

## **ADVANCE APPLICATION AND AGREEMENT**

### **SECTION 1: Terms and Conditions**

#### **Purpose**

1. This advance application and agreement must be completed and signed if you want to apply for an advance loan.

#### **Purpose of the advance**

2. You may use the advance issued under these arrangements to pay for expenditure allowable under the Expenses Scheme. This includes, but is not limited to, amounts for areas of expense that are not covered by the loans and advances separately made available by IPSA. The advance must be used exclusively for expenses that are claimable within the Expenses' Scheme.

3. You can continue to claim as normal for the costs you incur - this advance loan is designed to be used as a 'float' while you are awaiting reimbursement from IPSA for your claims.

#### **Amount of the advance**

4. You may apply for an advance loan up to a maximum of £4,000. The amount of the advance requested should be stated on the application form (section 2).

5. No interest is payable on the advance.

#### **Number of advances**

6. At any one time, the number of advances you may hold under these arrangements is limited to one.

#### **Paying back the advance**

7. You must repay the advance by the end of the current parliament.

8. You may repay the advance in full at any time before the end of the current parliament, or repay any part of the advance without penalty. If you cease to be an MP before the advance is cleared in full, any outstanding amount will be repayable on the date you cease to be an MP.

9. You are responsible for ensuring that the advance is used solely for the purpose described in paragraph 2.

10. IPSA will require repayment of the advance following any event or circumstance (or IPSA becoming aware of any event or circumstance) which in IPSA's opinion (acting reasonably) (i) is contrary to the terms of the agreement or (ii) materially changes the basis or understanding on which IPSA originally approved the advance.

11. You will be required to pay back any advance you hold under these arrangements in the event that it becomes illegal for IPSA to issue such advances or if there are any changes in circumstances requiring IPSA to repay the funds.

#### **Submitting your advance agreement and application**

12. You must submit all sections of this advance agreement and application:

- a. Advance application and agreement terms and conditions (section 1);
- b. Completed and signed agreement and application form (section 2 and section 3).

13. For the avoidance of doubt, the documentary evidence that you are required to submit must be in form and substance satisfactory to IPSA before IPSA will consider making an advance available.

**Management Assurance and Audit**

14. From time to time, IPSA may ask you for additional information for validation checks for management assurance or audit purposes.

15. IPSA may publish details of the advance held by you under this agreement.

**Agreement**

16. You are required to certify on this application that you have read, understood and agree to comply with these terms and conditions and that your application complies with the rules and conditions of the Independent Parliamentary Standards Authority's MPs' Expenses Scheme. If you do not comply with the terms and conditions or your application is not consistent with IPSA's rules and guidance, IPSA will seek immediate recovery of the advance from you.

17. This advance agreement and any non-contractual obligations arising out of it are governed by English law.

## SECTION 2: Advance Application Detail

### 1: About you

Title: \_\_\_\_\_

Name: \_\_\_\_\_

Constituency: \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

E-mail: \_\_\_\_\_

If we need to contact you about your advance agreement and application we will write to you at this address or e-mail you.

**2: Amount of advance applied for (maximum £4,000) £** \_\_\_\_\_

*IPSA will pay an advance approved under this arrangement to the bank account into which your parliamentary salary is also paid.*

### 3: Confirmation (please tick each box)

I have enclosed a completed and signed agreement and application form (section 2 and section 3)

I confirm that I will use the advance exclusively for the purpose as described in paragraph 2 of the terms and conditions (section 1).

## SECTION 3: Advance Agreement

### TO BE COMPLETED BY THE MEMBER OF PARLIAMENT

**By signing this form you are entering into a legally binding agreement with IPSA that is governed by the terms and conditions set out within this document.**

I certify that:

- I have read and understood the terms and conditions for this advance and that I will abide by and comply with them;
- the information I have supplied on this form is, to the best of my knowledge, true and complete; and, I have attached the necessary supporting documentation.

Signature **X** \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### TO BE COMPLETED BY IPSA

**Advance agreement authorised on behalf of IPSA by:**

Signature of authorising officer **X** \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

***IPSA will retain the original of this signed advance agreement and will provide you with a copy for your records***

Please post your application to: IPSA , 7th floor, Portland House, Bressenden Place, London, SW1E 5BH.

**Data Protection** IPSA will process the personal information you provide, and the personal information it obtains, for the purposes of exercising its statutory functions and as set out in the IPSA Freedom of Information and Data Protection Policy. IPSA may disclose information to third parties where it is required or permitted to do so by law. IPSA is a public authority under the Freedom of Information Act 2000 (FOIA). The information it holds may be disclosable under FOIA. Under the Data Protection Act 1998, you have a right to request a copy of the personal information which IPSA holds on you. To make a request, please contact IPSA's Data Protection Officer. IPSA may charge the statutory fee for access. For further information about how IPSA processes your personal information, please contact IPSA's Data Protection Officer at IPSA, 7th floor, Portland House, Bressenden Place London SW1E 5BH.