

# BUSINESS APPLICATION

To become an Appointed Representative of Mortgage Support Network Ltd with scope of authorisation in Mortgages (not including lifetime mortgages & non advised mortgage sales) and Non-investment Linked insurance arrangements.

Please answer all questions fully in black ink and block capitals and “Not Applicable” where relevant.

## 1 GENERAL BUSINESS INFORMATION

<b>1.1</b>	<b>Full name of Business</b>	
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<b>1.2</b>	<b>Trading names if different from above</b>	

<b>1.3</b>	<b>Main contact’s name</b>	
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<b>1.4</b>	<b>Legal Status</b>	Sole Trader		Partnership	
		Limited Liability Partnership		Limited Company	
		Other (Please Specify)			

<b>1.5</b>	<b>Companies House Registration number</b>	
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<b>1.6</b>	<b>Business’s Accounting Year start/end date</b>	
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<b>1.7</b>	<b>Principal address from where you will conduct business</b>				
	Business address (line 1)				
	Business address (line 2)				
	Business address (line 3)				
	City/Town		Postcode		
	Tel No		Fax No		
	E-mail address				
	Business’s Web address				

<b>1.8</b>	<b>Will you be trading from additional addresses other than above (if yes give details in Section 7)</b>		
	Yes / No		

<b>1.9</b>	<b>Registered address if different to Principal address above</b>		
	Registered address (line 1)		
	Registered address (line 2)		
	Registered address (line 3)		
	City/Town		Postcode

<b>1.10</b>	<b>Preferred contact address if different from principal address above</b>			
	Preferred address (line 1)			
	Preferred address (line 2)			
	Preferred address (line 3)			
	City/Town		Postcode	
	Tel No		Fax No	
	E-mail address			

## 2 HISTORY OF THE BUSINESS

<b>2.1</b>	<b>If the Business has previously been authorised by the FSA please indicate reference number</b>	
	FSA Reference No	

<b>2.2</b>	<b>How many Lifetime mortgages has the business transacted in the last 12 months</b>	
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<b>2.3</b>	<b>When did the Business begin transacting mortgages? (month / year)</b>	
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<b>2.4</b>	<b>When did the Business begin transacting Pure Protection insurances? (month / year)</b>	
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# 3 OWNERS & INFLUENCERS OF THE BUSINESS

This section helps us to understand who owns your Business and the relationships your Business has with other individuals and entities. We are interested in finding out about your Business’s Controllers and Influencers.

<b>3.1</b>	<b>Controllers</b>
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We need to know who the Controllers of the Business are. Where relevant, this will include the ultimate beneficial owners of the Business. These may be individuals or other businesses with an indirect shareholding in the Business, for example, through their shareholding in a parent of the Business.

For these purposes, an Individual Controller is a person,

- who as an individual owns or controls 10% or more of the shares in the Business either directly or through their interest in a parent undertaking.
- who as an individual exercises significant influence in/over the management of the Business or in/over the management of a parent of the Business.

<b>3.2</b>	<b>Individual Controllers</b>
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All Controllers that are not individuals should be listed in the Corporate Controllers table (Section 3.3).

In the case of a sole trader, your entry below should reflect 100% ownership of the Business by you.

<b>Name of Controller</b>	<b>Extent of controlling interest held in applicant Business (%)*</b>

\* If an individual controller listed has no direct shareholding in the Business (for example, because the controlling interest arises through a shareholding in a parent of the Business) please state ‘NIL’ in this column. The same ‘NIL’ would apply to an individual who held no interest in the Business but has a major influence in the running of the Business.

<b>3.3</b>	<b>Corporate Controllers</b>
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Name of Controller	Extent of controlling interest held in applicant firm (%)*	Currently authorised by FSA?	Currently applying for authorisation by FSA or as an AR?	
		Yes / No	FSA	Yes / No
			AR	Yes / No
		Yes / No	FSA	Yes / No
			AR	Yes / No
		Yes / No	FSA	Yes / No
			AR	Yes / No
		Yes / No	FSA	Yes / No
			AR	Yes / No

\* If a Corporate Controller listed has no direct shareholding in the Business (for example, because the controlling interest arises through a shareholding in a parent of the firm) please state 'NIL' in this column.

<b>3.4</b>	<b>Is the Business part of a group?</b>
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Yes / No
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For these purposes, a business is part of a group if

- shares in the business are owned by another associated company or partnership; or
- common directors exist in an associated company or partnership; or
- the Business is a subsidiary of a Holding Company; or
- the Business owns shares in an associated limited company with common directors; or
- the Business has any subsidiary businesses.

If **Yes** please provide a simple group structure chart, showing the structure of the group.

For all of the Controllers listed above that are companies, please ensure the chart includes the Company registration numbers.

<b>3.5</b>	<b>Are any of the businesses within the group currently FSA authorised businesses?</b>
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Yes / No
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Please ensure the group structure chart identifies any companies that are FSA authorised and the FSA form reference number allocated to each.

## 4 PROFESSIONAL REPUTATION AND DISCLOSURES

The Business must provide details of any significant event(s) that have occurred in the past that maybe relevant to our assessment. We will consider each event in relation to your Mortgage and Non-investment linked Appointed Representative activities bearing in mind our regulatory responsibilities to the FSA. If the Business is unsure as to whether an event needs to be disclosed, we advise that it discloses it and we can then consider its importance.

Failure to disclose relevant information at this stage could have serious consequences for the applicant. Failure to be concise could result in a significant delay in the processing of the application.

If you answer **Yes** to any of the following questions please provide details, including the question it relates to, in Section 7.

4.1	<b>Has the Business ever been subject of, or interviewed in the course of, any existing or previous investigation or disciplinary proceedings, by the FSA or other regulatory authorities (including previous regulators), professional bodies or government agencies?</b>								
Yes / No									
4.2	<b>Is the Business currently the subject of any disciplinary proceedings or is it aware that such proceedings are pending?</b>								
Yes / No									
4.3	<b>Has the Business ever been the subject of a formal investigation under the powers set out in;</b> <table border="1" data-bbox="220 1122 1110 1406"><tr><td data-bbox="220 1122 943 1193"><b>The Companies Act 1985?</b></td><td data-bbox="943 1122 1110 1193">Yes / No</td></tr><tr><td data-bbox="220 1193 943 1265"><b>The Financial Services Act?</b></td><td data-bbox="943 1193 1110 1265">Yes / No</td></tr><tr><td data-bbox="220 1265 943 1337"><b>The Financial Services &amp; Markets Act 2000?</b></td><td data-bbox="943 1265 1110 1337">Yes / No</td></tr><tr><td data-bbox="220 1337 943 1406"><b>The Mortgage Code Compliance Board regulations?</b></td><td data-bbox="943 1337 1110 1406">Yes / No</td></tr></table>	<b>The Companies Act 1985?</b>	Yes / No	<b>The Financial Services Act?</b>	Yes / No	<b>The Financial Services &amp; Markets Act 2000?</b>	Yes / No	<b>The Mortgage Code Compliance Board regulations?</b>	Yes / No
<b>The Companies Act 1985?</b>	Yes / No								
<b>The Financial Services Act?</b>	Yes / No								
<b>The Financial Services &amp; Markets Act 2000?</b>	Yes / No								
<b>The Mortgage Code Compliance Board regulations?</b>	Yes / No								
4.4	<b>Has the Business ever had a complaint from a client/customer upheld against it either following an internal investigation by the Business or an investigation by your Principal (if you were an Appointed Representative) or after the complaint was investigated by an Ombudsman.</b>								
Yes / No									
4.5	<b>Has the Business ever been a defendant in any civil proceedings or a party to any arbitration, in relation to any investment, mortgage and general insurance business or been charged or convicted under the Thefts Act or been the subject of any other criminal proceedings?</b>								
Yes / No									
4.6	<b>Has the Business ever had a petition presented or a meeting summoned to consider a resolution, to wind-up the Business or have the Business wound-up?</b>								
Yes / No									

4.7	<b>Has the Business ever had its estate sequestrated, or is the Business currently the subject of proceedings or are you aware of any proceedings for the sequestration of its estate?</b>
	Yes / No
4.8	<b>Has the Business ever had a receiver, administrative receiver or administrator appointed in respect of the whole or any part of its property?</b>
	Yes / No
4.9	<b>Has the Business ever had an administrator, receiver, or trustee appointed or an application made for such an appointment?</b>
	Yes / No
4.10	<b>Has the Business ever made a composition or arrangement with one or more of its creditors, or made proposals for such?</b>
	Yes / No
4.11	<b>Has the Business ever ceased trading in circumstances which any of its creditors did not receive full payment?</b>
	Yes / No
4.12	<b>Has the Business ever had any judgement debt entered against it?</b>
	Yes / No
4.13	<b>Has the Business ever been adjudged by a court liable for any fraud, wrongful trading or other misconduct?</b>
	Yes / No

Please ensure if you have answered yes to any of the questions in Section 4 that you provide the following information in Section 7

- the question number;
- the date(s) of the event;
- the amount(s) involved;
- the outcome; and
- any relevant or explanatory circumstances.

## 5 APPOINTED REPRESENTATIVE'S BANK DETAILS

This will be the bank account where commission, procurement fees and fees due to the Business will be credited.

<b>5.1</b>	<b>Bank/Building Society name</b>		
	Address (line 1)		
	Address (line 2)		
	City/Town	Postcode	
	Account name		
	Account number	Sort code	

## 6 BUSINESS ANALYSIS

<b>6.1</b>	<b>How does the Business currently operate?</b>
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To help Mortgage Support Network assess how best we can work together please answer the following:-

<b>Current number of sales advisors</b>	
<b>Number of sales advisors with FULL FPC <u>and</u> CEMAP/MAQ</b>	
<b>Number of sales advisors with CEMAP or MAQ only</b>	
<b>Number of sales advisors that <u>do not have</u> CEMAP or MAQ</b>	
<b>What would be the ideal number of sales advisors to have in your business now</b>	

	Company Name	No. of leads p.m.	Type of lead
<b>Where do you receive your mortgage/life/g.i. leads from</b>			

<b>Number of sales support/administration staff</b>	
<b>What mortgage sourcing system does your firm use</b>	
<b>Do you share premises or administration services with any other business</b>	<b>Yes / No</b>
<b>If YES please provide brief details</b>	

<b>What percentage of your annual mortgage business is</b>	<b>Prime</b>	%
	<b>Self Cert</b>	%
	<b>Buy to Let</b>	%
	<b>Sub Prime</b>	%
	<b>Equity Release</b>	%
	<b>Commercial</b>	%

The following questions apply to the total business of the firm:-

<b>Targeted number of mortgage sales per month</b>	
<b>Number of completed mortgage applications in last 12 months</b>	
<b>Number of written mortgage applications in last 12 months</b>	
<b>Number of written Life applications in last 12 months</b>	
<b>Number of completed Life applications in last 12 months</b>	
<b>Number of Life applications cancelled/lapsed in last 12 months</b>	
<b>Number of written Buildings &amp; Contents applications in last 12 months</b>	
<b>Number of written ASU applications in last 12 months</b>	
<b>Number of mortgage applications where a fee was charged in last 12 months</b>	
<b>Average Procurement Fee in last 12 months</b>	
<b>Average Life Commission in last 12 months</b>	
<b>Average fee charged (when one was charged) in last 12 months</b>	

<b>6.2</b>	<b>How is the business financed?</b>	<b>Self financed / Overdraft / Loan(s) from finance source</b>
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	Company Name	Amount Outstanding	Mthly Pmt	End Date
<b>If by Loan(s) give details here</b>			£	
			£	
			£	

<b>What is your current authorised overdraft facility</b>	£
<b>What is your current overdraft balance</b>	£
<b>What are your combined total bank balances</b>	£

<b>6.3</b>	<b>Please provide the following information in respect of your last full 3 years trading.</b>
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Year	Turnover	Total Income from Mortgage/Life/GI sales only	Total Income from other sources	Net Profit / Loss

<b>6.4</b>	<b>Name and details of your Accountant?</b>			
	<b>Name of Practice</b>		<b>Length of time known</b>	
	Address (line 1)			
	Address (line 2)			
	City/Town		Postcode	
	Contact name		Tel No	
	Email address		Fax No	

<b>6.5</b>	<b>Please list all security and guarantee arrangements offered by the Appointed Representative business applicant or any of its principals to any third party i.e. insurance company, personal indemnities and bank guarantees.</b>			

<b>6.6</b>	<b>Please provide details of your current Professional Indemnity Insurance arrangements.</b>		
	<b>Insurer</b>		
	<b>Policy number</b>		
	<b>Premium</b>		
	<b>Renewal date</b>		
	<b>Indemnity limit</b>		
	<b>Amount of standard excess</b>		
		<b>Are there any outstanding or pending claims?</b>	<b>Yes / No</b>
	<b>If Yes to above have your insurers provided an indemnity</b>	<b>Yes / No</b>	

<b>6.7</b>	<b>Please provide the number of claims, together with details, the Business has had against its Professional Indemnity Insurance policies over the last 24 months.</b>			

<b>6.8</b>	<b>Please provide details of the number of complaints registered against the Business in the last 12 months.</b>		
	<b>Number of Complaints</b>		
	<b>Number of Complaints upheld</b>		



## 8 BUSINESS'S DECLARATION

I/We hereby apply to Mortgage Support Network Ltd to become an Appointed Representative as defined in section 39 of the Financial Services & Markets Act 2000.

I/We hereby agree to pay the appropriate Application Fee to Mortgage Support Network Ltd, and understand in the event that the application is unsuccessful or is withdrawn, that this fee is wholly non-refundable

I/We declare that the information given in this application is true and complete and I/we agree that my/our application to become an Appointed Representative of Mortgage Support Network Ltd is fundamentally based on the truthfulness of this application. I/We agree that Mortgage Support Network Ltd may seek references and obtain further information as requested from others e.g. bankers, accountants, insurance companies, FSA, etc. I/We understand that if it is found that information provided is untrue, my/our agency with Mortgage Support Network Ltd maybe terminated forthwith at the sole discretion of Mortgage Support Network Ltd.

I/We understand that Mortgage Support Network Ltd may decline the application and may decide to refuse to contract with me/us as an Appointed Representative of Mortgage Support Network Ltd, in its sole discretion and without giving any reason.

I/We undertake to abide by the rules of the Financial Services Authority (FSA) or its successor, the Compliance Manual and any amendments thereto and will ensure that our staff will comply with the same.

I/We will comply promptly with any restriction or prohibition, which maybe imposed under the FSA or its successor's rules in order to enable Mortgage Support Network Ltd to comply with the same.

I/We consent to the release of all relevant information, which maybe held by my previous employers company/firm.

I/We agree to immediately communicate any material changes to the information provided within this Business Application, however minor, to Mortgage Support Network Ltd

I/We agree where I/we previously carried on investment business as an FSA authorised person/body or mortgage business regulated under the MCCB or pure protection business transacted under the ABI Code of Conduct that I/we, in respect of any complaint which I/we receive in connection with that business, will handle that complaint in a manner that befits the current FSA rules on complaint handling.

I/We agree to comply with any instruction that Mortgage Support Network Ltd may give concerning investigations which maybe carried out by Mortgage Support Network Ltd or FSA and with any instruction which may result from the exercise of intervention powers by Mortgage Support Network Ltd or FSA.

***The declaration must be signed as appropriate – Limited Company, by two Directors or in the case of a company with only one director by that director – Partnership, by two partners – Sole Trader, by the Sole trader.***

<b>Name</b>	
<b>Signature</b>	
<b>Position</b>	<b>Date</b>

<b>Name</b>	
<b>Signature</b>	
<b>Position</b>	<b>Date</b>