



Intermediary Submission Form

This form can be completed electronically, saved and printed.
 If completing manually, please complete in black ink and BLOCK CAPITALS. Complete any boxes which apply.

Client name(s):	<input type="text"/>	Company name:	<input type="text"/>
Advisor name:	<input type="text"/>	Office address:	<input type="text"/>
Email address:	<input type="text"/>		
Telephone number:	<input type="text"/>		
Fax number:	<input type="text"/>		
FCA status (please tick as appropriate):	<input type="checkbox"/> Directly Authorised	<input type="checkbox"/> Appointed Representative	
Company FCA registration number:	<input type="text"/>	Network name:	<input type="text"/>
Mortgage Club:	<input type="text"/>	Network FCA registration number:	<input type="text"/>
Packager:	<input type="text"/>	Packager FCA registration number:	<input type="text"/>
Level of service given (please tick as appropriate):	<input type="checkbox"/> Advised	<input type="checkbox"/> Non advised	

ARRANGEMENT/ADVICE FEES

Fee description	Payable to	Amount	Payable on	Refundable	
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No
				<input type="checkbox"/> Yes	<input type="checkbox"/> No

Amount of procurement fee to be refunded to client (if any): £

IDENTIFICATION

The Society requires one form of personal identification for each applicant in addition to one form of proof of residency documentation. Please refer to the "Identification Criteria" sheet for details, a copy of which can be obtained upon request or on our website at www.chorleybs.co.uk/mortgages.

DOCUMENTATION REQUIREMENTS

Please see the documentation requirements on the website at www.chorleybs.co.uk/intermediary.html

INSURANCE

Please note that Buildings Insurance is compulsory for all successful mortgage applications and should be in place prior to completion.

Are you authorised for general insurance sales? (If yes, please complete the following) Yes No

Does the client require a quote for Buildings Insurance? (If yes, an advisor will contact the client for further information) Yes No

SOLICITOR CONVEYANCER

I confirm that I have discussed with my client(s) section 8 of the mortgage application form, explaining the two options available for appointing a solicitor / conveyancer and the potential legal costs for both. Yes No



PAYMENT OF PROCURATION FEES

Please confirm whether the fees are to be made payable to:

Broker Company: <input type="checkbox"/>	Network: <input type="checkbox"/>	Mortgage Club: <input type="checkbox"/>	Packager: <input type="checkbox"/>
Percentage of fee: <input type="text"/>	Percentage of fee: <input type="text"/>	Percentage of fee: <input type="text"/>	Percentage of fee: <input type="text"/>

Bank account details for payment of fee:

If split payment:

Sort Code: <input type="text"/> - <input type="text"/> - <input type="text"/>	Sort Code: <input type="text"/> - <input type="text"/> - <input type="text"/>
Account Number: <input type="text"/>	Account Number: <input type="text"/>
Account Name: <input type="text"/>	Account Name: <input type="text"/>
Reference: (if applicable) <input type="text"/>	Reference: (if applicable) <input type="text"/>

DECLARATION

I confirm that I have verified the customer(s) identity and will retain suitable records of the evidence seen to satisfy identity verification requirements under the Money Laundering Regulations 2007 and the Financial Services and Markets Act 2000. I will make these records available, on request, to Chorley & District Building Society or the Financial Conduct Authority. I have advised the customer on the types of valuations and surveys available, the other costs payable and credit searches. I also confirm that the registration number for the Financial Conduct Authority (FCA) completed above is correct and that I have complied with the FCA rules in giving advice to the customer(s).

I confirm that I am duly authorised to submit this application and am not doing so on behalf of an unauthorised person or firm.

Intermediary signature: <input type="text"/>	Date: <input type="text"/>
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Chorley and District Building Society is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Registered on the Financial Services Register under number 206023.
Registered Office: Key House, Foxhole Road, Chorley, Lancashire PR7 1NZ.

Chorley and District Building Society is a member of the Building Societies Association and a participant of the Financial Ombudsman Service and Financial Services Compensation Scheme.

Your telephone conversations with the Society may be recorded. This is to help the Society to improve customer service and to offer additional security. Calls and electronic communications may also be monitored for staff training.