

Applying to Join Mortgage Support Network as an Appointed Representative

To make your application process as simple and straightforward as possible we list below details of the documentation required from you, your business and its advisors.

You will no doubt appreciate that in carrying out our validation process and due diligence of all potential Appointed Representatives we must comply with the FSA's Rule Book and our own corporate risk management requirements.

We will keep you informed throughout the assessment procedure and also advise you of the requirements as you progress through each phase.

If you have any questions please ring Peter Ransome on 07802 844649.

All documentation should be completed in block capitals and **black** ink.

APPLICATIONS & SUPPORTING DOCUMENTATION

The applying Appointed Representative FIRM must forward: -

1. Fully completed Business Application
2. Fully completed Advisor & Controller Application for each advisor and/or controller within the business
3. Existing Businesses – Last 3 Years Business Accounts or 3 Years Tax Assessments if a Sole Trader and 3 months business bank statements
4. 3 months bank statements for each Advisor/Controller
5. New Start Business
 - a. Last 6 months bank statements
 - b. Business Plan including a Cashflow projection
6. Copy of Certificate of Incorporation if you are a Limited Company
7. Copy of valid Consumer Credit License to show a minimum of categories C, D, D1, E & E1 (Please note a new CCL may take 12 weeks)
8. Copy of valid Data Protection Certificate
9. Copy of valid PI run-off cover Certificate for existing businesses
10. Copy of advisors qualification certificates

Upon confirmation that the above have been received and meet the requirements/benchmarks of our validation process the following documentation will be required and/or submitted to the FSA prior to formal Approval of your Appointed Representative status:-

1. Mortgage Support Network will complete on behalf of all controllers the FSA Form A for Approved Persons and on behalf of the business the 'Add an Appointed Representative' Form
2. Two signed copies of AR Agreement for MSN signatures
3. Stationery & Initial Disclosure Documents (IDD) for approval by MSN

At each phase please **ensure you take a copy for your records** and forward the originals to:

Mrs Jo Porter, Compliance Director
Mortgage Support Network Ltd
Regent House
16 West Walk
Leicester
LE1 7NA