

**Introducer Due Diligence New / Annual Return Form**

Thank you for introducing mortgage business to Buckinghamshire Building Society. We look forward to a long and successful relationship. As part of our due diligence process can you please provide us with the following information.

Name of Firm:			
Address:			
			Postcode:
	Email :		
Names of Directors/Partners:			
Company/Partnership registration number:			
FCA registration number:			
Names of Advisors and Qualifications:			
Are you licensed to complete CBTL applications? <span style="float: right;">Y/N</span>			
CPD (last 12 months):			
Number of upheld complaints (last 12 months):			
Do you have personal indemnity insurance? <span style="float: right;">Y/N</span>			
Signature of Director / Partner:	Date:		
Print name:			

## TERMS & CONDITIONS

It is hereby agreed between the parties that English Law will apply to this contract and:

1. This agreement relates only to FCA regulated mortgage business.
2. You undertake to conduct yourselves in accordance with the regulation and spirit of FCA Conduct Rules and ICO (Data Protection).
3. You will provide all information correctly to the best of your knowledge and belief. You will not do anything that may falsely induce Buckinghamshire Building Society. You will not do anything that may bring us into disrepute.
4. You hereby authorise us, now or at any time in the future, to make any enquiries, including searches with credit reference agencies, deemed necessary in connection with your application.
5. You understand that if you knowingly provide false information, you may be committing a criminal offence and that your facility to place business with us will be cancelled and matters may be reported to law enforcement agencies.
6. You hereby irrevocably authorise us to disclose all information we hold about you to law enforcement agencies in the United Kingdom if it is requested by them, or if we are of the opinion that an illegal act has, is, or is likely to be committed.
7. Either party may cancel this agreement by serving the other with a written notice at the last known address. Such termination will not affect the rights of either party in respect of any secured loan or mortgage business already completed or in the process of being completed.
8. Provision of the Bribery Act 2010 will be taken into account.

Please return the completed Introducer Agreement to the following address:

Business Development  
Buckinghamshire Building Society  
High Street  
Chalfont St Giles  
Buckinghamshire  
HP8 4QB

Tel: 01494 879517  
Fax: 01494 877259  
E-mail: [mortgages@bucksbs.co.uk](mailto:mortgages@bucksbs.co.uk)