

## FLOOD EXCESS INSURANCE AGENCY APPLICATION

You must complete this form prior to accessing our site. Once complete we will undertake relevant due diligence checks on your company. If your company is approved by us, we will provide you with User ID's and passwords and you will then be able to access our website and sell Flood Excess Insurance. If you would prefer a copy of this form emailed to you please contact us. Your agency application will be assessed and we will provide our response within 5 working days.

In this form the term 'company', 'you' or 'your' represents a firm/individual with whom we propose to deal with, whose function will be to offer our products to customers.

Policy Excess Limited is an Appointed Representative of Advent Solutions Management Limited of 3 Lombard Street, London EC3V 9AA. Your agency agreement will be held with Advent Solutions Management Limited.

### 1. Company details

Company name .....

Trading name (if different) .....

Address: .....

Postcode: .....

Principal contact: .....

Position: .....

Telephone: .....

Fax: .....

Email address: .....

Company website address: .....

Company registration number: .....

Date company established: .....

Is your Company registered by the Financial Conduct Authority, if Yes please advise: Yes/No

FCA Firm Reference Number:

Have you ever had an agency application declined, if yes please provide details below: Yes/No

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### 2. Company structure

Is your business a:

- Sole trader Yes / No  
 Partnership Yes / No  
 PLC Yes / No  
 Ltd Co Yes / No  
 LLP Yes / No the company

Total number of staff employed by your company:

### 3. Details of all directors/shareholders/owners of Company

Please provide details of all directors/shareholders/owners of the company:

Name	Position	Time connected with the firm (years)	Overall number of years' experience

### 4. Business activities

Approximate annual gross premium income:

Approximate number of monthly household policy sales:

Approximate number of monthly commercial property policy sales:

Is client money held in a separate account (i.e. not co-mingled with the company's own funds): Yes/No

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### 5. Criminal convictions & bankruptcy

Have you or any of the directors/shareholders or owners of the company;

- ever been convicted of a criminal offence, other than motoring, not treated as spent under the Rehabilitation of Offenders Act 1974? Yes / No
- ever been disqualified under company law Yes / No
- ever been the subject of any bankruptcy or insolvency proceedings or subject of a court judgement for an outstanding debt? Yes / No

*If the answer to any of these questions is 'Yes', please provide details below:*

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### 6. Errors & Omissions

Please provide the following information regarding your Professional Indemnity insurance:

Name of PI Insurer:	
Expiry date of PI insurance:	
Policy limit for individual loss:	
PI Policy aggregate limit:	
Does your PI policy cover dishonesty of employees: (Yes/No)	
Number of PI claims made in the last 5 years:	

### 7. Bank details

Please provide bank account details (for premium refunds etc):

Bank name:

Bank address:



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### 9. Anti-Bribery and Corruption, Fraud and Money Laundering

Does your company have policies in place on the above headed?

Are your staff trained on the above?

### 10. Declaration

I/We declare that all information provided on this document is correct and all relevant information has been disclosed.

I/We authorise you to make any investigations you deem necessary to verify the accuracy of the information provided, this may include a credit reference check for the company or individuals.

Signature: .....

Date: .....

Name: .....

Position: .....

If you wish to speak with us regarding the information requested on this agency application please contact us on 0345 241 0950 or by email at [enquiries@floodexcess.com](mailto:enquiries@floodexcess.com)

Once you have completed this agency application form please either post the completed form to Policy Excess Limited, 3 Lombard Street, London EC3V 9AA or scan and email it to [enquiries@floodexcess.com](mailto:enquiries@floodexcess.com)