

**Independent Sales Advisor Info
Form**

PERSONAL INFORMATION

NAME **Georgios Takkou**

Surname Forename(s) Middle Name

PRESENT ADDRESS

Flat # House Name House Name

Crow road glasgow g117sh

Street Name City Post Code

Phone # **447729712754** Date of Birth **19/04/1996**

EMAIL ADDRESS: **takkos1996@hotmail.com**

LIVING STATUS: ☐ Own Home ☒ Rent ☐ Live with Parents

Have you: YES NO

1. Do you have any unspent criminal convictions? ☐ ☒

If you answered "YES" please explain:

BANK DETAILS

NAME OF BANK **Bank of Scotland** NAME ON ACCOUNT **Georgios Takkou**

SORT CODE **804709** ACCOUNT NUMBER **11111761**

REFERENCES: List two character references

Name	Address	Business	Contact Number
1			
2			

By my signature below, I hereby attest that all information is true. I further give permission to contact the references and businesses above if necessary.

SIGNATURE _____ DATE _____

INDEPENDENT SALES ADVISOR TRADING AGREEMENT

This Agreement is made on 10 May 20 23

Between:

- (1) Emsons Ltd. whose registered office is at
The Pentagon Business Centre, Suite 212, 36 Washington Street, Glasgow, **(We, Us or Our)**; and
- (2) Georgios Takkou of
(You or Your).

Whereas Crow road glasgow g117sh

- (A) We represent clients in various sectors and industries and We supply the ISA Services (as defined below) to those clients through business to consumer, business to business, home or event based solicitations.
- (B) We engage independent sales advisors to provide the ISA Services to Our clients from time to time on Our behalf.
- (C) You are interested in providing the ISA Services to Our clients through business to consumer, business to business, home or event based solicitations.

The terms set out below contain various responsibilities and rights that apply to You and Us, so please take time to read them very carefully. Your attention is particularly drawn to the terms of clause 8 (Obligation to make payments to Us).

It is agreed:

1 Engagement

- 1.1 From time to time We may engage You on a non-exclusive basis to promote, market, generate leads and facilitate the sale of certain services (**ISA Services**) on behalf of Our clients (**Client(s)**).
- 1.2 In relation to each engagement for the ISA Services, We will enter into a Commission Schedule in the form set out in Schedule 1 record the nature and extent of the ISA Services to be provided by You from time to time (each a **Commission Schedule**).
- 1.3 Each Commission Schedule will be part of this Agreement and will not form a separate contract to it.
- 1.4 You will provide the ISA Services from the date specified in the relevant Commission Schedule.
- 1.5 You understand that We will not provide You with leads in relation to the ISA Services to be provided under a Commission Schedule.

2 Duration

- 2.1 This Agreement will commence on the date it is signed by each of You and Us (**Commencement Date**) and will continue until it is terminated with immediate effect by either of You or Us giving notice to the other (whether in writing or otherwise), which We will confirm to you in writing afterwards in any event.

3 Substitutes

- 3.1 You may arrange for the ISA Services under a particular Commission Schedule to be carried out by an appropriate substitute(s) provided that, before You appoint a Substitute, You:
- (a) notify Us in writing that You intend to appoint a Substitute; and
 - (b) ensure that the Substitute has been subject of the same vetting and training requirements that You were subject to in relation to the ISA Services.
- 3.2 Where You appoint a Substitute in accordance with clause 3.1, You will continue to invoice Us in respect of those ISA Services in accordance with this Agreement and/or the relevant Commission Schedule and You acknowledge and agree that You will be responsible for paying that Substitute. You understand that You will continue to be subject to all duties and obligations under this Agreement and/or the relevant Commission Schedule for the duration of the appointment of that Substitute.

4 Your Obligations

- 4.1 While providing the ISA Services to Us, You will not, and You will make sure that any Substitute You have appointed will not, provide services which are the same as or substantially similar to the ISA Services to any Client Competitor without Our prior written consent and the consent of the relevant Client. **Client Competitor** means a third party which sells (whether online or otherwise) products or services which are similar to the products or services made available by Our Client (or its affiliates), and/or any third party that Our Client considers to be a competitor to its business (or their affiliates) as the Client may inform Us from time to time.
- 4.2 You understand that a Client may restrict Us from promoting the Client's services to consumers outside of a particular geographical area. We will notify You when a restriction on a geographical area applies to a particular Client and You promise that You will not promote that Client's services outside of that designated geographical area when carrying out the ISA Services.
- 4.3 You will:
- (a) provide the ISA Services with all due care and skill and in accordance with the relevant Commission Schedule, this Agreement and any Client requirements that We and/or that Client notifies to You from time to time;
 - (b) submit to Us all documentation completed by a customer in accordance with the terms detailed on such documentation as soon as possible after the time of completion;
 - (c) promptly provide Us with any information We request for vetting purposes from time to time;
 - (d) not do anything that might damage Our image or reputation, or the image or reputation of any Client;

- (e) not, and ensure that any Substitute does not, make any public statement in relation to:
 - (i) Your relationship with Us; or
 - (ii) Your association with the Client and/or the ISA Services You will be providing under this Agreement and/or the relevant Commission Schedule,in any media channel (including social media), advertising, publicity or promotional material, in each case without Our prior written consent;
- (f) only use marketing materials that We or the relevant Client has provided to You for the purposes of the ISA Services;
- (g) co-operate with Us and all Clients in all matters relating to the ISA Services, and comply with all instructions We and/or any Client (as applicable) gives to You;
- (h) not make any unauthorised representations about the Client's services when carrying out the ISA Services;
- (i) not do nor omit to do anything which may cause Us or the Client to lose any licence, authority, consent or permission on which it relies for the purposes of conducting its business;
- (j) comply with applicable laws; and
- (k) comply with any policies which are notified to You from time to time.

4.4 You agree that all information You provide to Us in connection with this Agreement (whether before or after it is signed by You and Us) including, without limitation, all information provided for Our or the Client's vetting procedures is materially true, complete, accurate and not misleading.

5 Commission

5.1 We will pay commission to You for each event that meets the criteria set out in the relevant Commission Schedule at the rate set out in that Commission Schedule, subject to Our right to amend the Commission Schedule at Our discretion.

5.2 We will provide You with a commission statement with all new confirmed customers You have obtained. We will also pay You the commission payment as stated in the commission statement. This will be calculated by following the rules in the relevant Commission Schedule. If We ask You to, You will provide Us with Your invoice for the amount of the commission payment. Please ensure you tell us within 14 days of the commission statement of any differences between the amount we owe you as stated on the commission statement we provide and the amount you think you are due from your own records, otherwise the commission statement will be agreed between us as correct.

6 Materials

6.1 Title to all information, documents, materials, tools and equipment (including but not limited to point of sale marketing materials, contracts to be signed by customers, and identification badges) (**Materials**) provided to the You by Us shall, as between You and Us, belong to Us (or Our licensors) at all times and upon termination of this Agreement, for whatever reason, You

will within five working days, send to Us at the address stated above all Materials and any and You acknowledge that any intellectual property used in connection with the ISA Services and the goodwill connected with that intellectual property are Our property or the property of the relevant Client, respectively. You agree that You may only use Our intellectual property and the intellectual property of the Client for the purposes of and during the term of this Agreement and only ever as authorised by Us or the Client in writing.

- 6.2 We will provide Materials to You as applicable. From time to time, We may provide items and equipment to You as required by the relevant Client, details of which are contained in Schedule 2 (**Equipment**). Title to the Equipment will at all times remain with the Client and You will return any such Equipment to Us at the end of each working day for safe keeping. You will pay Us a hire charge for the Equipment in accordance with the terms of Schedule 2. You acknowledge that You are responsible for any damage to the Equipment while the Equipment is in Your possession or control.

7 Suspension

- 7.1 We are entitled, at Our discretion and without notice to You, to suspend this Agreement and/or the payment of any sums due under this Agreement in the event of:
- (a) Your fraud, negligence or wilful act or omission, or where We have reason to suspect Your fraud, negligence or wilful act or omission;
 - (b) any alleged or proven criminal or quasi-criminal acts or omissions by You, or where We have reason to suspect that You have committed or are likely to commit a criminal or quasi-criminal act or omission;
 - (c) Our Client asking Us to do so because of something You have done or not done negatively affects Our Client's image or reputation (or Our Client has reason to believe it might do so);
 - (d) Our Client asking Us to do so because either We or Our Client has received a serious complaint or it has received more than one complaint about something You have done or have not done (or You are alleged to have done or have not done); and/or
 - (e) a breach by You of clause 4.4, or where We have reason to suspect that You have breached clause 4.4.

8 Obligation to make payments to Us

- 8.1 You will, upon Our request, pay Us a sum We specify which is equal to any costs liabilities damages and expenses that We incur or which We have to pay for in the following situations. These include:
- (a) any breach of the warranties set out in this Agreement;
 - (b) any breach, fraud or negligent performance or non-performance of this Agreement by You;
 - (c) any criminal or quasi-criminal acts or omissions by You; and
 - (d) the investigation and enforcement of Your performance or non-performance of this Agreement,

and You acknowledge and agree that We may, at Our option, satisfy the indemnity set out in this clause 8 (in whole or in part) by way of deduction from any payment due to You.

- 8.2 We may, at Our discretion, deduct from any sums payable to You, all fees, charges, expenses and liabilities, whatsoever arising under or in connection with this Agreement, including any liability arising under this clause 8, all costs and expenses relating to equipment costs, conventions, services arranged, and loans. If there are no monies due to You or any such monies are insufficient, You will pay to Us all such sums on demand. Any exercise by Us of Our rights under this clause does not limit or affect any of Our other rights or remedies.

9 Data Protection

- 9.1 You agree that We will be processing Your Personal Data for the purposes of administering this Agreement. All Personal Data and Sensitive Personal Data (as defined in the relevant data protection legislation, including the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) (**GDPR**)) provided by You to Us will be processed in accordance with Our privacy notice which is available below.
- 9.2 You agree to comply with Our data protection policy and any other security-related policies (and those of Our Clients) that We provide to You from time to time.

10 Internet usage and social media

- 10.1 We understand that the internet and social media platforms are increasingly used as a means of communication both at work and at home. This clause outlines the standards You are required to observe when using social media, the circumstances in which We will monitor Your use of social media and the action We may take if this policy is breached.
- 10.2 In this Agreement, **social media** means internet-based applications which allow users to collaborate or interact socially by creating and exchanging content, such as social networks or platforms, community sites, blogs, microblogging sites, wikis, web forums, social bookmarking services and user rating services. Examples include: Facebook, LinkedIn, Yammer, YouTube, Instagram, Twitter, Tumblr, Flickr, SlideShare, Foursquare and Pinterest, Our intranet sites and the review areas of e-commerce sites.
- 10.3 When creating or exchanging content on a social media platform, You will at all times comply with this Agreement, Our disciplinary rules and any of Our policies that may be relevant. In particular You will:
- (a) not publish photographs/images of events or trade stands;
 - (b) not post details regarding Clients' offers and/or promotions;
 - (c) not discuss or comment upon Clients' offers and/or promotions;
 - (d) not upload, post or forward any content belonging to a Client without the Client's consent;
 - (e) not breach Our data protection, internet, email and communications, information security and/or whistleblowing policies;

- (f) respect any confidentiality obligations owed by You and/or Us, and not disclose commercially sensitive information or material or infringe Our intellectual property or privacy rights or any intellectual property or privacy rights of a Client;
 - (g) not make defamatory or disparaging statements about Us, Our shareholders, employees, Clients, suppliers or competitors; and
 - (h) not create or exchange or link to abusive, obscene, discriminatory, derogatory, defamatory or pornographic content.
- 10.4 Our rights to monitor, intercept and read communications, applies equally to Your use of social media platforms on or through Our systems or network.
- 10.5 You will not make any statement, whether directly or indirectly, which could harm Our business, image or reputation and/or the business, image or reputation of any Client, or their respective owners, employees or officers.

11 Confidentiality

- 11.1 You will have access to and be given certain sensitive or confidential information in connection with this Agreement. This may include information about pricing, Clients, the identity of the leads generated for Our Clients, compilations, records and specifications which are owned by Us and which are regularly used Our business (these are examples of **Trade Secrets** but this is not a complete list). You must at all times keep secret and not disclose to anyone else any Trade Secrets or use them in any way except as required to provide the ISA Services. However, this will not apply to information that: (A) is or becomes generally available to the public through no fault of You; (B) must be disclosed to a government or regulatory body or other third party to the extent necessary for this Agreement to be performed properly; (C) You already knew before You entered into this Agreement; or (D) is disclosed because a court or other governmental or regulatory body has ordered You to do so. Where You receive such an Order, You must notify Us as soon as You possibly can so that We can seek to protect Our interests.

12 General

- 12.1 We plan to rely on the written terms of this Agreement and any document referred to in them in relation to the agreement between us. We and you will be legally bound by the terms of this Agreement.
- 12.2 Nothing in this Agreement shall be interpreted as meaning that You are one of Our employees or employed by any Client.
- 12.3 You must not conduct business in Our name, or on Our account (or in the name or on account of any Client). You must not incur or assume any expense, debt, obligation, liability or responsibility on Our behalf or any Client, or attempt to bind Us or any Client in any way.
- 12.4 Nothing in this Agreement means that We have any obligation to request the ISA Services from You.
- 12.5 Except as specifically stated in this Agreement, You are not prohibited or restricted from being employed or performing services for any third party.

- 12.6 Without affecting Your right to appoint a Substitute under clause 3.1, You are not allowed to transfer your rights or obligations under this Agreement to anyone else without Our written permission.
- 12.7 We may transfer our rights and obligations under the Agreement to another organisation. We will tell you in writing if this happens and make sure your rights are not affected.
- 12.8 Except as specifically stated in this Agreement, all notices, requests, permission or other communications under this Agreement must be made in writing (including email) and will be treated as being given: (A) when delivered in person to the relevant address shown at the top of this Agreement, at the time of delivery; (B) when sent by first-class post, five days after it was posted; or (C) when sent by email, at 9am on the next business day after it was sent.
- 12.9 If we do not insist immediately that you do anything you must do under the terms of this Agreement, or if we delay in taking steps against you for you breaking its terms, it will not mean that you do not have to do those things or prevent us taking steps against you at a later date.
- 12.10 This Agreement is between You and Us. No other person has any rights to enforce any of its terms.
- 12.11 This Agreement is governed by English law and You or Us can take legal proceedings in the English courts.

Signed by the parties or their representatives on the date of this Agreement.

Signed for and on behalf of)
Emsons Ltd.)
) Director

Signed for and on behalf of)
Georgios Takkou)
)

Schedule 1**Commission Schedule and Policies – MEX BT Residential**

DAYS WORKED	RATE	ISA
1	DAY RATE COMMISSIONS	£50.00
2	DAY RATE COMMISSIONS	£100.00
3	DAY RATE COMMISSIONS	£150.00
4	DAY RATE COMMISSIONS	£200.00
5	DAY RATE COMMISSIONS	£300.00
PRODUCT	RATE	ISA
FIBRE ESSENTIAL	COMMISSION ONLY	£25.00
FIBRE1/ FIBRE 2	COMMISSION ONLY	£40.00
FF 100/500/900	COMMISSION ONLY	£50.00
COMMISSIONS ARE UNCAPPED		
ISA'S WILL BE PAID EITHER DAY RATE OR COMMISSIONS ON NET SALES, WHICHEVER IS HIGHER		

- Each sales week runs from Monday through Sunday.
 - No sale is eligible for any Commission payment until accepted by the Client ("Approved Application")
 - Commissions will be deposited directly into a nominated bank account or building society.
 - You will NOT receive Commissions for any applications and/or services that are not accepted by the Client.
- 1 You will receive the Commission Advance for all Approved Applications 2 weeks in arrears from Saturday weekending.
 - 2 We will provide You with a weekly statement of all approved or cancelled customers obtained by You prior to remittance of any Commission payments to You.
 - 3 The Final Commission Payment will be paid on all Approved Applications where the customer does not cancel within the period of 8 weeks following the signing date of the application, subject to receipt of a valid invoice submitted by You.
 - 4 We will be entitled to recover any paid Advance Commissions from You if an application is subsequently cancelled within the period of 8 weeks following the signing date of the application and we may offset these recoveries against any amounts due to You when possible. This process will typically take place 8 weeks after the signing date of the application.
 - 5 To receive the Final Commission Payment You must still be in active trade with Us at time of remittance.
 - 6 Commission rates can be negotiated between parties.
 - 7 We may amend, revise, add, remove, reduce or otherwise change this Commission Schedule at Our discretion at any time.
 - 8 New and revised rates and policy shall only apply for all customers obtained after notice of such changes has been provided to You.

Schedule 2

Campaign Items and Equipment

Equipment	Hire Charge
Client branded jackets	A Hire Charge May Apply
Campaign specific promotional material	A Hire Charge May Apply
Tablet	A Hire Charge May Apply

You will pay the Hire Charges to Us weekly as agreed between the parties.

Georgios Takkou

Independent Sales Advisor Name

Independent Sales Advisor Signature

Date

Independent Sales Advisor - Preferred Code of Conduct

The Independent Sales Advisor Code of Conduct helps to ensure a standard level of operating compliance requested by the clients before consideration of specific client requirements. These standards also create a level against which The Company can measure mystery shopper / site observation visits.

In our experience, the presence of a standard also offers transparency in terms of what level of customer service to expect when the Independent Sales Advisor is visiting a household or is present at an event:

- You should act in a professional manner at all times.
- Your appearance should be smart and professional: dress code is business attire or client specific, and appropriate to the environment you are operating in.
- You should at all times act honestly and in such a manner so that customers are not misled.
- You should at all times conduct yourself with integrity, ensuring that your actions do not harm the reputation of yourself, The Company or the clients which you are representing.
- You should always clearly display your identification.
- You should not knowingly, recklessly, or maliciously injure the professional reputation of the clients you are representing.
- You should always explain clearly why you are approaching customers.
- You should not knowingly give false information, omit relevant information, or mislead any potential customer about the clients' services or products.
- You should not pressure individuals to apply for the clients' services or products.
- You should always end a conversation in a polite and respectful manner.
- You must always handle personal details from customers in a secure manner. Remember to observe the Data Protection Act at all times and protect customers' information.
- You should use all supplied materials for each client promotion, and are not permitted to use any other materials for which you have not been supplied by the client or The Company.
- In the event of any problems please call The Company as soon as possible.

I agree to abide by all of the above standards and any additional standards subsequently added by a client:

Signature: _____ Date: _____

Georgios Takkou

Name: _____

This form will be kept on file and any subsequent breaches or flagrant disregard of these points may result in your suspension from the campaign or termination of your Independent Sales Advisor Trading Agreement, where deemed appropriate.

Money Expert: Independent Sales Advisor Acknowledgement

ISA FULL NAME	Georgios Takkou
OFFICE TRADING LOCATION	The Pentagon Business Centre, Suite 212, 36 Washington Street, Glasgow, Scotland, G3 8A
DATE	

FRAUD

The following actions are deemed by Money Expert as fraudulent.

- J Using a customer's bank details to create multiple applications either with or without their consent.
- J Falsifying customer details to mislead Money Expert or the marketing company, including but not limited to:
 - o Name
 - o Address
 - o Phone number
 - o Bank details
 - o Signature
 - o Completing a quote on the customer's behalf.
 - o Using customer details for any purpose other than that intended by the customer.
 - o Creating an email address on the customer's behalf.
 - o Using the same email address for multiple customers.
 - o Advising or leading the customer to believe you represent OFGEM/OFCOM.
 - o Advising or leading the customer to believe you represent any other money advice service.
 - o Not making it clear that the customer is switching supplier.
 - o Taking screenshots of a customer's personal information.

By signing below you confirm that you understand that a breach of any of the points listed in the 'FRAUD' section of this document will result in your instant removal from the Money Expert campaign and your ISA Trading Agreement being terminated with immediate effect.

ISA SIGNATURE

COMPLIANCE

To protect the integrity of the chain of supply, the following are prohibited:

- J Signing up yourself or another ISA of Money Expert.
- J Allowing another ISA to use your client issued ID code and/or ID badge.
- J Promoting Money Expert to customers anywhere other than residential areas or designated events.

By signing below you acknowledge each of the points listed in the 'COMPLIANCE' section of this document and you understand that failure to comply will result in your instant removal from the Money Expert campaign and your ISA trading agreement being terminated with immediate effect.

ISA SIGNATURE

CONDUCT

To protect and uphold the reputation and good name of Money Expert, you agree to the following:

- J When promoting Money Expert you will behave in a professional and courteous manner at all times.
- J You will have your client issued ID badge displayed clearly at all times; if you do not have an ID badge, you will not attempt to make contact with any customers.
- J You will not cold call after 8pm.
- J You will not call on homes in areas identified as 'no cold calling zones' or 'sheltered housing'.
- J You will submit quotes for customers aged 18 to 74 years old only.
- J You will not sign up vulnerable customers.

By signing below you agree to abide by all points listed in the 'CONDUCT' section of this document and you understand that failure to meet these requirements will result in your instant removal from the Money Expert campaign and your ISA Trading Agreement being terminated with immediate effect.

ISA SIGNATURE

Money Expert: Client Required Instances requiring immediate termination of Independent Sales Advisor Trading Agreement

ISA FULL NAME	Georgios Takkou
OFFICE TRADING LOCATION	The Pentagon Business Centre, Suite 212, 36 Washington Street, Glasgow, Scotland, G3 8A
DATE	

This document outlines a number of circumstances where failure to comply poses such significant reputational risk to Money Expert, associated energy suppliers and the overall campaign that any ISA will be immediately removed from the campaign if found to be in breach of the points listed.

FRAUD: wrongful or criminal deception intended to result in financial or personal gain

The following actions are deemed as fraudulent.

- Falsifying customer details to mislead Money Expert or the marketing company, including but not limited to:
 - Name
 - Address
 - Phone number
 - Bank details
 - Signature
 - Making up contracts and switching empty properties.
 - Completing a quote on the customer's behalf.
 - Using customer details for any purpose other than that intended by the customer.
 - Creating an email address on the customer's behalf.
 - Not making it clear that the customer is switching supplier or signing for information only.

I understand that a breach of any of the above listed points will result in my instant removal from the Money Expert campaign and my ISA Trading Agreement being terminated with immediate effect.

ISA SIGNATURE

MISREPRESENTATION

Stating or allowing the customer to believe you represent any other organisation, including but not limited to:

- The Government
- The Council
- OFGEM/OFCOM
- Other Comparison Websites including 'Money Saving Expert'

Misleading the customer about the purpose of your visit, including but not limited to:

- Reading the meter
- Completing a survey

I understand that a breach of any of the above listed points will result in my instant removal from the Money Expert campaign and my ISA Trading Agreement being terminated with immediate effect.

ISA SIGNATURE

COMPLIANCE

To protect the integrity of the chain of supply, the following are prohibited:

- Signing up yourself or another ISA of Money Expert.
- Allowing another ISA to use your client issued ID code and/or ID badge.
- Promoting Money Expert to customers anywhere other than residential areas e.g businesses, retail outlets and shopping centres, train stations, or any other public place.

I understand that a breach of any of the above listed points will result in my instant removal from the Money Expert campaign and my ISA trading agreement being terminated with immediate effect.

ISA SIGNATURE

Criminal Conviction Disclosure Questionnaire

Do you have any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the [Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(as amended in 2013\)](#)?

If **Yes**, details of sentence (including length of sentence & date of conviction):

If you should require any information or help with this question please visit: <https://www.nacro.org.uk/resettlement-advice-service/support-for-individuals/disclosing-criminal-records/rehabilitation-offenders-act/>

Or alternatively call Narco on: 0300 123 1889. Narco is a national social justice charity.

It is your responsibility to ensure that you seek appropriate advice to ensure that the correct information is included.

Independent Sales Advisor Statement:

I have provided a full and thorough answer to the question above. I am fully aware that failure to disclose any details which subsequently are included on the CRB is returned it could result in the termination of my Independent Sales Advisor Trading Agreement. Additionally, I am also aware that I may not be owed any outstanding commissions for applications processed, in the event it is found I have given inaccurate information regarding disclosure of any convictions.

Yes	X	No	
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ISA Signature:	
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MD* Signature:	
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Managing Director (MD*) Statement:

I have requested the applicant to provide a full and thorough answer to the question above. I have ensured the question is correctly understood and recorded any relevant information to the question asked. Additionally, I am also aware that I may not be owed any outstanding commissions for applications processed, in the event it is found that the ISA has given inaccurate information regarding disclosure of any convictions.

Yes	X	No	
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ISA Signature:	
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MD* Signature:	
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Self-Billing Agreement (Non-VAT)

This is an Agreement to a self-billing procedure between:-

Marketing Company	Emsons Ltd.
and	
Independent Sales Advisor	Georgios Takkou

The **self-biller (Marketing Company)** agrees:

1. To issue self-billed invoices for all ISA services made to them by the self-billee (Independent Sales Advisor) unless otherwise agreed in writing.
2. To make a new self-billing agreement in the event the self-billee (Independent Sales Advisor) becomes VAT registered.
3. To inform the Independent Sales Advisor if the issue of the self-billed invoices will be outsourced to a third party.

The **self-billee (Independent Sales Advisor)** agrees:

1. To accept Commission invoices raised by the self-biller on their behalf unless otherwise agreed in writing.
2. Not to raise sales invoices for the transactions covered by this agreement.
3. It is your responsibility to declare commission payments to the relevant tax authorities.
4. To notify the Marketing Company immediately should they become VAT registered.

Signed by _____	Signed by _____
On behalf of the Marketing Company	Independent Sales Advisor

Date _____	Date _____
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GDPR Privacy Notice

The Managing Director will be what's known as the 'Controller' of the personal data you provide to us. We only collect basic personal data about you which does not include any special types of information or location based information. This does however include name, address, email, phone number.

Why we need your data

We need to know your basic personal data in order to provide you with on-going organisational updates, analysis services in line with this overall contract and legitimate interests in the performance of any contracts of trade. We will not collect any personal data from you we do not need in order to provide and oversee this service to you.

What we do with your data

All the personal data we process is processed by our staff in the UK however for the purposes of IT hosting and maintenance this information is located on servers in the United States. Limited 3rd parties will have access to your personal information solely for the processing of your account and trade as the law allows.

We have a Data Protection regime in place to oversee the effective and secure processing of your personal data. This is available upon request.

Your data will be shared with our direct or indirect customers e.g. Credico, Shell, PFS, Money Expert etc.. The purpose of this data sharing is for your working relationship with our customers. Only a minimum amount of data will be shared for this purpose.

How long we keep your data

We are required under UK tax law to keep your basic personal data (name, address, contact details) for a minimum of 6 years after which time it will be destroyed. Your information we use for marketing purposes will be kept with us until you notify us that you no longer wish to receive this information. You can notify us at if you no longer wish to receive this information at [a](#)

What we may also like to do with your data

We may, however, like to use your name and email address to inform you of our future offers or information. This information is not shared with third parties and you can unsubscribe at any time via phone or email. Please indicate below if this is something you would like to sign up to.

Please sign me up to receive details about future offers and information ☒

What are your rights

If at any point you believe the information we process on you is incorrect you can request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact us to have the matter investigated at [a](#)

If you are not satisfied with our response or believe we are processing your personal data not in accordance with the law you can complain to the Information Commissioner's Office <https://ico.org.uk/>