

5 Common mistakes which slow down the processing of your PAMDA application form with the OFT

1. Please supply **certified** ID as requested. Even if you already hold a Sales Certificate and are for example, applying for a Full Licence, you must provide certified ID.
2. Please supply all the modules you have completed. Even if you have already submitted the modules for your Sales Certificate and are now applying for your Full Licence you must provide the complete set of modules.
3. Trust Account Question- the Office of Fair Trading Assessment Team need to understand how you will be carrying on business under the Licence you are applying for. So you need to provide details about your Trust Account situation. Even applicants intending to be an Employed Licensee need to answer this question.
4. "Will you be carrying on business from the address listed above immediately on the grant of you licence?" "No" is a legitimate answer, but please provide details about how you intend to trade once you have a Licence.
5. Suitability Checklist - you must supply details for any questions that you answered "Yes" to.

General Best Practice Principles and Advice

Fill the form out in **pencil** first and then use pen or do a draft. Use the explanatory notes in the margins and the extra note pages that come with the form online. Really read the question being asked, rather than just skimming through the boxes.

Office of Fair Trading Staff find that a lot of errors come from people rushing, if you make mistakes on the form you can lose weeks with your licence being held up.

Office of Fair Trading don't ask for this information on a whim. The questions are serious and they really do need the level of detail being asked for to satisfy our obligations under the Act.