



## AGENCY APPLICATION FORM

Before completing this agency application form, please read our terms of business which can be found on our website [adviser.royallondon.com/protection](http://adviser.royallondon.com/protection). This application is for an agency with the Royal London Mutual Insurance Society Limited (Royal London) incorporating our trading name Scottish Provident. We'll run appropriate checks (including checks on creditworthiness) before creating agency accounts. Please see section 9 'How we will use your information' for more details.

### 1 Your business details

Business name	<input type="text"/>		
Full business address	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Commission address (if different)	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Phone	<input type="text"/>	Fax	<input type="text"/>
Email	<input type="text"/>	Web	<input type="text"/>

### 2 Authorisation

Firm reference (FCA) number	<input type="text"/>
If you're a member of a service provider, please give details	
Service provider details	<input type="text"/>
	<input type="text"/>

### 3 Payment details

We pay commission by direct credit. Please give us your firm's bank details below:

Bank name	<input type="text"/>		
Bank address	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Sort code	<input type="text"/>	Account number	<input type="text"/>
Account name	<input type="text"/>		

## 4 Commission preferences

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### Type (please tick)\*

Indemnity  Full earnings period (4yrs)   
Non-indemnity  Reduced earnings period (2yrs)†

### Payment frequency (please tick one box only)

Weekly  Monthly

\* We may offer indemnity terms if we're happy with the results of the credit reference checks we run.  
† We only offer a reduced earnings period in certain circumstances.

## 5 Directors, partners or principals

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Please give us the following information for all directors, partners or principals in your firm.

Please give us details for any additional directors, partners or principals in section 10 'additional information'.

Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other (please specify) <input type="text"/>		
Forename(s)	<input type="text"/>						
Surname	<input type="text"/>						
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
National insurance number	<input type="text"/>			Position in firm	<input type="text"/>		
Home address	<input type="text"/>						
	<input type="text"/>			Postcode	<input type="text"/>		
Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other (please specify) <input type="text"/>		
Forename(s)	<input type="text"/>						
Surname	<input type="text"/>						
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
National insurance number	<input type="text"/>			Position in firm	<input type="text"/>		
Home address	<input type="text"/>						
	<input type="text"/>			Postcode	<input type="text"/>		
Title	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other (please specify) <input type="text"/>		
Forename(s)	<input type="text"/>						
Surname	<input type="text"/>						
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
National insurance number	<input type="text"/>			Position in firm	<input type="text"/>		
Home address	<input type="text"/>						
	<input type="text"/>			Postcode	<input type="text"/>		

## 5 Directors, partners or principals continued

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**Title** Mr  Mrs  Miss  Ms  Other (please specify)

**Forename(s)**

**Surname**

**Date of birth**

**National insurance number**  **Position in firm**

**Home address**

**Postcode**

## 6 Business writers

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If different to the people above, please give the following information for each of the firm's business writers: first name, surname, business address and postcode, date of birth, national insurance number and their business phone, fax and mobile numbers and email address.

  
  
  

You can give us these details by return with this application form or you can email them to [agency.support@royallondon.com](mailto:agency.support@royallondon.com) on a spreadsheet or complete section 10 'additional information'.

## 7 Other agencies

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Please give full details if you or your firm's directors, partners or principals are now or have ever been linked with any agencies associated with the Royal London. You should include full trading name(s) and firm (FCA) reference number(s). If there is not enough room, please complete section 10 'additional information'.

  
  
  

## 8 Professional standing

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(a) Has the firm, or any of its directors, partners or principals (including any business that they have been involved in previously) had a receiver or administrator appointed, entered voluntary or compulsory liquidation, been declared bankrupt or been the subject of a bankruptcy petition or entered into an arrangement with creditors? Yes  No

(b) Are any of the matters in (a) pending in respect of the firm, or any of its directors, partners or principals (including businesses that they have been involved with in the last 2 years)? Yes  No

(c) Has the firm, or any of its directors, partners or principals been the subject of a court judgement for outstanding debts which, if enforced, would result in them becoming insolvent? Yes  No

(d) Has the firm, or any of its directors, partners or principals ever had an application for agency refused, or had such an application suspended, withdrawn or granted subject to conditions? Yes  No

## 8 Professional standing continued

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(e) Has the firm, or any of its directors, partners or principals, been convicted or the subject of investigation relating to fraud, dishonesty, bribery or been the subject of investigation or disciplinary action by a professional body? Yes  No

(f) Have any of the directors, partners or principals been convicted of a criminal offence (other than for motoring)? Yes  No

If you have answered Yes to any of the questions above, please give full details.

## 9 How we will use your information

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We, the Royal London Mutual Insurance Society Limited (and our businesses and divisions), will hold information about you (including personal information about you or your employees and representatives) and your dealings with us on our database for regulatory reasons and so that we can administer your clients' plans, pay you commission, maintain our relationship with you and carry out research and analysis. We'll keep this information for a reasonable amount of time. We may also share information about you (in the UK and abroad) with other companies within the Royal London Group, our service providers, agents and with third parties such as auditors, underwriters, reinsurers, medical agencies, identify authentication agencies, and with other financial institutions and legal and regulatory bodies. The Royal London Group consists of the Royal London Mutual Insurance Society Limited and its subsidiaries.

By giving us your fax, mobile and email contact details and details about your employees and representatives, you consent to us using them to contact you. However, if at any time you decide you don't want us to make marketing contact with you in any of these ways, please let us know.

Where you give us information on your employees or representatives, you confirm that you have told them who we are and why and how we'll be using their personal data.

Personal information about you, your employees and representatives may be processed in countries outside the European Economic Area. This processing will be carried out by experienced and reputable organisations and only on terms which safeguard the security of the data and comply with the requirements of the Data Protection Act 1998.

We may carry out an identity authentication check to verify you and your directors', partners', or principals', identity (including checks on creditworthiness). This involves checking the details you supply against those held on any database that may be accessed by the reputable third party company which carries out our checks. This includes information from the electoral register and fraud prevention agencies.

We'll use scoring methods to verify you and your directors', partners', or principals', identity. A record of this search will be kept and may be used to help other companies verify your identity.

We may also pass information to financial and other organisations involved in money laundering and fraud prevention to protect ourselves and our customers from theft and fraud. If you give us false or inaccurate information and we suspect fraud, we'll record this and share this information with other organisations.

We may monitor and record phone calls and keep them for training and quality assurance, and to make sure we have an accurate record of your instructions. You, your directors, partners and principals and business writers have a right to ask for a copy of the information we hold on you, for which we're entitled to charge a small fee. You can ask us to correct any inaccuracies in this information. If you have any questions on how we'll use this information or if you'd like to receive our marketing communications by some but not all of the methods mentioned above, please let us know by writing to us at Royal London, 1 Thistle Street, Edinburgh, EH2 1DG or email us at [protectionmarketing@royallondon.com](mailto:protectionmarketing@royallondon.com)



# 11 Declaration

Please complete the declaration and return this form to:

Agency Management  
Royal London  
1 Thistle Street,  
Edinburgh  
EH2 1DG

I/We have read and agree to the **terms of business** with Royal London.

I/We agree that you may make relevant searches and checks (including checks on credit worthiness) on our firm its business directors, partners or principals.

I/We the signatory's below are authorised to submit this agency application for and on behalf of the firm.

<b>Full name</b>	<input type="text"/>		
<b>Signature</b>	<input type="text"/>	Position:	<input type="text"/>
<b>Date</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Full name</b>	<input type="text"/>		
<b>Signature</b>	<input type="text"/>	Position:	<input type="text"/>
<b>Date</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Full name</b>	<input type="text"/>		
<b>Signature</b>	<input type="text"/>	Position:	<input type="text"/>
<b>Date</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Full name</b>	<input type="text"/>		
<b>Signature</b>	<input type="text"/>	Position:	<input type="text"/>
<b>Date</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Royal London**  
1 Thistle Street, Edinburgh EH2 1DG  
[royallondon.com](http://royallondon.com)

All literature about products that carry the Royal London brand is available in large print format on request to the Marketing Department at Royal London, 1 Thistle Street, Edinburgh EH2 1DG.  
All of our printed products are produced on stock which is from FSC® certified forests.

The Royal London Mutual Insurance Society Limited is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. The firm is on the Financial Services Register, registration number 117672. It provides life assurance and pensions. Registered in England and Wales number 99064. Registered office: 55 Gracechurch Street, London, EC3V 0RL. Royal London Marketing Limited is authorised and regulated by the Financial Conduct Authority and introduces Royal London's customers to other insurance companies. The firm is on the Financial Services Register, registration number 302391. Registered in England and Wales number 4414137. Registered office: 55 Gracechurch Street, London, EC3V 0RL.