

## INTRODUCTION

This application form provides the process that will be used to allow Offa to accept Finance applications from NON FCA Intermediaries.

## THE INTERMEDIARY

Offa will only work with Intermediaries approved to be part of our Panel, approval is required if a new Intermediary is to be added to the existing panel.

Prospective applications to join the panel will be reviewed following submission and full assessment of the application will be carried out.

### Non FCA Application Form

<b>Contact information</b>	
Salutation	
First Name*	
Middle Name	
Last Name*	
Suffix	
<b>Non FCA broker</b>	
<b>Company Details</b>	
Company/Organisations Name/ address	
Title	
	Post Code:
Email	
Phone*	
Roles & activities	
<b>Credit Referencing</b>	

<p>any of the individuals been convicted of the following</p> <ul style="list-style-type: none"> <li>▪ A criminal offence</li> <li>▪ Secured Debt - Settled Date</li> <li>▪ Secured Debt - End Date</li> <li>▪ Unsecured Debt</li> <li>▪ Missed Payments</li> <li>▪ <a href="#">Click here to enter text.</a>Had a county court judgement (CCJ) registered</li> <li>▪ Bankruptcy / IVA</li> <li>▪ Satisfied CCJ</li> <li>▪ Unsatisfied CCJ</li> </ul> <p>(If yes please provide details on the supplementary sheet)</p>	<p>Yes                      No</p>
<b>Bank Details</b>	
<p>Please provide the bank details where you would like us to pay any procuration fees</p>	<p>Bank Name: Bank Address:  Account Name:  Sort Code:  Account Number:</p>
<b>Contact and Marketing Preferences</b>	
<p>What is your preferred method of contact for case updates and queries</p>	<p>Telephone  Email  Post</p>
<p>Please confirm if you would like to receive Marketing/news updates from Offa</p>	<p><input type="checkbox"/>  <input type="checkbox"/> Yes  No</p>
<b>Additional information</b>	


## **Declaration**

- This declaration applies to the intermediary who is advising on this application. If the application is being input by the intermediary's administrator(s) all references to 'I' in this declaration refer to the intermediary and not the administrator. Where the application is being input by an administrator, the administrator must agree to the administrator declaration.
- I am authorised to act as agent of and on behalf of the applicant(s) in connection with this application for a decision in principle.
- I confirm that I am acting within my authority and that I have made the applicant(s) aware that whether or not they become a customer, all the information they give to Offa, or that Offa hold on them, may be shared with and used by Offa's group of companies, its associated companies, service providers or agents who may be located in other countries, subject to Offa's Privacy policy. The applicants understand that Offa will use their personal data as described in Offa's Privacy Policy which I have provided to them.
- I confirm that each applicant has agreed for their information to be used in this way to process this agreement in principle and for you to release information relating to this application to me.
- I confirm that I am acting appropriately and this application does not create a conflict of interest. I am not the mortgage applicant nor are any of my relatives including my partner (my spouse or civil partner), my parent, grandparent, nor any of my children or siblings.
- I confirm that I have made each applicant aware of the following:

### **1. Credit reference agencies**

- I confirm that I have made each applicant aware that:

In order to process their application and any future increase in the credit limit that's available to them, Offa will perform credit and identity checks on them with one or more credit reference agencies. To do this Offa will supply their personal data to the credit reference agencies and the credit reference agencies will give you information about them. When Offa carries out a search at the credit reference agencies, the credit reference agencies will place one or more footprints (where applicable) on each applicant's credit file. When a decision in principle request is submitted, Offa will make an enquiry search, also known as a soft or quotation credit search. This has no effect on the applicant's credit score and ability to get credit, and lenders are unable to see this if they search their credit file.

If a full Purchase Plan application is submitted, Offa will register a full credit enquiry, also known as a hard credit search. This credit search will be viewable by other lenders and may affect each applicant's ability to get credit elsewhere within a short period of time. If their situation changes during the application process a further search may be required. In addition, as part of a Buy to Let Purchase Plan refinance application, we may carry out a search on the title and the property address.

Whether or not a decision in principle or a full Purchase Plan application is submitted, a financial association link between joint applicants will be created at the credit reference agencies. This will link their financial records and be taken into account in all future applications by either or both applicants until either of them apply for a notice of disassociation with the credit reference agencies.

If their application is successful, Offa will also continue to exchange information about them with credit reference agencies on a monthly basis while they have a relationship with Offa. The credit reference agencies may in turn share their personal information with other organisations. Details about their application (whether or not it's successful) will be recorded and you'll give details of their accounts and how they manage them to credit reference agencies. If they do not repay any debt in full or on time, the credit reference agencies will record the outstanding debt and supply this information to others performing similar checks, to trace the applicant's whereabouts and to recover debts that they owe. Records remain on file for 6 years after they are closed, whether settled by the applicants or defaulted. The identities of the credit reference agencies, and the ways in which they use and share personal information is explained in more detail Offa's Privacy policy which is available at [www.Offa.co.uk/Privacy-Notice/](http://www.Offa.co.uk/Privacy-Notice/).

## 2. Identity and fraud checks

- I confirm that I have made each applicant aware that:

The personal data Offa's collected from the applicant(s) at application or at any stage will be shared with fraud prevention agencies who will use it to prevent fraud and money laundering and to verify their identity. If fraud is detected, they could be refused certain services, finance or employment in future. Offa may also search and use your internal records for these purposes. Further details on how their personal data will be used by Offa and these fraud prevention agencies, and their data protection rights, can be found in Offa's Privacy policy which is available at [www.Offa.co.uk/Privacy-Notice/](http://www.Offa.co.uk/Privacy-Notice/).

- I confirm that I am responsible for checking the accuracy of the information electronically transferred to Offa's Introducer Internet site.
- I can confirm that the applicant(s) understands that you may credit score the applicant(s) by making one or more credit searches and wishes to proceed on this basis.
- I confirm that I hold an original signed Customer Declaration from the applicant (or if more than one, both or all of them) and that I will retain and make a copy available immediately to you on request.
- I have made them aware that they have a number of rights under data protection legislation and that more information can be found in Offa's Privacy policy which is available on [www.Offa.co.uk/Privacy-Notice/](http://www.Offa.co.uk/Privacy-Notice/).
- I confirm that all the information collected will be a true and accurate reflection of the applicant's circumstances and I will keep the information up to date during the application process
- All applicants have been identified in accordance with the existing agreement with Offa.
- I, or my company, confirm that this application and my conduct is subject to the Terms and Conditions for Intermediaries which was presented to me when signing up to Offa Intermediary Portal.
- I confirm that all documents I submit are true copies of original documents relating to the party/parties on this application.
- I accept responsibility for the security of any information sent to me.
- I understand that any misrepresentation of applicant information is an offence.

## 3. Administrator declaration

- This declaration applies only if an administrator is inputting the application on behalf of the intermediary. All references to I in this declaration refer to the administrator. I confirm I have been nominated to access applicant data for the purpose of inputting applicant information to create, progress and track mortgage applications.
- I confirm I have the intermediary's permission to input applicant information, and that the intermediary has confirmed the appropriate Data Protection statement has been given to the applicant.
- I confirm that all information input into Offa's intermediary Portal will be a true and accurate reflection of the data collected by the intermediary.
- I confirm the information held on Introducer Internet will be confined to use by me and will not be shared with any other party, other than the nominated intermediary or other nominated administrator(s) for that intermediary.
- I understand that any misrepresentation of applicant information is an offence.

Declaration: I /We certify that the information in this form is correct to the best of my /our knowledge.	
Name:	Signature: Date:
Name:	Signature: Date:
If you are signing on behalf of a company, please complete the section below	
Capacity: Proprietor/Partner/Director/Other (Please state)	Name: Signature: Date:

Please return this completed form to: [adminsupport@offa.co.uk](mailto:adminsupport@offa.co.uk)

For Offa Internal Use Only (please complete before submitting for approval)		
All Documents Received	Name:	Date:
Application Assessed	Name:	Date:
Application Approved	Name:	Date:

**Supplementary Information – Please complete any additional information here**

