

Intermediary Product Transfer Data Capture Form



Roll number A/

Panel Number (If Known)

Payment Route

Please give information in the space provided or tick the appropriate box.

1. Applicants

Forename(s)

Surname(s)

Applicant 1

Applicant 2

2. Property Details

3. Customer Authority

Has authority been received from at least one applicant to obtain their account details?



Yes No

4. Transfer Date

Product transfer date

(1st of the following month earliest)

5. Level of Advice



Advised Non Advised

Commission passed onto applicant(s)



All Part None

6. Intermediary Fees

Fee Type

Amount of Fee

Is the fee refundable?



Fee due

Fee 1

Fee 2

Fee 3

£

£

£

All Part None

All Part None

All Part None

7. New Loan Details

Is a new mortgage term required, if so, what is the new loan term?

Term changes are only allowed where the transfer is from the 1st of next month

Is a new repayment type required?



Yes No

New repayment type



Repayment Interest Only Part Interest Only and Part Repayment

Interest only amount

£

8. External Investments

ISA Amount

£

Pension Amount

£

Endowment Amount

£

Other Investment Amount

£

If other, please specify?

Total

£

Total Premiums

£

Anticipated Retirement Age

Applicant 1

Applicant 2

Notes for completion of the Intermediary Product Transfer Data Capture Form

Section 1	Complete the applicant(s) Forename(s) and Surname(s) as appropriate.
Section 2	Complete the property details for the applicant(s).
Section 3	Has authority been obtained from at least one applicant to obtain their mortgage account's details?
Section 4	<p>The Product Transfer date, which can be future dated up to 3 months, should be recorded:</p> <p>For Product Transfers keyed up to and including 25th of the month, this date can be the 1st of the next month or 1st of the two subsequent months, e.g. keyed on 25th May, transfer can be from 1st June, 1st July or 1st August.</p> <p>For Product Transfers keyed from 26th of the month, this date must be the 1st of the month after next month or 1st of the two subsequent months, e.g. keyed on 26th May, transfer can be from 1st July, 1st August or 1st September.</p>
Section 5	<p>The Level of Advice given to the applicant(s) should be recorded.</p> <p>Whether any commission received will be passed to the applicant(s) should be recorded.</p>
Section 6	<p>The Fee Type can be either Brokerage Fee, Cancellation Fee or Arrangement Fee. If more than one fee applies then these must be recorded separately.</p> <p>For each fee, the amount should be recorded as well as whether the fee is refundable in Full, Part or None.</p> <p>If the fee is due, it should be recorded as On Application, At Offer, Within 14 days of Completion or On Cancellation.</p>
Section 7	The Mortgage Term and/or Repayment Type and/or Interest Only amount can only be amended where the product transfer date is the 1st of the next month .
Section 8	<p>If the Interest Only amount has been amended in Section 7, the appropriate adjustments must also be made in the External Investments section. The total of the External Investments must be the same as the Interest Only amount keyed in Section 7.</p> <p>The Anticipated Retirement Age of each applicant must also be recorded.</p>
Section 9	<p>The amount of the mortgage on any existing product cannot be amended. The only options are to leave the amount on the product the same or to remove the product from the mortgage. If any product is to be removed, it must be recorded in this section.</p> <p>If the removal of a product means that an Early Repayment Charge will be applicable, the applicant must indicate whether this will be added to the loan or paid.</p> <p>For each new product selected, the six alphanumeric code should be recorded. This must be in the format XXXnnn. In addition, the amount of the mortgage to be transferred to this product should also be recorded.</p> <p>The total amount on existing and new products should be the same as the total of the loan balances shown on the Customer Summary.</p> <p>The interest calculation method should also be recorded, particularly where the account is currently on Annual Interest as detailed in the Customer Summary. The account cannot, however, be transferred to Annual Interest if it is already on Daily Interest.</p>
Section 10	Applicants should be asked if they intend to have any fees added to the loan amount or if they wish to pay them within 14 days of completion.
Section 11	<p>Where the applicant has indicated in section 10 that they do not want the Product Fee (where applicable) adding to the loan, the applicant needs to indicate whether they wish to pay the fee on submission of the Product Transfer application.</p> <p>Payment can be made by debit or credit card. If paying by credit card, the 'Issue number' and the 'Valid from Date' are not required.</p>