

Registered office: SimplyBiz Services Ltd, St Andrew's House, St Andrew's Road, Huddersfield HD1 6NA T: 01484 439128 W: www.simplybiz.co.uk

Terms first expressed in italics shall have the meaning prescribed to them in the standard terms and conditions for the supply of compliance and business support services (Conditions) at www.simplybiz.co.uk/member-terms/

1. Your contact details (<i>you</i>)			
Name:	Firm name (or trading style):		
Business address:			
			Postcode:
Telephone:	Mobile:	Fax:	
Email address:		Website address:	

2. Information about your firm (please complete and tick as appropriate)			
Annual turnover or gross income from all sources (actual or estimated, including recurring income)			£
Status:	<input type="checkbox"/> Appointed Representative <input type="checkbox"/> Directly Authorised <input type="checkbox"/> Adviser		
	Network:	Service provider:	Firm:
Current permissions: (please tick all that apply)	<input type="checkbox"/> Investment <input type="checkbox"/> Pension <input type="checkbox"/> Mortgage		
	<input type="checkbox"/> Protection <input type="checkbox"/> General insurance		
No. of advisers:	RI's	Mortgage, protection and GI only	
	Consumer credit	PMI only	
Advice status: (only if applicable)	<input type="checkbox"/> Independent <input type="checkbox"/> Restricted <input type="checkbox"/> Hybrid		

3. Subscription Services required (please tick as appropriate, full details of the Services can be found in the <i>Directory of Services</i> at www.simplybiz.co.uk/directoryofservices)			
<input type="checkbox"/> Core Service	<input type="checkbox"/> Plus Service	<input type="checkbox"/> FCA Authorisation Service	<input type="checkbox"/> Mortgage Services

4. Additional Services (without prejudice to the definition of Additional Services as specified in the Conditions, the following services will also be treated as Additional Services for the purposes of the Agreement)		
Additional Services	Quantity	Charge

Special terms: Where a set number of Additional On-Site Visits per Year are requested as Additional Services, if you do not take up any such Additional On-Site Visits allocated in any Year within 90 days of the end of the relevant Year, such Additional On-Site Visits will automatically lapse and may no longer be taken up in any subsequent Year.

5. Key Terms - The following special terms apply to this Engagement Documentation

Minimum Payment Term	Twelve months
Notice Period	Six months (The Notice Period will commence and become effective no earlier than the expiry of the Minimum Payment Term)
Subscription Charges (all charges are monthly)	For Core service - 2.5% of annual turnover (as specified in section 2 of this for or as amended from time to time) For Plus service – £721.15 For Mortgage service - 1% of annual turnover (as specified in section 2 of this for or as amended from time to time) For FCA Authorisation service - £100 until authorised then thereafter as per the Core Service. Subscription charges will increase by 5%, or the prevailing inflation rate (whichever is higher), on the 1st January of each year.
Subscription Charge limits	For Core Service members - Subscription Charges are subject to a collar of £210.37 and a cap of £721.15 For Mortgage Service Members Subscription Charges are subject to a collar of £165.30 and a cap of £721.15
VAT	Any sum payable under the Agreement is exclusive of VAT which will be payable in addition to that sum in the manner and at the rate prescribed by law from time to time.

6. Tell me more about (please tick the services that you would like to know more about)

<input type="checkbox"/> Additional Compliance Visits	<input type="checkbox"/> TC&C Service	<input type="checkbox"/> File Reviews	<input type="checkbox"/> Fit and Proper Checks
<input type="checkbox"/> Credit Checks	<input type="checkbox"/> DB Transfer File Reviews	<input type="checkbox"/> Centra	<input type="checkbox"/> SimplyBiz Investment Services
<input type="checkbox"/> SimplyBiz Mortgages	<input type="checkbox"/> CPD Portal	<input type="checkbox"/> Will writing & estate planning	<input type="checkbox"/> SimplyProtect
<input type="checkbox"/> Simply Intelliflo Plus	<input type="checkbox"/> General Insurance Panel	<input type="checkbox"/> NextGen Adviser Website	<input type="checkbox"/> Electronic AML verification
<input type="checkbox"/> Consumer Credit	<input type="checkbox"/> GABRIEL support	<input type="checkbox"/> Learning events	<input type="checkbox"/> Supervisor support
<input type="checkbox"/> DB transfer bureau	<input type="checkbox"/> Professional Indemnity Insurance	<input type="checkbox"/> Marketing support	<input type="checkbox"/> Care planning solution

7. Declarations

1. I have read and agree to the Conditions found at www.simplybiz.co.uk/member-terms and have the authority to act on behalf of the firm as its authorised signatory.		
2. I accept the Special Terms specified within this Engagement Documentation and agree to the Special Terms and the Conditions governing this Engagement Documentation.		
3. I agree for my agencies to be aligned with SimplyBiz in order to receive enhanced commissions through Simply Protect. (Directly authorised firms only)		
4. I agree that this Engagement Documentation will act as my formal authority, for SimplyBiz to request information from my accountant, or any product provider or mortgage lender (if applicable) with whom I have an account.		
Additional information (if applicable):		
Your signature:	Position in firm: (Principal/Director/Partner/Other)	Date:

Additional Advisers and Key Personnel

Please ONLY complete this section if additional logins are required for our Member website, and so that those listed can receive essential information and bulletins etc from us.

Name (forename and surname)	Position in firm	Email address	Contact number

Additional information (Office use only – please do not complete)	
Regional Recruitment Manager:	Recruitment Support Adviser:
Member Get Member referee:	Commencement date for Direct Debit: <input type="text"/> / <input type="text"/> / <input type="text"/>

Direct Debit Mandate

Instruction to your Bank or Building Society to pay by Direct Debit.

Please fill in all details and return to:
SimplyBiz Services Ltd, St Andrew's House, St Andrew's Road, Huddersfield HD1 6NA



Originator's Identification Number

1. NAME AND FULL POSTAL ADDRESS OF YOUR BANK OR BUILDING SOCIETY		
To: The Manager		
		Bank/Building Society
Address:		Postcode:
2. NAME OF ACCOUNT HOLDER(S)		
3. BRANCH SORT CODE	4. ACCOUNT NUMBER	5. REFERENCE NUMBER
<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>
6. INSTRUCTIONS TO BANK OR BUILDING SOCIETY		
Please pay to SimplyBiz Services Ltd, Direct Debit from the account detailed on this instruction subject to the safeguards assured by the Direct Debit guarantee. I understand that this instruction may remain with SimplyBiz Services Ltd and, if so, details will be passed electronically to my Bank/Building Society.		
Signature:		Signature:
Print name:		Print name:
Date of Signature:		Date of Signature:
BANKS AND BUILDING SOCIETIES MAY NOT ACCEPT DIRECT DEBIT INSTRUCTIONS FOR CERTAIN TYPES OF ACCOUNTS.		

This guarantee should be detached and retained by the payer.

The Direct Debit Guarantee

This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.



1. If there are any changes to the amount, date or frequency of your Direct Debit SimplyBiz Services Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request SimplyBiz Services Ltd to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
2. If an error is made in the payment of your Direct Debit, by SimplyBiz Services Ltd or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society.
3. If you receive a refund you are not entitled to, you must pay it back when SimplyBiz Services Ltd asks you to.
4. You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.