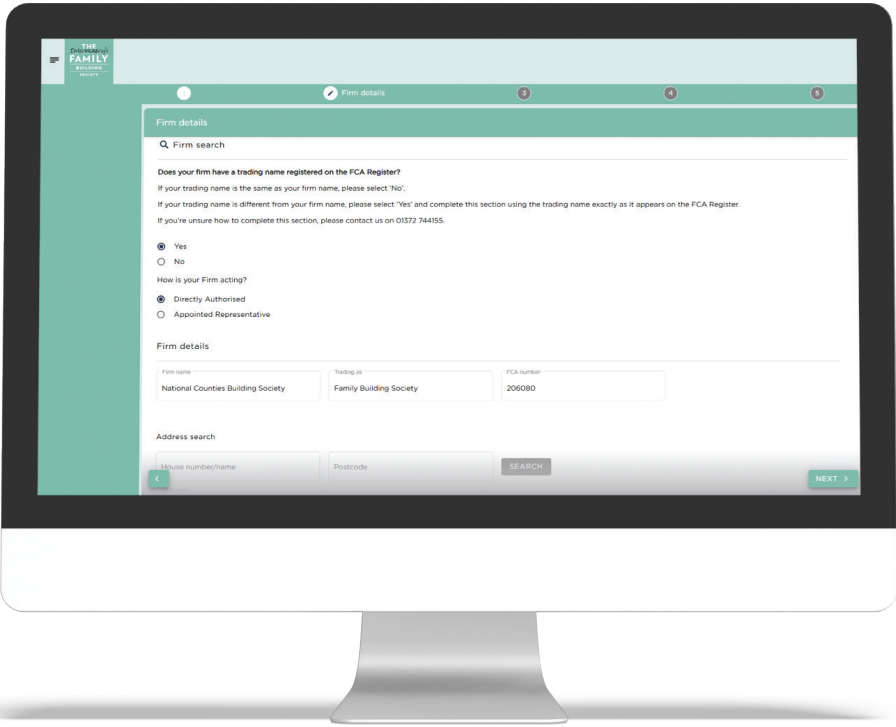


HOW TO REGISTER YOUR FIRM ON OUR MORTGAGE HUB



Whether you're a Directly Authorised or a Appointed Representative firm, with or without a trading name, see our simple guide on how to register your firm.

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DIRECTLY AUTHORISED FIRM WITH A TRADING NAME

- 1 Select 'Yes' to 'Does your firm have a trading name registered on the FCA Register?'
- 2 Select 'Directly Authorised'
- 3 In 'Firm name' enter the registered name exactly as it appears on the FCA Register
- 4 In 'Trading as' enter the trading name you wish to use. This has to be a trading name that is shown on the FCA Register
- 5 Enter your firm's FCA number
- 6 Enter the firm's registered postcode and click 'Search' - this will generate the address.

The screenshot shows the 'Firm details' form on the FCA Register website. The form is divided into sections: 'Firm search', 'Does your firm have a trading name registered on the FCA Register?', 'How is your Firm acting?', 'Firm details', and 'Address search'. Numbered arrows indicate the following steps:

- 1: Select 'Yes' for 'Does your firm have a trading name registered on the FCA Register?'
- 2: Select 'Directly Authorised' for 'How is your Firm acting?'
- 3: Enter the firm name 'National Counties Building Society' in the 'Firm name' field.
- 4: Enter the trading name 'Family Building Society' in the 'Trading as' field.
- 5: Enter the FCA number '206080' in the 'FCA number' field.
- 6: Enter the postcode in the 'Postcode' field and click the 'SEARCH' button.

The form also includes a 'House number/name' field and a 'NEXT' button at the bottom right.

DIRECTLY AUTHORISED FIRM WITH A TRADING NAME THAT YOU DO NOT WISH TO USE

- 1 Select **'Yes'** to **'Does your firm have a trading name registered on the FCA Register?'**
- 2 Select **'Directly Authorised'**
- 3 In **'Firm name'** enter the registered name exactly as it appears on the FCA Register
- 4 Leave **'Trading as'** blank
- 5 Enter your firm's FCA number
- 6 Enter the firm's registered postcode and click **'Search'** - this will generate the address.

The screenshot shows the 'Firm details' form with the following elements and annotations:

- Annotation 1:** Points to the 'Yes' radio button for the question 'Does your firm have a trading name registered on the FCA Register?'.
- Annotation 2:** Points to the 'Directly Authorised' radio button for the question 'How is your Firm acting?'.
- Annotation 3:** Points to the 'Firm name' input field, which contains 'National Counties Building Society'.
- Annotation 4:** Points to the 'Trading as' input field, which is empty. A large text overlay 'Leave blank' is positioned above this field.
- Annotation 5:** Points to the 'FCA number' input field, which contains '206080'.
- Annotation 6:** Points to the 'Address search' section, specifically the input field for 'House number/name'.

Other visible elements include a green progress bar at the top with steps 1 through 5, a search bar at the top left, and a 'NEXT >' button at the bottom right.

DIRECTLY AUTHORISED / APPOINTED REPRESENTATIVE FIRM WITH NO TRADING NAMES

- 1 Select 'No' to 'Does your firm have a trading name registered on the FCA Register?'
- 2 Enter your firm's FCA number and click 'Search'
- 3 This will generate the firm name and address as it appears on the FCA Register.

The screenshot shows a web browser window with a 'Firm details' page. The page has a green header with a progress bar showing steps 1 through 5. Step 1 is highlighted. Below the header, there is a 'Firm search' section. It contains a question: 'Does your firm have a trading name registered on the FCA Register?'. Below the question, there are two radio buttons: 'Yes' and 'No'. The 'No' button is selected. Below the radio buttons, there is a text input field labeled 'FCA number' with the value '206080' entered. To the right of the input field is a green 'SEARCH' button. Below the input field and button, there is a green 'ENTER MANUALLY' button. Below the 'ENTER MANUALLY' button, there is a 'Results' section. At the bottom of the page, there is a summary bar with the following information: 'Firm name: NATIONAL COUNTIES BUILDING SOCIETY', 'FCA number: 206080', and 'Acting as: Directly Authorised'. A green 'NEXT >' button is located at the bottom right of the summary bar. Three numbered callouts are present: '1' points to the 'No' radio button, '2' points to the 'FCA number' input field, and '3' points to the 'SEARCH' button.

1

2

3

Firm details

Firm search

Does your firm have a trading name registered on the FCA Register?

If your trading name is the same as your firm name, please select 'No'.

If your trading name is different from your firm name, please select 'Yes' and complete this section using the trading name exactly as it appears on the FCA Register.

If you're unsure how to complete this section, please contact us on 01372 744155.

☐ Yes

☒ No

Please enter an FCA number to search for your firm

FCA number

206080

SEARCH

Are the details of your firm correct? If not, please enter your details manually.

ENTER MANUALLY

Results

Firm name
NATIONAL COUNTIES BUILDING SOCIETY

FCA number
206080

Acting as
Directly Authorised

NEXT >

APPOINTED REPRESENTATIVE FIRM WITH A TRADING NAME

- 1 Select 'Yes' to 'Does your firm have a trading name registered on the FCA Register?'
- 2 Select 'Appointed Representative'
- 3 In 'Firm name' enter the registered name exactly as it appears on the FCA Register
- 4 In 'Trading as' enter the trading name you wish to use. This must be a trading name that is shown on the FCA Register
- 5 Enter your firm's FCA number
- 6 Enter the firm's registered postcode and click 'Search' - this will generate the address.

The screenshot shows the 'Firm details' form. At the top, there is a search bar labeled 'Firm search'. Below it, a section titled 'Does your firm have a trading name registered on the FCA Register?' contains instructions and two radio buttons: 'Yes' (selected) and 'No'. Below this is a section 'How is your Firm acting?' with two radio buttons: 'Directly Authorised' and 'Appointed Representative' (selected). The 'Firm details' section contains three input fields: 'Firm name' (containing 'National Counties Building Society'), 'Trading as' (containing 'Family Building Society'), and 'FCA number' (containing '206080'). Below these is an 'Address search' section with 'House number/name' and 'Postcode' fields, and a 'SEARCH' button. A 'NEXT >' button is at the bottom right. Numbered arrows indicate the following steps: 1 points to the 'Yes' radio button; 2 points to the 'Appointed Representative' radio button; 3 points to the 'Firm name' field; 4 points to the 'Trading as' field; 5 points to the 'FCA number' field; and 6 points to the 'Postcode' field.

Below this you will need to enter details of the principal firm.

- 7 Enter the principal firm's name exactly as it appears on the FCA Register
- 8 Enter your principal firm's FCA number
- 9 Enter the postcode for the principal firm and click 'Search' - this will generate the address.

The screenshot shows the 'Principal details' form. It contains two input fields: 'Firm name' (containing 'National Counties Building Society') and 'FCA number' (containing '206080'). Below these is an 'Address search' section with 'House number/name' and 'Postcode' fields, and a 'SEARCH' button. A 'NEXT >' button is at the bottom right. Numbered arrows indicate the following steps: 7 points to the 'Firm name' field; 8 points to the 'FCA number' field; and 9 points to the 'Postcode' field.

APPOINTED REPRESENTATIVE FIRM WITH A TRADING NAME YOU DO NOT WANT TO USE

- 1 Select 'Yes' to 'Does your firm have a trading name registered on the FCA Register?'
- 2 Select 'Appointed Representative'
- 3 In 'Firm name' enter the registered name exactly as it appears on the FCA Register
- 4 Leave 'Trading as' blank
- 5 Enter your FCA number
- 6 Enter the firm's registered postcode and click 'Search' - this will generate the address.

The screenshot shows the 'Firm details' form. Step 1 points to the 'Yes' radio button for 'Does your firm have a trading name registered on the FCA Register?'. Step 2 points to the 'Appointed Representative' radio button for 'How is your Firm acting?'. Step 3 points to the 'Firm name' text box containing 'National Counties Building Society'. Step 4 points to the empty 'Trading as' text box. Step 5 points to the 'FCA number' text box containing '206080'. Step 6 points to the 'Postcode' text box in the 'Address search' section, with an arrow also pointing to the 'SEARCH' button.

Below this you will need to enter details of the principal firm.

- 7 Enter the principal firm's name exactly as it appears on the FCA Register
- 8 Enter your principal firm's FCA number
- 9 Enter the postcode for the principal firm and click 'Search' - this will generate the address.

The screenshot shows the 'Principal details' form. Step 7 points to the 'Firm name' text box containing 'National Counties Building Society'. Step 8 points to the 'FCA number' text box containing '206080'. Step 9 points to the 'Postcode' text box in the 'Address search' section, with an arrow also pointing to the 'SEARCH' button.

To find out more, please contact our Mortgage Desk:



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Family Building Society is a trading name of National Counties Building Society which is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

Firm Reference No.206080
register.fca.org.uk

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