



# PROGRESSIVE

BUILDING SOCIETY

## MORTGAGE INTERMEDIARY REGISTRATION (PLEASE COMPLETE CLEARLY IN BLOCK CAPITALS)

### BUSINESS DETAILS

Contact Name													
Business Name													
Address													
											Postcode:		
Telephone Number													
Fax number													
Email address													

### PAYMENT OF PROCURATION FEES

Your Status	Appointed Representative	<input type="checkbox"/>											
	Directly Authorised	<input type="checkbox"/>											
	Other (Please specify)	<input type="checkbox"/>											
FCA Number													

**Bank Details** – Not to be completed if the procuration fee is to be paid to your Network / Mortgage Club / principal firm etc)

Bank Name														
Address														
											Postcode:			
Sort Code								Account Number						

### Network/Organisation details (if appropriate)

Complete the next section if you are an appointed representative/member of an organisation that requires procuration fees to be paid into a nominated centralised account rather than your own bank account.

Organisation Name													
Address													
											Postcode:		
Adviser Code								Position in Company					

## **Progressive Building Society - Intermediary Terms of Business**

The following are the general terms of business for intermediaries upon which we intend to rely. When you join our panel you will be deemed to have agreed to them. Should you fail to comply, Progressive Building Society reserves the right to remove you from its intermediary panel, irrespective of any other action taken.

### **By registering you agree:**

- ☐ To ensure that you always have your customer's authority to act on their behalf, and their permission to pass information to Progressive Building Society. The Society reserves the right to contact the customer.
- ☐ It is your responsibility to ensure your customer is fully aware, that by processing a mortgage application on the online portal, Progressive Building Society will search your customer's credit file and a record of that search will be left (it will leave a hard foot print on the customers records).
- ☐ To advise all customers of what will happen to their personal data and what, if anything, will be disclosed to other parties. No disclosure of personal data will be allowed without prior consent of the customer.
- ☐ For regulated business you have all the appropriate authorisations from the Financial Conduct Authority (FCA) to submit applications.
- ☐ To only submit business for your own customers and not to process or submit any business through us on behalf of another adviser.
- ☐ To Progressive Building Society undertaking appropriate checking before appointing me to their Intermediary Panel (this checking may include obtaining appropriate credit references and business searches, fraud prevention agencies searches and contacting Mortgage Clubs or Networks). If you give Progressive Building Society false or inaccurate information, details may be passed to the credit reference and fraud prevention agencies. We will use the information provided to us by credit reference agencies to help confirm your identity and for the prevention and detection of fraud and or money laundering.

When credit reference agencies receive a search from us they will place a search foot-print on your credit report.

### **Introducer Declaration**

I confirm that in accordance with current 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 Progressive Building Society.

I confirm that any information Progressive Building Society holds about me and how I use the online site may be used for monitoring and management information purposes. This may be shared with the management team within my own organisation.

I indemnify Progressive 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 accept and comply with the Progressive Building Society's Intermediary Terms of Business

**Signed:** ..... **Dated:** .....