

Administration user nomination form

Please fill in the form using BLOCK CAPITALS and black ink. Tick any boxes which apply.

We are able to provide literature in alternative formats. The formats available are: large print, Braille, audio tape and PC disk. If you would like to register to receive correspondence in an alternative format please give us a call and ask for a 'Preferred Communication Request' form.

Business development manager

Fax number

Regional office

REMEMBER: Intermediaries must be told of the next steps once this form has been filled in.

1 Administration user details

Title

Address

First name(s)

Surname

 Postcode

Company name

Telephone number

Fax number

2 Nominating Intermediary details

Title

Company name

First name(s)

Company/Introducer ID

Surname

3 Adviser declaration

I confirm I am authorised to nominate an administrator to access customer information for the purpose of administering the progress of mortgage applications. I confirm that I am acting within my authority and that any applicants will be made aware that a nominated third party may be granted access to customer data for the purpose of on-line tracking of mortgage applications and may input data relating to the customer on my behalf. I confirm that the use of Case Tracking Summary screens will be confined to myself and any nominated

administrator(s). Information displayed on the tracking screens will not be shared with any party other than myself or any administrator(s).

Adviser's signature

Regional Office use only

Administration user code

Database set up (initials)

Authorised and checked by (initials)

Date

Date