

Intermediary Panel Application Form

To join our panel, and start doing business with us, please fill in the details below.

Your Details

Title: _____ First Name: _____ Surname: _____

Business Name: _____ Company Registration Number: _____

Business Address: _____

Correspondence Address: _____

Office Telephone: _____

Mobile: _____

Preferred Contact Number: _____

Email: _____

FCA Registration

Are you: Directly authorised Appointed representative

FCA Registration Number: _____ Date Registered: _____

Network Name: _____ Network FCA Number: _____

Network/Club

We have partnerships with numerous networks and clubs. Many are national agreements, while others enable access only to intermediaries in our heartland area. Please check by calling us on 0330 123 1073 or visit our website. If we can accept business from you, your client can be based anywhere in England and Wales.

If you will be submitting an application via a mortgage club, please list clubs used:

Do you have an AIP/Application to submit in the next 2 days? Yes No

Treating Customers Fairly

Please confirm you actively apply all of the TCF outcomes and comply with all applicable aspects of MCOB at all times with your customers:

Yes No

Supporting Documents

To progress your application please tick to confirm you will supply copies of the following documents:

Professional Indemnity Insurance Certificate Current bank details as applicable on signed letter headed paper (for procurement fee payment)

If you tick yes to any of the following questions, please provide us with full details:

- | | |
|---|--|
| <input type="checkbox"/> Have you been subject to disciplinary action by the firm, FCA or any supervisory body? | <input type="checkbox"/> Have you entered into an arrangement with creditors? |
| <input type="checkbox"/> Have you been convicted of a criminal offence? | <input type="checkbox"/> Have you been the subject of a receiving order? |
| <input type="checkbox"/> Have you had a CCJ registered against you? | <input type="checkbox"/> Have you been the director of a company subject to winding up procedures? |
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Please return to our Mortgage Sales Team via email to bd1@ibs.co.uk, or by post to Ipswich Building Society, PO Box 547, Ipswich IP3 9WZ.

Working Together

We're passionate about our customer service – we want to work closely with you by offering you and your clients the best possible service.

We will therefore call you within 14 days of receipt of your application to join our panel, to find out a little about you and your business and share relevant information about our proposition, so that you get the most from our relationship.

In the meantime, so that we can ensure you have the information and support you need from day 1, please could you confirm the following:

1. Typical business mix: (i.e. purchase/re mortgage/BTL/shared ownership/self build/expat)
 2. Typical client profile: (i.e. LTV, age, employed/self-employed/impaired credit/capital raise/debt consolidation)
 3. What do you need from us? (i.e access to sales team, online portal, regular updates by phone or email)
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Terms of Business

By joining our panel, you agree to accept our general terms of business for intermediaries, as follows. The Society reserves the right to remove you from its intermediary panel if you do not adhere to the general terms. We reserve the right to request further information as needed.

It is your responsibility to ensure that:

- You always have your customer's authority to act on their behalf, and their permission to pass information to the society
- Your customer is fully aware, that when the Society searches their credit file to assess either an AIP or Application, a record of that search will be left (i.e. it will leave a hard footprint on the customer's records)
- You have all the appropriate, current authorisations from the Financial Conduct Authority (FCA) to submit applications
- You will hold the relevant permissions with the FCA to conduct Consumer Credit Activities and Professional Indemnity Insurance cover at all times
- You only submit business for your own customers and you will not process or submit any business through us on behalf of another adviser

The Society can carry out ongoing reviews when required to assess your ongoing panel membership and we reserve the right to end your membership at any time

Please confirm you have read and accepted the Terms of Business

Yes

No

Intermediary Declaration

- I confirm that in accordance with current Anti Money Laundering Regulations, I will have undertaken appropriate 'Know Your Customer' checks including the verification of identity and recording the details of all mortgage applicants before passing applications to Ipswich Building Society
- I confirm that any information Ipswich Building Society holds about me and how I use their website may be used for monitoring and management information purposes. This may be shared with the management team within my own organisation
- I indemnify Ipswich Building Society in respect of any liability, losses, damages or costs it may incur arising from a breach of my warranties and/or obligations, imposed by these terms of business, or by reason of any misrepresentation or negligent, or fraudulent act or default by me
- I agree to Ipswich Building Society making checks as they deem necessary prior to appointing me to their intermediary panel, and at any future time, including credit checks, business searches and ongoing business reviews.

Name: _____ Date: _____