

Please send this application directly to your packager and make sure the form is fully completed. We won't be able to process the application without all the information.

Broker's Name

Application number (if you have a DIP)

Company Name and Address (for correspondence)

Tel No

Fax No

E-mail address*

I/We would like to receive details of products and services by e-mail of:

- **Salt**, Derbyshire Building Society, their subsidiary, associated and related companies
- Other carefully selected companies and organisations

* This will only be used for marketing communications and not communications on any particular application.

Your FSA Number

Are you directly authorised and regulated by the FSA? Yes No

If you are an appointed representative, please give your principal's name and FSA number

Administrator dealing with this case

Tel

Fax

E-mail address

Please tick as appropriate:

Has an exchange of contracts date been agreed Yes No

If yes, please give us the date

Marketing company/mortgage club membership/network/branch (where submitted through a scheme)

Company Name

Product and term

Initial payable interest rate

Level of advice? Advised Non-advised

Broker fee? £

Affix scheme sticker if applicable

Total gross procurement fee paid to you or your network

Names of everyone who'll receive part of the procurement fee

(Please make sure the information is correct as it will be used in the Mortgage Offer)

Customer 1

Customer's full name, address and date of birth

Customer 2

Customer's full name, address and date of birth

Fees

Application fee £

Valuation fee £

Total £

(Please refer to product details for fees required with the application)

Bits and pieces we must receive with the application

It's really important that we receive these documents. They must be good quality certified copies and not originals.

	Customer 1	Customer 2
Employed (full status): Last 3 consecutive printed payslips and last printed P60.	<input type="checkbox"/>	<input type="checkbox"/>
Self Employed (full status): Last year's accounts.	<input type="checkbox"/>	<input type="checkbox"/>
No mortgage statement or copy of rent book: Bank statements showing full 12 months repayment history.	<input type="checkbox"/>	<input type="checkbox"/>
Interest Only Loans: Additional information on how the interest only loan will be repaid. (Has the relevant section in the application form been completed?)	<input type="checkbox"/>	<input type="checkbox"/>
Loans into Retirement: Additional information on how the loan will be repaid and the customer's ability to pay the loan into retirement. (Has the relevant section in the application form been completed?)	<input type="checkbox"/>	<input type="checkbox"/>

Money Laundering

- We must confirm the identity and address of every customer.
- We will need one piece of ID from each of the lists below.
- We will need different ID for each address and identity.
- We must see different documentation for each customer.
- Tick relevant box to show what's been included.
- You must sign and date each piece of ID and the certification must say 'I certify that this is a true copy of the original document which I have seen'.

	Customer 1	Customer 2
Interview type?		
• Face to Face	<input type="checkbox"/>	<input type="checkbox"/>
• Non Face to Face	<input type="checkbox"/>	<input type="checkbox"/>
Identity Check:		
• Up to date, signed, passport	<input type="checkbox"/>	<input type="checkbox"/>
• Current UK photo card driving licence or old style UK driving licence (we won't accept the old style provisional driving licences)	<input type="checkbox"/>	<input type="checkbox"/>
• Benefit book or original Benefits Agency confirmation letter	<input type="checkbox"/>	<input type="checkbox"/>
• Inland Revenue Notice of Coding or Tax Assessment confirmation (we won't accept P45 or P60s)	<input type="checkbox"/>	<input type="checkbox"/>
Address Check:		
Please make sure the most recent and up to date copies are used.		
• Mortgage statement	<input type="checkbox"/>	<input type="checkbox"/>
• Bank/Building Society statement showing current address	<input type="checkbox"/>	<input type="checkbox"/>
• Utility Bill (we won't accept mobile 'phone bills)	<input type="checkbox"/>	<input type="checkbox"/>
• Local Authority Tax Bill (current year)	<input type="checkbox"/>	<input type="checkbox"/>
• Local Council rent card or tenancy agreement	<input type="checkbox"/>	<input type="checkbox"/>
And if not used to check identity . . .		
• Current UK photo card driving licence or old style UK driving licence (we won't accept the old style provisional driving licences)	<input type="checkbox"/>	<input type="checkbox"/>
• Benefit book or original Benefits Agency confirmation letter	<input type="checkbox"/>	<input type="checkbox"/>

Declaration:

Declarations – I confirm to salt and any third party to whom it may transfer the benefit of its interests in any mortgage loan made that:

- I have explained to the applicant(s) that I am representing them and that I am **not your agent** for mortgage business
- You may contact the applicant(s) direct
- You may **monitor and record calls** or emails to prevent or detect crime, for service quality or security purposes
- I have not insisted that the applicant(s) purchase **any other products or services** through me
- I have seen the originals of the copy **documents provided as evidence of identity and address**, any requiring a signature were pre-signed, and the copies are true copies of the original documents and where there is a photograph, the copy provides a good likeness of the applicant(s)
- You, Derbyshire Building Society, your or its subsidiaries and associated companies (The Derbyshire Group) may, as part of your service, **inform me about products and services** (including those of related* and selected other companies and organisations) which it is considered may be of interest to me
 - by email messages if I have ticked a box on this form indicating I want to receive this information in this way, and
 - by any other form of communication (including mail and telephone) unless I write to **salt**, PO Box 1, Duffield, Belper DE56 1AG
- * A related company is a company which provides products and services which can be purchased through The Derbyshire Group
- I am joint data controller, with you, for the purposes of processing this application, that I am registered under the **Data Protection Act 1998** and that I will process all data in accordance with that Act and the Data Protection Principles
- I hold **all appropriate permissions** from the Financial Services Authority (FSA) for the regulated activities I have undertaken in respect of this application
- Before submission of this application I have produced and issued to the applicant(s) an **Initial Disclosure Document** and **KFI** in accordance with FSA Regulations for the mortgage product applied for
- Where I have previously requested a **KFI** from you by insecure e-mail, the applicant(s) have provided their consent
- I will comply with all laws**, statutes, regulations and requirements of any government or quasi-governmental authority relating to my business in so far as they apply to me
- I am not authorised without your written authority to provide advice or to recommend any of your **general insurance products** and that I have informed the applicant(s) to contact you direct if they wish to discuss such products
- (Where this **application is submitted electronically**), the applicant(s) have signed a paper copy of the Application Form which will be sent to you with the other documents required in connection with this application
- (**Where income has been self-certified**) I have explained to the applicant(s) the importance of providing accurate information and the implications of overstating income
- (**Interest only mortgages**) I have explained to the applicant(s) that the amount they owe you will not reduce over the repayment period of the mortgage and that it will be their responsibility to repay the loan from their own resources at the end of that period
- (**Loans into retirement**) I have discussed with the applicant(s) the arrangements they have in place to enable them to meet their repayment obligations into retirement and I have emphasised to them that they must be satisfied that they can meet those obligations
- (**Transfer of Mortgages**) I have explained to the applicant(s) your right to transfer the benefit of the mortgage to a third party.

I understand that it is a criminal offence to provide incorrect information in order to obtain a mortgage.

Introducer's Signature Date

Print name