



APPROVED SUPPLIER APPLICATION FORM

Date	
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SECTION A: COMPANY DETAILS			
Companies Legal Title			
Trading as (if applicable)			
Managing Director name			
If part of a group, who is the Ultimate Holding Co			
Company Registration Number			
VAT Registration Number			
Main address		Tel. No.	
		Fax.No.	
Bank Name & Address			
Account number		Sort Code	
Account name			
Are your invoices factored?		Yes / No	
Factoring Name & Address			
Account number		Sort Code	
What was your turnover in the preceding three years? <small>Please enclose a copy of your latest published accounts</small>	Year 1	£	
	Year 2	£	
	Year 3	£	
Geographical areas of operation (please tick)		London & S.E.	
		Midlands	
		N.of England	
		S.of England	
		Wales	
		Scotland	
Speciality of products or services			

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SECTION B: BUSINESS & PROFESSIONAL STANDING	
Does the company comply with the Conduct of Employment Agencies Regulations?	Yes / No
Does the company comply with the Employment Businesses Regulations?	Yes / No
Does the company comply with the Agency Workers Regulations?	Yes / No
Does the company comply with the Employment Agencies Act?	Yes / No
Does the company comply with the Working Time Regulations?	Yes / No
Does the company comply with Data Protection Act?	Yes / No
Has the company or any of its Directors/Officers been the subject of criminal or civil court action (including bankruptcy or insolvency)	Yes / No
Are the company or any of its Directors/Officers subject to ongoing or pending criminal or civil court action (including bankruptcy or insolvency)	Yes / No
Has the business (or any of its Directors/Officers been investigated, prosecuted, convicted, or been the subject of other enforcement action taken within the last five years for bribery or corruption?	Yes / No
Has the business carried out a risk assessment to consider whether you are at risk of bribery?	Yes / No
Does the business meet it's statutory tax obligations in relation to PAYE/VAT/CIS?	Yes / No
Does the business have a emergency/business continuity plan in the event of a crisis.	Yes / No

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SECTION C1: CAPACITY		
a) What is the maximum current production capacity in respect of the products/services you wish to supply?		
b) What is the current utilisation of the above capacity? (%)		
c) How might your production/capacity/service provision be expanded?		
d) Is any overtime currently being worked?		
SECTION C2: WORKERS		
Please indicate whether the workers you supply are paid via		
a) No of full time employees:	Production: Administration/Marketing:	Other: Total:
b) Name of principle directors		
c) Annual shutdown date & duration		d) Normal working hours
Does the company comply with IR35 and freelance tax status checks	Yes / No	
Has your company been the subject of court action under the Immigration, Asylum and Nationality Act 2006 as amended 2008	Yes / No	
Do you make checks to verify all workers are entitled to work in the UK?	Yes / No	
Do you have a Preventing Illegal Working policy? If Yes please provide a copy	Yes / No	
Do you have a Modern Slavery policy ? If yes please provide a copy	Yes / No	
Do payments to your workers comply with the National Minimum Wage / National Living Wage legislation?	Yes / No	
Has your business signed up to the Gangmasters & Labour Abuse Authority's Construction protocol?	Yes / No	
Does the business meet the requirements of the positive equality duties in relation to the Equalities Act 2010?	Yes / No	

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SECTION D1: QUALITY		
Has your organisation met the quality approved criteria of other purchasers and bodies? I.e. Other frame contractors, CHAS etc	Yes / No	
Does your organisation have relevant test and inspection facilities?	Yes / No	
Can you guarantee that products supplied by your organisation will require no inspection by the purchaser?	Yes / No	
SECTION D2: PERFORMANCE		
Please provide names of your 3 major customers.	1) 2) 3)	
Please give brief details of any major projects undertaken during the last 3 years.		
SECTION D3: ENVIRONMENTAL & ETHICAL FACTORS		
Are materials used obtain, as far as possible, from sustainable sources?	Yes / No	
Is packaging and other material used capable of environmental safe disposal or recycling?	Yes / No	
Has you organisation an ethical policy relating to marketing and sales?	Yes / No	
SECTION D4: INFORMATION TECHNOLOGY		
What ways does your organisation use IT to:		
a) Reduce or eliminate paper transactions:		
b) Shorten order cycles:		
c) Provide RTI on product availability and inventory:		
Has you organisation an e-procurement strategy? If no, are you taking any steps to adopt and implement a strategy?	Yes / No Yes / No	
Does the organisation have a customer portal for invoices/delivery tickets/or other services?	Yes / No	

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SECTION E: ACCREDITATION

Please provide details of any Third Party memberships for the business (or any key staff)
 (such as Constructionline, ISO's, Investors in People, Recognised Trade Unions, CLOCS, FORS, CHAS etc)

	Member No	
	Expiry	
	Member No	
	Expiry	
	Member No	
	Expiry	
	Member No	
	Expiry	
	Member No	
	Expiry	
	Member No	
	Expiry	
	Member No	
	Expiry	
	Member No	
	Expiry	
	Member No	
	Expiry	
	Member No	
	Expiry	
	Member No	
	Expiry	

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SECTION F1: INSURANCE		
Employers Liability Insurance	Insurer	
	Policy No	
	Expiry Date	
	Cover Amount	
Public Liability Insurance	Insurer	
	Policy No	
	Expiry Date	
	Cover Amount	
Contractors All Risks Insurance	Insurer	
	Policy No	
	Expiry Date	
	Cover Amount	
Professional Indemnity Insurance	Insurer	
	Policy No	
	Expiry Date	
	Cover Amount	
Product Liability Insurance	Insurer	
	Policy No	
	Expiry Date	
	Cover Amount	
SECTION F2: CREDIT FACILITY		
Can you provide an adequate credit facility to cover the orders you accept from us under our terms and conditions?	Yes / No	

Please provide any additional information you may feel is relevant.

Representative Name _____

Representative Signature _____ Date _____

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