

APPLICATION FOR A UK AGENCY WITH MONUMENT LIFE INSURANCE DAC

Please complete this form in **BLOCK CAPITALS** and in ballpoint pen.

This form should be completed with our Terms of Business (UK). If you're a member of a network, our Terms of Business (UK) form isn't required.

This form can be scanned and e-mailed to guaranteesagency@va.monumentinsurance.com
Alternatively, you can send this form by airmail to Monument Life Insurance dac, Montague House,
Adelaide Road, Dublin 2, D02 K039, Ireland. If you have any queries please contact the Agency team
on 0845 6000 173.

1. APPLICANT

Please give the full registered name of the legal entity which is applying for a UK agency (the 'Applicant').

The company name provided will appear on all correspondence.

Address

Postcode

Email

Phone number

Fax number

Website address

2. LEGAL STATUS OF APPLICANT

Please tick the relevant box below:

Limited company

If a limited company, please give your registration number.

Partnership

Sole trader

Other (please specify)

Are you (only tick one box):

Directly authorised

Member of a network

Appointed representative

Network organisation

Name of network/principal firm

Do you use the services of an administration company?

Yes No

If yes, which company?

3. DIRECTORS'/PARTNERS' DETAILS

Please give the full names and home addresses of up to three directors/partners of the company/firm. If you're a sole trader, please give your full name and home address.

Title

Forename(s)

Surname

Address

Title

Forename(s)

Surname

Address

Title

Forename(s)

Surname

Address

4. BANKRUPTCY/LIQUIDATION

Has the applicant or any of its directors/partners ever been made personally bankrupt, entered into a compromise agreement with creditors or been a director or shareholder of a company which has gone into insolvent liquidation?

Yes No

If 'Yes', please give full details.

5. COUNTY COURT JUDGEMENTS/SHERIFF COURT DECREES

Does the applicant or any of its directors/partners have any unsatisfied county court judgements or sheriff court decrees against it/them?

Yes No

If 'Yes', please give full details.

6. TERMS OF BUSINESS

Has the applicant, or have any of its current directors/partners, been a sole trader, director or partner of a firm which has had a terms of business or agency appointment withdrawn?

Yes No

If 'Yes', please give full details.

7. REMUNERATION

All remuneration payments will be made in sterling.

Please note, if you're an appointed representative or a member of a network, we can only make payments to your principal firm or network.

If you require payments to be made directly to an account in your own firm's name we'll require written consent from your network to do this. Your network must state that they retain liability for any future agency debts that may occur.

Bank details for commission and adviser charge payments:

Bank name

Sort code

 - -

Account name

Account number

8. REGISTRATION DETAILS

FCA registration number

Trading name (if different from name stated in section 1)

Date of start of trade (dd/mm/yyyy)

Registered office (if you're a company and the address is different from that stated in section 1.)

If you're authorised by any body other than the FCA, please contact us directly to verify that your application can be accepted.

9. DECLARATION

The applicant agrees to be bound by Monument Life Insurance dac's Terms of Business (UK).

Data protection and your privacy rights The information you provide on this form will be held by us in accordance with all applicable data protection laws including the Irish Data Protection Acts 1988 and 2003 and Directive 95/46/EC and thereafter the General Data Protection Regulation "GDPR" (and all laws implementing or supplementing the GDPR). We need to collect personal details such as names and addresses in order to administer your agency application. This means that Monument Life Insurance dac is acting as a data controller. It is important that you understand how your information will be used, stored, what rights you have (such as access to and correction of your information) and for you to understand when we are bound by law to share information with third parties. We may share permitted relevant information, including personal data with regulatory bodies or authorities such as the UK's Financial Conduct Authority and when we need to in order to comply with anti-money laundering laws and for other purposes, for example detecting crime. We have a data protection management system in place to oversee the effective and secure processing of personal data. Our **Data Privacy Notice** can be found on our website www.monumentregroup.com/guarantees/,

it explains our data protection management system and the rights and choices a data subject has in respect of his or her personal data. If you have any queries or concerns please contact our Data Protection Officer at Monument Life Insurance dac, Montague House, Adelaide Road, Dublin 2, D02 K039, Ireland.

Connected person's privacy

If you provide information relating to any individuals connected with your agency application, you must take all steps necessary to legitimize your processing of their personal information. You can meet this requirement by:

- obtaining their consent to processing the information before you share it with us;
- provide our contact details to the individual connected with your agency application;
- provide them with a copy of our **Data Privacy Notice**;
- tell them the details of your disclosure of their information to us, the purposes for which it has been disclosed, our possible further disclosure of information as necessary, and that they have rights of access to and correction of their personal information which they can assert by contacting our Data Protection Officer at the address above.

9. DECLARATION - CONTINUED

By providing us with any information originating from a third party, you confirm that you have taken and completed these steps.

Date (dd/mm/yyyy)

Signature

Director/partner/sole trader
(delete as appropriate)

Please note that if you don't fully complete all the sections, there may be a delay in you receiving remuneration.

Please send the completed form to:

Monument Life Insurance dac
Montague House
Adelaide Road
Dublin 2
D02 K039
Ireland



Monument Life Insurance dac is registered in Ireland number 325795 with its registered office at 2 Park Place, Ground Floor, Upper Hatch Street, Dublin 2, Ireland and is regulated by the Central Bank of Ireland and subject to limited regulation by the Financial Conduct Authority and the Prudential Regulation Authority.

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