**Application for Authorisation  
  
Sole trader appendix – notes**

You should only use the sole trader appendix if you are applying to carry on mortgage and/or non-investment insurance business.

Please take time to read these notes carefully. They will help you to fill in the sole trader appendix form correctly.

When completing the application forms you will need to refer to the Handbooks : <https://www.handbook.fca.org.uk>.

If after reading these notes you need more help please:

* check the FCA website;
* check the PRA website: [www.bankofengland.co.uk/PRA](http://www.bankofengland.co.uk/PRA)
* consult The Handbooks: <https://www.handbook.fca.org.uk>;
* call the FCA Customer Contact Centre on 0300 500 0597;
* call the PRA Enquiries: 020 3461 7000
* email the FCA Customer Contact Centre: [Firm.Queries@fca.org.uk](mailto:Firm.Queries@fca.org.uk) ;or
* email the PRA: [PRA.firmenquiries@bankofengland.co.uk](mailto:PRA.firmenquiries@bankofengland.co.uk) .

These notes, while aiming to help you, do not replace the rules and guidance in The Handbook.

**Terms in this form**

These notes use the following terms:

* 'we', ‘us’ or 'our' refers to the appropriate regulator;
* ‘the FCA’ refers to the Financial Conduct Authority;
* ‘the PRA' , refers to the Prudential Regulation Authority;
* 'the applicant firm' refers to the firm applying for authorisation;
* 'you' refers the person(s) signing the form on behalf of the applicant firm; and
* ‘FSMA’ refers to the Financial Services and Markets Act 2000.

**Important information**

**At the point of authorisation we expect the applicant firm to be ready, willing and able to start business.**

**Once authorised the applicant firm is required to pay regulatory fees even it is does not start trading.**

**Firms must also notify us immediately if any of their static data changes.**

|  |  |
| --- | --- |
| 1 | Your details |

**1.1-1.2**

No additional notes.

**1.3 Any previous surnames or first names. Please include details of when you changed them.**

If you have more than one previous name (surname or first names) please provide full details.

**1.4-1.7**

No additional notes.

**1.8 Passport number, if national insurance number is not applicable**

If you have more than one passport number please provide full details.

**1.9 Your nationality**

No additional notes.

**1.10 Have you ever had a different nationality? If yes, please give your previous nationality.**

If you have more than one nationality please provide full details.

|  |  |
| --- | --- |
| 2 | Your address |

2.1 Current private address

No additional notes.

2.2 Previous addresses

No additional notes.

|  |  |
| --- | --- |
| 3 | Disclosure |

3.1 – 3.3

No additional notes.

3.4 Have you entered into any material settlements in the last five years, whether or not on an ex gratia basis, to avoid legal action being brought against you or to avoid publicity?

A 'material settlement' is one that is significant and relevant to the firm and its business. If you are in any doubt as to whether any settlements are material, please disclose the details.

3.5 – 3.15

No additional notes.

3.16 Are there any other significant events relating to you which we have not asked about in questions 3.1 to 3.15 that have happened – or are taking place – that are relevant to your application for authorisation?

For more information on the factors which we take into account when considering applications, please refer to FIT in The Handbook. If you are in any doubt, you should disclose information.

**3.17 – 3.20**

No additional notes.

3.21 You must attach the following:

**Statement of personal assets and liabilities**

**Statement of business assets and liabilities**

The following pages contain templates for statements of personal assets and liabilities. Some firms will also see these in their business specific supplements.

**STATEMENT OF PERSONAL ASSETS AND LIABILITIES**

|  |  |  |  |
| --- | --- | --- | --- |
| For | | (full personal name) | |
| as at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | (date) | |
|  |  |  |  |
| **Assets** |  | **Liabilities** |  |
|  |  |  |  |
| House | \_\_\_\_\_\_\_ | Mortgage(s) | \_\_\_\_\_\_\_ |
|  |  |  |  |
| Other real property | \_\_\_\_\_\_\_ | Loan(s) | \_\_\_\_\_\_\_ |
|  |  |  |  |
| Contents | \_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_ |
|  |  |  |  |
| Motor vehicles | \_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_ |
|  |  |  |  |
| Investments (specify) | \_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_ |
|  |  |  |  |
| Bank balance(s) | \_\_\_\_\_\_\_ | Overdraft(s) | \_\_\_\_\_\_\_ |
| Cash deposits | \_\_\_\_\_\_\_ | Credit card balance(s) | \_\_\_\_\_\_\_ |
|  |  |  |  |
| Other assets (specify) | \_\_\_\_\_\_\_ | Other Liabilities (specify) | \_\_\_\_\_\_\_ |
|  |  |  |  |
| **TOTAL** | **=======** | **TOTAL** | ======= |
|  |  | Guarantees (specify) | \_\_\_\_\_\_\_ |
|  |  | **TOTAL** | **========** |
| Signed |  |  |  |
| Date |  |  |  |

**STATEMENT OF BUSINESS ASSETS AND LIABILITIES**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| For | | | (full trading name) | |
|  | | | | |
| as at | | (date) | | |
|  |  |  | |  |
| **Assets** |  | **Liabilities** | |  |
|  |  |  | |  |
| Bank/cash deposits | \_\_\_\_\_\_\_\_\_\_ | Taxation | | \_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  | |  |
| Commission due within 90 days | \_\_\_\_\_\_\_\_\_\_ | Credit cards | | \_\_\_\_\_\_\_\_\_\_\_ |
| Other investments | \_\_\_\_\_\_\_\_\_\_ | Bank overdraft balance | | \_\_\_\_\_\_\_\_\_\_\_ |
| Property | \_\_\_\_\_\_\_\_\_\_ | Indemnity commission | | \_\_\_\_\_\_\_\_\_\_\_ |
| Motor vehicles | \_\_\_\_\_\_\_\_\_\_ | Unsecured loans | | \_\_\_\_\_\_\_\_\_\_\_ |
| Office equipment | \_\_\_\_\_\_\_\_\_\_ | Hire purchase/secured loans | | \_\_\_\_\_\_\_\_\_\_\_ |
|  | \_\_\_\_\_\_\_\_\_\_ | Other liabilities (please specify) | | \_\_\_\_\_\_\_\_\_\_\_ |
| Other assets (specify) | \_\_\_\_\_\_\_\_\_\_ | Mortgage | | \_\_\_\_\_\_\_\_\_\_\_ |
|  |  | Contingent liabilities | | \_\_\_\_\_\_\_\_\_\_\_ |
|  |  | Guarantees | | \_\_\_\_\_\_\_\_\_\_\_ |
| **TOTAL** | **=========** | **TOTAL** | | ========== |
| Goodwill | \_\_\_\_\_\_\_\_\_\_ | Bank overdraft limit | | \_\_\_\_\_\_\_\_\_\_\_ |
|  |  | **TOTAL** | | **==========** |
| Signed |  |  | |  |
| Date |  |  | |  |

|  |  |
| --- | --- |
| 4 | Declaration |

This section is to be completed by the sole trader responsible for making the application.