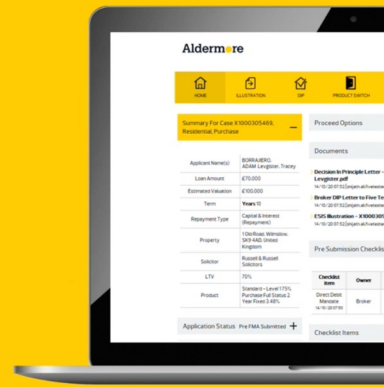


# Aldermore portal – administrator request form

Please complete this form if you'd like to give your administrator(s) access to the Aldermore portal, so they can upload documents to your applications.



Your name

Company name

Company FCA number

Job title

Email address/username

Telephone number

## Administrator details

You can request access for up to 5 admin assistants using this form. If you need more, then please complete an additional form.

Name	Email address	Telephone number
1.		
2.		
3.		
4.		
5.		

I acknowledge that registered advisors are responsible for any admin assistant activity in relation to the processing of an application on their behalf and ensuring that any such activity is in accordance with the [terms of business](#).

(Please tick to confirm)

Signature

In signing, you confirm that all the information you've provided is correct.

Once completed, please save this form and email to: [mortgages.salessupport@aldermore.co.uk](mailto:mortgages.salessupport@aldermore.co.uk).

We'll then review your request and confirm with your admin assistant what happens next.

# Aldermore

Aldermore Bank PLC is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 204503). Registered Office: Apex Plaza, Forbury Road, Reading, RG1 1AX. Registered in England. Company No. 947662. Invoice Finance, Commercial Mortgages, Property Development, Buy-To-Let Mortgages and Asset Finance lending to limited companies are not regulated by the Financial Conduct Authority or Prudential Regulation Authority. Asset Finance lending where an exemption within the Financial Services and Markets Act 2000 (Regulated Activities) Order 2001 applies, is exempt from regulation by the Financial Conduct Authority or Prudential Regulation Authority.

ARM619-1220-599886