



**YOUR APPLICATION**  
WITH  
**MORTGAGE CONNECT (NI) LTD**

# INTRODUCTION

Prior to an adviser joining Mortgage Connect (NI) Ltd as a registered individual (RI), it is necessary to establish whether they can be considered 'fit and proper', as defined by the Financial Conduct Authority (FCA), and whether they constitute any form of businessrisk to Mortgage Connect.

This guide provides an overview of the process for a new adviser joining Mortgage Connect Ltd.

# APPLICATION

## We require the following documentation:

- A fully completed individual application form
- Copy of current valid photo identification (Driving license or passport)
- An individual credit report, which can be requested through Experian (**[www.experian.co.uk](http://www.experian.co.uk)**), Equifax (**[www.equifax.co.uk](http://www.equifax.co.uk)**) or Please note we do not accept reports from clearscore
- Copies of all relevant financial services qualification certificates
- A copy of your Data Protection Licence if you are self-employed, this can be applied for via the ICO (<https://ico.org.uk/for-organisations/register/>)
- Evidence of business quality (KPIs)
- 3 months most recent bank statements

**Please note:** Where an application has been dormant for 4 months or more, you will be required to start the application process again and supply up to date documents.

Please send all documents preferably via email to the Applications team at [admin@mortgageconnect.co.uk](mailto:admin@mortgageconnect.co.uk).

Alternatively they can be posted to

**Mortgage Connect Ltd, Unit 10 Galgorm Court, Galgorm, Ballymena, Co. Antrim, BT42 1HW**

## **What a good quality application looks like:**

- Accurately completed application with all supporting documents
- Full disclosure of all material facts
- Full 10 year employment history, consistent with the FCA register
- Strong assets to liabilities ratio
- No previous fitness and propriety issues
- No adverse entries on credit report
- No history of CCJs, IVAs or bankruptcy
- No outstanding industry debt
- No current or historic lender panel removals or warnings
- No warnings, suspension, termination or other investigations (including breaches) relating to regulated activity
- No upheld complaints
- Fully competent in the role/products applied for.

# DUE DILIGENCE

Mortgage Connect (NI) Ltd must ensure that an adviser is of sufficiently good repute and that they possess appropriate general, commercial and professional knowledge so as to be able to communicate accurately all relevant information regarding the proposed service to the client or potential client (SUP 12.4.2A FCA Handbook)

The below is an indication of how we assess each individual's fitness and propriety while going through the applications process:

## Non- Disclosure

The deliberate non-disclosure of material facts is taken very seriously by the FCA as it is seen as possible evidence of current dishonesty. Therefore, if in doubt, please disclose. Failing to disclose relevant information to the FCA may be a criminal offence under section 398 of the Financial Services and Markets Act 2000. (SUP 10A.13.15 FCA Handbook)

Please include the following:

Convictions	All criminal convictions, cautions or proceedings (including traffic offences)
Lender Panel Removals	Current and historic panel removals.
Disciplinary actions	Details of where you have been the subject of any disciplinary action. Please also include details of whether you have been refused, restricted, disqualified, suspended or removed from trading from any position.
Investigations	Details of where you have been investigated for carrying out unauthorised activities or the subject of an allegation of misconduct or malpractice.
Breaches	Details of any breaches in relation to your regulated activities.

## Financial Soundness

Mortgage Connect (NI) Ltd must determine whether the adviser is likely to be adversely influenced by their financial position in the conduct of the business for which the firm is responsible. This might arise, for example, if the adviser has cash flow problems and is not able to service their debts (SUP 12.4.3 FCA Handbook)

Please include the following:

Credit History	Details of all CCJs, IVAs and bankruptcy - whether current or historic
Debts (Personal and industry)	Details of any industry debt and all unsecured debts (eg credit cards, pay day loans etc)

# QUALIFICATIONS

	Mandatory	Preferable/ working towards
Mortgages	Full CeMap CF 1 and 6 Full FPC/ CeFA and MAQ or CeMap Bridge or CF6 R01 and CF6	Level 4 Mortgage Qualifications (For example DipMAP, CeMAP Diploma)
Protection	N/A	R01, J01, CF1 or R05
General Insurance	N/A	CeRGI
PMI	N/A	IF7
Equity Release	Same as Mortgage authorisation plus ER1, CeRER, CF7 and HR1	

# APPLICATION PROCESS

- Initial underwrite – Once the application is received, this will be checked for any gaps and any missing documentation. Once complete the application is passed to the-
- Underwriting team – The team will perform thorough due diligence checking including employment referencing. At this point the underwriter may request additional information or documentation. Finally the application is passed to the-
- Authorisations Committee for final sign off.

**Please Note: Non-disclosure may lead to rejection of your application**

# INDUCTION

Mortgage Connect Ltd have a **mandatory** induction process:

## **1: An online induction**

This entails completing the appropriate modules for the business types that you wish to be authorised to sell, how to use our CRM system, The Key, our commissions process and also our compliance procedures. Each of the product specific modules, will be split up into three units: our sales process for that product, general revision content on that product area and finally a test on the information that you should have learned from the previous two units. You must pass the test for each product type that you wish to sell before we can authorise you.

# AUTHORISATION PROCESS

Once all of the aforementioned process has been completed and signed off, Mortgage Connect Ltd will apply for your agency codes and request appropriate sourcing systems. This means that you can book appointments with clients in order to give advice in the products you are authorised for.

Our Adviser Development Team will contact you within 5 working days of your authorisation to guide and assist you with any queries you may have.

## T&C SCHEME

You will be allocated a Compliance Manager who will arrange a Guidance Visit immediately following your authorisation. There will then be regular visits (either face to face or Skype depending on the nature of the visit) throughout the year, in addition to the following:

- File checks
- KPI reviews

For further details please refer to the Training & Competence scheme.



# USEFUL CONTACTS

## Applications Team

To help and support you through your application process.

Email: [admin@mortgageconnect.co.uk](mailto:admin@mortgageconnect.co.uk)

## Financial Promotions Team

For all stationery, business card and website approval.

Email: [compliance@mortgageconnect.co.uk](mailto:compliance@mortgageconnect.co.uk)

## Compliance Team

To help with compliance queries.

Email: [compliance@mortgageconnect.co.uk](mailto:compliance@mortgageconnect.co.uk)

## Agency Team

For any queries regarding provider agencies.

Email: [aggy@mortgageconnect.co.uk](mailto:aggy@mortgageconnect.co.uk)

## Adviser Website

Please refer to our Adviser Website <https://www.connectadviser.co.uk> for all information regarding our lender and provider panels including commission rates and other Frequently Asked Questions.

# INDIVIDUAL

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## SECTION 1 | PERSONAL INFORMATION

Please complete this section fully and accurately. Please note that any contact details provided will be used during the course of your application and membership unless we are notified otherwise.

## SECTION 2 | AUTHORISATION

Please confirm whether you will be advising, the role you will be undertaking within the AR firm and also the products you are seeking authorisation to sell. You must be suitably qualified for these products and supply the accompanying certificates with your application.

## SECTION 3 | CONDUCT

Please answer all these questions relating to your competency and personal conduct. We need to know about your personal background to ensure that you are fit and proper and will provide sound advice to your customers. Any questions where you answer 'yes' please provide full details in the appendix and use additional sheets if necessary.

## SECTION 4 | EMPLOYMENT HISTORY

Please provide 10 years full employment history and the FCA number of any regulated firms or previous Firms you were associated with. It is a regulatory requirement to obtain 6 years referencing and we reserve the right to reference up to 10 years. Please explain any gaps in employment of more than 1 month in full, in order to avoid unnecessary delays in your application. Please supply any additional information in Appendix 1.

## SECTION 5 | DIRECTORSHIPS

Please provide details of other Companies, whether they be in the Financial Services industry or otherwise. Please include all companies where you are a shareholder or hold a controlling function.

## SECTION 6 | QUALIFICATIONS

Please confirm which qualifications have been attained. You will need to supply certified copies of these with your application (these can be certified at your NAM meeting)

# GUIDE TO COMPLETION

## INDIVIDUAL CONTINUED

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### SECTION 7 | KPIS

Please complete this section as accurately as possible, with details of persistency. If possible, please supply most recent KPI reports from former Firms.

### SECTION 8 | FINANCIAL PROMOTIONS

Please provide details on any Financial Promotions material that is currently used by your company.

### SECTION 9 | FITNESS AND PROPRIETY

Please answer all these questions regarding your fitness and propriety, as this is a regulatory requirement. It is important to disclose anything, no matter how minor you think it may be, that corresponds to the questions asked. Failure to disclose may result in your application being rejected.

### SECTION 10 | FINANCIAL INFORMATION

We require these details in order to establish whether, as a financial adviser, you are able to manage your own finances. Please complete this section with details of properties you own and any balances owing on these. N.B Please provide accurate and up to date figures, as we will cross reference this with your credit report.

Please also provide details of debts such as credit cards, loans and industry debt. For any non-capital assets such as savings and investments, please provide evidence of these.

### SECTION 11 | DECLARATION

Please sign and date the declaration. It authorises Mortgage Connect (NI) Ltd to carry out due diligence using the information you have provided. You are also confirming that the information is true and accurate.

### APPENDIX 1 | ADDITIONAL NOTES

Please provide further details on any information you have given on the application form that requests further details (for example section 3 – conduct where you have ticked 'yes'). Please also provide any information outside of the application criteria that you feel may support your application.