## APPLICATION PROCESS

**Before submitting files, please visit https://www.thetradegroup.co.uk/introduceresources where you'll find a host of useful information including forms, documents, guides, and other resources, including "Rules of the Road".**
**<span style="color:red">Make sure you have read the resources available.</span>**

1. TTG only accepts files submitted through our website, https://www.thetradegroup.co.uk/file-submission. We do not accept files sent to us via email. We operate a 2-step file submission process documented on the link above which must be followed.
2. Ensure your client has up-to-date proof of funds. This should not be more than 72 hours and should be submitted within the KYC.
3. All clients must complete a KYC which includes proof of address, proof of ID and proof of funds and other mandatory information. There is a version for individual applications and corporate applications. Please be sure to select the correct form. All fields must have an entry, including a "n/a" if a field does not apply. A "Proof of Life" photograph must also be included on the KYC so it is advisable to have a selfie of the applicant with today's newspaper showing the date circled. The KYC must be fully completed, and where signatures are required, **these must be in blue ink**
4. A Bank Comfort Letter (BCL) **must** be supplied along with the KYC form. The BCL should be stamped and signed by 2 bank officers showing their PIN codes AND both sides of their business cards. This must not be older than 3 days. A sample copy of such letter is available on the Introducer Resources page of our website. Any signatures must be in blue ink
5. Please follow the red guidance notes on the KYC Crib Sheet available to download on our website.
6. Failure to follow these notes entirely will causes many problems and could result in the application being rejected and possible refusal of new paperwork. Incomplete files sent also take valuable time to review before rejection. Consistently sending in poor quality files will result in non acceptance of future business.
7. We will send an initial email to the client once we receive the file and Genealogy Report to inform them that we have received their file, and to check that they signed on the date indicated on the file, and that they are familiar with client facing consultant and let them know about all parties in referral. This ensures exclusivity on the file and avoids "shopping around". A response from the client via email is required for us before we can submit the file to the Trade Desk.

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8. Full genealogy must be provided with each KYC, detailing **every** consultant or introducer in the chain.  **This must include the client-facing introducer and their passport number.** A template for the Genealogy Report is available on the Introducer Resources page. Where a consultants are being paid by the platform, each consultant must complete a CIS on our website.  Where consultants are being paid by the platform, a copy of the fee agreement should be enclosed with the file.

9. Complete the PPP File Submission Checklist for every file submitted and include with your file documentation.

10. Upload your client KYC, PPA, Genealogy Template, File Submission Checklist at https://www.thetradegroup.co.uk/file-submission