

# Terms of Business Application Form

## HSBC Life (UK) Limited

---

Please complete this form to apply for an agency with HSBC Life (UK) Limited ('HSBC Life'). This form also includes a section to register individuals for the HSBC Life Extranet facility. This form must be completed by an authorised signatory. We'll primarily use the personal information provided on this form to process your application, and manage our relationship with you. For full details of how we use your information, and your rights in this respect, please see the HSBC Life Intermediary Privacy Notice on <https://www.life.hsbc.co.uk/privacy-notice/> or a copy can be supplied on request.

### 1. Business details

Full Legal/  
Registered Name

Trading Name (if  
different from above)

Financial Services  
Registration Number

Companies  
House Number

Business Entity  Limited  Partnership  Sole Trader  Limited Liability Partnership

Business Address

Post Code

Registered Address  
(if different from  
above)

Post Code

Contact Name  
(for correspondence  
and formal  
notifications etc.)

Contact  
Email Address

Please confirm that the ownership / director details of the firm are as recorded  Yes  No  
on Companies House.

If no, please  
provide details of  
any changes

## 2. Business details

For sole traders and partnerships only, please give name(s) and date(s) of birth. When providing us with information about these individuals, please ensure you direct them to our intermediary privacy notice on <https://www.life.hsbc.co.uk/privacy-notice/> or a copy can be supplied on request.

Please give name(s), date(s) of birth and state all Sole Trader/Partners nationality. Please provide proof of your identity for all Sole Trader/Partners; e.g. passport. Please note that each Partner must provide Identification.

	Name	Nationality	Date of birth
Sole Trader/Partner 1	<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"/>
Partner 2	<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"/>
Partner 3	<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"/>
Partner 4	<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"/>

## 3. About your business

The following questions apply to the firm (including sole traders or individual partners in a partnership where applicable) which is being registered with HSBC Life. Where the answer is 'yes', please also provide further details.

a. What product are you applying for?

HSBC Life & Critical Illness Protection       HSBC Onshore Investment Bond

b. Are you now or have you ever been subject to legal proceedings, whether criminal or civil? **(Both Products)**

Yes       No

c. Do you have a Training and Competency Scheme? **(Both Products)**

Yes       No

d. Is your firm compliant with SYSC 19F.2 IDD remuneration incentives? **(Both Products)**

Yes       No

e. Please tell us about any reportable regulatory breaches/events in the past 5 years. **(Both Products)**

f. Who is ultimately responsible for ensuring that the firm adheres to Regulatory and Financial Crime Compliance requirements? **(Both Products)**

g. Do you have appropriate quality assurance/sales quality processes in place (including without limitation adequate scripting and/or call flows)? **(Both Products)**

Yes       No

h. How many protection policies do you anticipate selling in the next 12 months: including any Appointed Representatives (“ARs”) expected to on-board with HSBC Life? **(Protection business only)**

i. What percentage of your overall company income is generated from protection sales? **(Protection business only)**

j. Is your firm a call centre? **(Protection business only)**

Yes  No

k. Have you ever had an agency/terms of business/indemnity commission facility refused or withdrawn? **(Protection business only)**

Yes  No

#### 4. Bank account details for receipt of adviser charges and/or commission

**Please note: Adviser charges for the Onshore Investment Bond are paid monthly.**

##### Business bank details

Sort Code	<input type="text"/>	-	<input type="text"/>	-	<input type="text"/>	A/c Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Account Name	<input type="text"/>												
Bank Name	<input type="text"/>												
Postcode	<input type="text"/>												

## 5. HSBC Extranet registration details

Please provide details of each individual to be given access to the HSBC Life Extranet and state whether they need adviser or admin access. This will enable us to provide log-in details for each person.

**If you require access for more than four (4) individuals, please add all details onto the Excel attachment in the email correspondence.**

Please tick the access level required (adviser, admin or both) as appropriate. If left blank, we will provide adviser access as default. Please note, this section is applicable to both HSBC Life Protection and the Onshore Investment Bond.

When providing us with information about these individuals, please ensure you direct them to our Intermediary Privacy Notice on <https://www.life.hsbc.co.uk/privacy-notice/> (or a copy can be supplied on request).

Salutation	Full Name	Telephone Number	Email Address	Job Title	Adviser	Admin	Both
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 6. Which protection portals do you use? (Protection business only)

### Portal

UnderwriteMe	<input type="checkbox"/>
iPipeline	<input type="checkbox"/>
Iress	<input type="checkbox"/>
Weblines	<input type="checkbox"/>

## 7. Commission (Protection business only)

If you are a member of a mortgage/protection club, please state which one(s)

Commission is paid in accordance with the HSBC Life Terms of Business for Intermediaries and the Commission Guide.

Where you submit business through any panel arrangement operated by a mortgage/protection club or similar, you acknowledge that HSBC Life may pay commission directly to that mortgage/protection club in respect of such business and that you shall have no rights in respect of such commission.

Commission options requested (to be agreed with your Business Development Manager and confirmed by email).

Indemnity  Non-indemnity

If applying for indemnity commission, a personal guarantee may be required.

## 8. Acceptance of the Terms of Business

Please check the details you have entered in this Application Form are correct to the best of your knowledge.

By completing this Application Form, you represent and warrant that you have the necessary authority and capacity on behalf of your intermediary firm to enter into a contract with HSBC Life.

A contract will not be formed between us unless and until we notify you in writing that your application has been accepted, at which point you will be bound by the HSBC Life Terms of Business for Intermediaries, as amended from time to time.

I, as an authorised signatory for the firm, acknowledge the HSBC Life Terms of Business for intermediaries, as amended from time to time and confirm acceptance of the conditions therein.

Signature

Date

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Name in CAPITAL  
LETTERS

Position

### Completed forms (or a scanned copy) should be submitted via email to:

For HSBC Life Protection Registration: [lifbdmsupport@hsbc.co.uk](mailto:lifbdmsupport@hsbc.co.uk)

For Onshore Bond Registration: [bondbdmsupport@hsbc.com](mailto:bondbdmsupport@hsbc.com)

If you are registering for both products: [lifbdmsupport@hsbc.co.uk](mailto:lifbdmsupport@hsbc.co.uk)

Should you have any queries, please do not hesitate to contact us on: Telephone 0333 207 5563

Phone lines are open Monday-Friday, 9am-5.30pm, except holidays.

To help us continually improve our service and in the interests of security, we may monitor and/or record your communications with us.

**HSBC Life (UK) Limited** is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Registered in England (United Kingdom) number 00088695. Registered Office: 8 Canada Square, London E14 5HQ.

Our Financial Services Register number is 133435. HSBC Life (UK) Limited is a member of the Association of British Insurers.