**TP Solicitor Reference**	**Claim Type**	**CFA Date**	**LOC Date**
	1	05/11/2023	1234		Test Test			01/01/1900	10	SW1A 2AA		1234	PCP	05/12/2023	05/12/2023
	1														

Defendant	Defendant Insurer	Defendant Insurer Address	Policy Number	Date Funded	Sanctions Check	PEP Check	Premium to be Invoiced	Outstanding Premium to be paid upon completion of case	Case Value
Toyota Financial Services (UK) Plc		Great Burgh, Burgh Heath, Epsom, Surrey, KT18 5UZ	12341234	05/11/2023	YES	YES	£50	GBP 100.00	9,876.54
							£50.00	£100.00	£9,876.54

This form is completed, signed and returned to us by the Law Firm when their Funding request has passed the review process.

Once insurance request is submitted, the insurance broker will run their internal checks, confirm cover for the cases and issue a bond schedule, detailing all cases covered by that insurance bond. The bond is then sent to us by the insurance company.

RAMON
INTERNATIONAL INSURANCE BROKERS LIMITED

ATE BOND ORDER FORM

IMPORTANT NOTICE TO THE PROPOSER

Please ensure that you fully complete all sections of the proposal form. This proposal has been designed to obtain information which will be required to enable underwriters to provide your client with a quotation offering the ATE Bond cover..
The information provided will be treated as confidential. It will be made available and used only by those individuals who will quote, underwrite and service the ATE Bond which may be issued.
The information provided within this proposal will form the basis of any quotation that underwriters may decide to offer. Should the claimant then decide to accept the quotation the enclosed information will form the basis of the ATE Bond to be issued and be deemed to be incorporated therein. You / the claimant must give full and true answers to all questions. If you fail to do so your ATE Bond may not protect you in the event of a claim.

LEGAL REPRESENTATIVES' OR SOLICITORS' DETAILS

[redacted]

e-mail : [redacted]

We the aforementioned, on behalf of our claimant(s), request Ramon Insurance Brokers International Ltd to provide a quotation from Talisman Insurance Company LLC for After The Event Bond (ATE) Bond(s) to the specifications contained within the schedule attached and hereby give consent on behalf of the claimant to incept the ATE bond from the date(s) on the as a firm order and request Ramon Insurance Brokers International Ltd to invoice our practice using the above e-mail address for the amount totalled in the "Premium to be Invoiced" column.

We confirm that we are aware and have made the claimants aware that the expiry of the After The Event Bond (ATE) Bond(s) is as follows:-

The earlier of 18 months from the Effective Date or when either:

1. You or the Claimant(s) advise the Surety that the Legal Claim was concluded and Successful; or
2. You or the Claimant(s) advise the Surety that the Legal Claim was concluded but unsuccessful; or
3. You or the Claimant(s) advise the Surety that the Claimant(s) have withdrawn the Legal Claim; or
4. the Conditional Fee Agreement or Damage Based Agreement is terminated; or
5. the Surety gives You or the Claimant(s) notice that the cover under the ATE Bond is withdrawn or cancelled, whichever is the earliest.

DECLARATION AND SIGNATURE

I / We declare that to the best of my / our knowledge or belief the particulars and statements given in this proposal form and any additional information provided are true and complete and this information and declaration shall be the basis of the contract between our claimant and Talisman Casualty Insurance Company, LLC that Ramon International Insurance Brokers Limited place our risk with.

Name (please print): [redacted]

Position (please print): [redacted]

Signature:

Date: 30.11.2023

Insurance Bond Schedule Received by Woodville

- The bond is checked by both us and the firm to ensure all references are correct and that the correct cases are covered.
    - Please click the imagine to see a Redacted After The Event Bond


Talisman Surety & Fidelity Company

Bond # [redacted]

AFTER THE EVENT BOND

Type of Legal Claim: RTA ☐ ☐ ☐ PCP ☑

BOND PRINCIPAL: LEGAL REPRESENTATIVE:

[redacted]

SURETY:

Talisman Surety & Fidelity Company, Inc.

OBLIGEE: (CLAIMANT):

OPPONENT:

BOND START DATE:

BOND EXPIRY DATE: Refer to Period of Bond in the ATE Bond wording

LIMIT OF INDEMNITY

PREMIUM DUE DATE:

AUTHORIZED INTRODUCER:

BOND PREMIUM:

Tier	Bond Due at Start date	Bond Due at Expiry Date
Tier 1	£ 50.00	Nil
Tier 2	£ 50.00	£ 100.00
Tier 3	£ 50.00	£850.00

SURETY: Talisman Surety & Fidelity Corporation

(Corporate Seal)

Page 1 of 7

- The accepted and funded cases are then uploaded into our case management system where they are monitored by the Woodville Staff.

Law Firm Monitoring

- Each firm must provide a monthly access to their CRM on all cases funded which are then reviewed by an external auditor. The auditor will also complete a dip test of the firm's cases to ensure accurate data is being collected.
- The bespoke case management systems enable the company to process large numbers of cases efficiently with consistent loan book performance without substantial increase to headcount. Details of the Claims and Loans are loaded into an integrated Cloud Platform. The monitoring of cases post lending is done through automated reports generated each month to assess and ensure cases are progressing and hitting Woodville's KPI's.

The KPI's monitored are:

- Start Date of loan
- Date of LBC sent to law firm
- Date claim issued at court
- Date of Acknowledgement of service OR defence being filed
- Allocation
- Directions
- Disclosure
- Trial Date