Agency codes

Agency codes are a unique identifier made up of numbers and letters which relate to the terms of business that you have agreed to with the insurer. Typically, you'll find your agency details with the information you received from the insurer agency team when you first registered for terms of business with them.

	Type of agency details needed	How does this look?
Beagle Street	Agency code	**Code Example:** FZ0001M1/001
GUARDIAN 1821 LIFE. MADE BETTER.	Confirmation of registration	Confirmation you have terms of business; we will obtain agency codes from them.
Holloway	Agency code	**Code Example:** 112257233
HSBC	Confirmation of registration based on FRN provided	HSBC do not provide agency codes; confirmation you have terms of business will suffice.
LV= LIVERPOOL VICTORIA	Agency code	**Code Example:** 123456A
ROYAL LONDON	Individual Reference number	**Code Example:** 7XXXXXX NB: Each adviser registered with RL will have its own code
SCOTTISH WIDOWS	Agency code	**Code Example:** A0123456
The Exeter	Adviser email address	**Example:** john.doe@email.com
Virgin MONEY	Agency code	**Code Example:** FZ0001M1/001
Vitality Life insurance	Agency code	**Code Example**: PXXXXX

PLEASE READ THE FOLLOWING

*NB, any deviation from the above formatting will result in error messaging.

*NB, please ensure that all agency codes are live, and you have logged into the provider portal to activate.

*NB, for each provider you have the option of selecting indemnified or non- indemnified commissions, please ensure you provide both if appropriate.