

## Things to remember before you submit an application to us

**This guide tells you more about the important information we need when you send us an application.**

If you're submitting the application to us via i-Prompt, please enter only one of the partners' names into the client details page as we cannot accept multiple names in this field.






The additional names can be entered onto the loan notes on i-Prompt at the point of application - please do remember to give us the home address and date of birth of each partner.

If no loan notes are provided, or you're submitting the application to us via a software house, we may contact you via email for more information.

We might also need to get in contact for more information if the customer's name raises an alert against our financial crime background checks.

Where you are submitting a Solicitors Professional Indemnity finance application, you might find this website helpful:  
[www.lawsociety.org.uk/en](http://www.lawsociety.org.uk/en)

### When submitting your application you must provide us with:

-  Trading name
-  Trading address
-  Full name and home address of all the partners (up to four partners)
-  If it's a large firm, eg a large Legal firm and there are more than four partners you only need to provide the name, home address and date of birth of the most senior partner/s
-  The insurance policy schedule



**Getting the right information first time ensures a smoother process and a quicker response for your customer.**

# Do's and don'ts

## Do

- ✓ Provide all the requested details
- ✓ Use the website links we've provided if you're missing information
- ✓ Double check the trader type you've selected before submitting the application
- ✓ For limited companies, make sure you provide the full company registered name, the registered address and the company registration number when submitting a new application
- ✓ If the customer is not a limited company, please remember we'll need to see the policy schedule
- ✓ Respond promptly to requests for further information, particularly when we need details of the ultimate beneficial owner (the UBO)

## Don't

- ✗ Leave any information fields blank
- ✗ Populate information fields with dummy data
- ✗ Input the wrong trader type
- ✗ Provide the trading address instead of the registered address



# Contact us

**Should you have any additional questions regarding our Anti Money Laundering processes, please contact your Sales Manager.**