

# Introducer Agreement



This agreement is between Buildstore Financial Services Limited and (hereinafter “the Firm”) and

\_\_\_\_\_ (name of Introducer)

(hereinafter “the Introducer”) to take effect from the date of this agreement.

This agreement is for the introduction of clients for self build and renovation mortgages by the Introducer to the Firm.

The Firm hereby agrees to advise clients introduced by the Introducer in a manner consistent with the Firm’s Terms of Business which will be issued to each client introduced.

This agreement is made in accordance with the rules of the Financial Services Authority by which the Firm is regulated. The Firm is authorised to provide advice on or arrange transactions in mortgages and non investment insurance contracts.

The Firm agrees to pay the Introducer  $x\%$  of the mortgage procurement fee received by the Firm for clients introduced by the Introducer after completion of the self build or renovation mortgage.

The provision of advice for protection insurance will remain with the Introducer. The Firm will not provide such advice to the introduced client.

Where site insurance is required, the Firm will make its own site insurance policy available to the client on a non-advised basis. No payment will be made to the introducer if this policy is taken out.

Any further business or subsequent enquiry via the new client will not entitle the Introducer to additional commission.

Should any lender reclaim any procurement fee whatsoever and for whatever reason this will, at the discretion of the Firm, be either offset against future remuneration due to the Introducer or will be repaid by the Introducer to the Firm within fourteen days of demand.

The demand may be delivered by hand or will be assumed to have been delivered within two days of despatch of a letter to the Introducer’s last notified address. The Introducer hereby agrees to repay the Firm fully in respect of the Introducer’s share of any procurement fee reclaimed.

The Firm will be responsible for obtaining information about the client and providing the advice. The Firm will retain client records.

The Introducer shall allow the Firm and the Financial Services Authority access to all information retained by the Introducer concerning all clients mortgage business and will co-operate fully in any investigations. Any complaints received by the Introducer concerning any clients mortgage business will be immediately notified to the Firm. The Firm will be responsible for the investigation and resolution of these complaints. The Introducer shall not otherwise divulge information relating to any client’s mortgage. The requirements set out in this paragraph shall not be affected by the termination of this agreement.

Any tax, VAT or other costs incurred whatsoever arising from this payment is the sole responsibility of and payable by the Introducer.

This agreement may be terminated at any time without penalty by either party in respect of mortgage business already completed or in the process of being completed by the Firm of clients introduced by the Introducer. On termination the Introducer shall return to the Firm all records relating to mortgage business of clients introduced to the Firm.

*We agree to be bound by the above terms*

*I agree to be bound by the above terms*

.....  
Signed on behalf of **the Firm**  
(Buildstore Financial Services Limited)

.....  
Signed on behalf of **the Introducer**

Date:

Date:

.....

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In the presence of:

In the presence of:

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(name, address and occupation)

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(name, address and occupation)

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