



**LEADWAY**  
**Assurance**

RC 7588

## INDEPENDENT BUSINESS ASSOCIATE APPLICATION



Registered Office: NN28/29 Consitution Road, Kaduna.

Corporate Office: 121/123 Funsho Williams Avenue, Iponri, G.P.O Box 634 Marina , Lagos.

General Line: (01) 2700700, Customer Service Line: (01) 2800700 E-mail: [Insure@leadway.com](mailto:Insure@leadway.com), Website: [www.leadway.com](http://www.leadway.com)

## Bank Authorization

Name used in banking details	
Address with Bank	
Account No	
Bank Name	
Sort Code/Branch Code	

I hereby expressly authorize the bank to permit Leadway to charge business transaction related amounts or pay amounts directly into the above account as needed during the course of my engagement as Leadway company associate or until I instruct the bank expressly in writing otherwise.

Applicant's Name |

Signature

## Declaration

This application is for Independent Business Associates, aspiring for the position of Regional Vice President (RVP) of Leadway Assurance Group. I make this application with the full understanding that it is a business opportunity and not an employment contract. I am also aware that I would have to complete my training starting with a position of associate and achieve my career goals in order to attain the RVP position with the company.

## Sponsorship

After a careful assessment of character and goals review following a personal discussion with the applicant,

Mr/Miss/Mrs

*First Name*

*Middle Name*

*Last Name*

I believe the applicant meets the basic qualifications of entry into the associate program. I wish to sponsor the applicant for consideration for training and upon qualification to the position of Business Associate.

I know that in sponsoring the applicant, I am volunteering that upon his/her acceptance into the program, I undertake to coach and mentor the above named until individual qualifies as a RVP.

Sponsor's Name |

Solution Code

RVP's Name/Code |

Upline Solution Code

Baseshop No |

Baseshop No

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Solution Code

RVP's Name/Code

Upline Solution Code

Baseshop No

Baseshop No

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## Applicant's Record Review

(Please enter Yes or No in the relevant box. Responses to these questions do not disqualify you, An interview would clarify your answers)

PAST RECORDS REVIEW		YES	NO
01	Have you ever pleaded guilty or no contest to, or been found guilty of, a felony crime?		
02	Have you, within the last 10 years, pleaded guilty or no contest to, or been found guilty of, a Misdemeanor crime involving: (a) a financial industry law, rule or regulation; (b) lying/dishonesty, cheating or fraud, money laundering or breach of trust; or (c) burglary, or theft (in any form) of funds or securities or financial instruments?		
03	Has any federal, state or industry regulator found that you violated any law or regulation that prohibits fraudulent, manipulative or deceptive conduct, or are you currently expelled, suspended, barred or prevented by the order, judgment or decree of a civil court or a regulatory or administrative agency from engaging in financial or professional services, or are you under investigation, sentencing or order for alleged misconduct regarding financial services, lying/dishonesty, cheating or fraud, breach of trust, theft in any form, burglary, sexual misconduct or indecency, violence or threats of violence, money laundering or drug dealing or distribution?		
04	Are you now affiliated as an employee or independent contractor with a regulator or other entity providing underwriting or investigative services to Leadway or are you, in any way, involved in or licensed for marketing or promoting pension / retirement savings, securities or investments, raising investment funds, or planning, handling or advising on the investments of others.		
05	Is there now pending against you any criminal court action? Including any pre-trial intervention program, deferred prosecution program, conditional discharge program, court-ordered community service requirements, or any probation requirements.		
06	Have you ever been charged with, but not convicted of, a felony crime? even if the charges were later dismissed, dropped, reduced, or expunged.		
07	Have you ever pleaded guilty or ("no contest") to, or been found guilty of, a misdemeanor crime involving sexual misconduct or indecency?		
08	Have you, within the last 10 years, been charged with, or pleaded guilty or ("no contest") to, or been found guilty of, a misdemeanor crime involving (1) theft (in any form) of insurance, cooperative savings, property other than funds or securities or financial instruments; (2) violence or threats of violence; or (3) drug dealing or distribution?		
09	Have you EVER been the subject of any civil court or regulatory or administrative agency inquiry, action, litigation, arbitration or order, judgment or decree involving allegations of misconduct regarding financial services, lying/dishonesty, cheating or fraud, breach of trust, theft in any form, burglary, sexual misconduct or indecency, violence or threats of violence, money laundering or drug dealing or distribution, or are you now the subject of an unresolved customer complaint or regulatory proceeding?		
10	Have you ever been expelled, suspended, barred or enjoined (prevented by court order) from engaging in a trade, profession or government contract, or been denied a trade or professional license, or had a trade or professional license revoked, suspended, cancelled, non-renewed or restricted?		
11	Has a bonding company ever denied, paid out on or revoked a bond on you?		
12	Are you now, in any way, involved in or licensed for the marketing or promotion of financial services not involving pensions, securities or investments? You may be required to sign an alternative agreement based on the license conflict		
13	Have you ever pleaded guilty or no contest to, or been found guilty of, a crime not specified in questions 1, 2, 6, 7 & 8 of this IBA Form?		
14	Have you ever voluntarily resigned, been discharged or permitted to resign from any contract, position or employment, including a military position, after allegations were made that you engaged in misconduct regarding financial services, lying/dishonesty, cheating or fraud, breach of trust, theft in any form, burglary, sexual misconduct or indecency, violence or threats of violence, money laundering or drug dealing or distribution?		
15	Have you, within the last 10 years, made a compromise with creditors or been the subject of a bankruptcy petition, or had unsatisfied judgments or liens pending against you?		
16	Are you now, as an agent, indebted to any insurance company, general agent, manager or broker?		

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## Resignation

I am willing to commit to the 12 month planned training development program. I am aware that if I do not stay to complete or resign immediately upon completion of the entire program (less than 6 months after program ends), I will refund the N300, 000.00 paid by Leadway for my training along with my resignation letter. Following 12 Months training period and 6 further months of field practice, associates may resign their engagement with a 3-month notice period.

## Termination of Cause

Leadway reserves the right to terminate this associate arrangement for cause. I understand that any act contrary to the compliance code for associates, which is not in accordance with the corporate objectives, ethical and behavioral expectations of the company is considered as cause.

## Confidentiality

I | the applicant /undersigned agree that I will act as a representative of Leadway Assurance Company. Further, I understand that in the course of doing this business, I would handle and retain a lot of client's private data (information). I consent that it is my responsibility to maintain this data / information concealed and used only for business transactions requested by the clients / prospects.

## Ownership Transfer

Upon attainment of the RVP status and approval to build a baseshop, it is my intention to run such business profitably. When it is time to retire or disengage from Leadway at this level, I understand that I can only transfer my baseshop to anyone with a solution code or as a last resort to Leadway for a fair market price.

## Declaration

I voluntarily apply to enter into this agreement with Leadway Assurance. I have taken time to read through all pages and parts of this application.

I have answered all questions truthfully and agree that failure to do so may be a cause for my dismissal irrespective of any statutory limitations.

I authorize Leadway to investigate my criminal or credit background for the purposes of this opportunity.

Applicant's Signature

## VP Certification / Acceptance

I ..... (RVP's Name) have received and reviewed this completed form and all applicable documents. I have met or talked with this applicant and find the applicant to be credible. I have ensured that the references the applicant has made known to me through the IBA have been or will be checked and that a thorough background interview has otherwise been performed. After carefully reviewing all information available to me in this matter, I believe that the applicant is trustworthy and of good character, will protect/promote the goodwill/reputation of Leadway and the Retail Distribution Team and is otherwise qualified to join the Leadway Retail Distribution.

I will immediately report to Leadway Retail Support Unit or Leadway Company Executives information I receive that changes my belief. I will supervise the applicant carefully given his/her background and any undertakings herein. I recommend that the applicant be permitted to join the Leadway Retail Distribution.

## Guarantor

**Applicant's  
Photo**

Applicant's Name     
First Name Middle Name Last Name

Street Address

City  State

## Certification

I certify that the attached is a true picture and reflects the image of the applicant as I know him / her.  
I wish to be considered as his/her guarantor and therefore provide guarantee for his or her fidelity and character in this respect.  
I am aware that there is an initial financial training obligation in the sum of N300,0000 .00 (three hundred thousand Naira only) incurred by Leadway to train the applicant. I undertake to pay the sum of N50000 (fifty thousand naira only) if the applicant does not complete the 12 months training development programme or if applicant completes program but does not stay for the additional 6 months post-training or applicant engagement is terminated for cause in the 18 months  
I am also aware that in the course of doing business if the applicant is found guilty of financial mismanagement, I agree and undertake to refund same amount to Leadway Assurance Company within 30days of notification.

## Authorization

**Guarantor's  
Photo**

Guarantor's Name     
First Name Middle Name Last Name

Guarantor's Address

Guarantor's Email

Guarantor's Phone Number

Guarantor's Signature

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