Please complete and return this Annex with the Application Form

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Annex for Guarding Services approval  Please use the checklist to confirm you have provided all the necessary documents  for your application | | | | | | | | | **Annex B** |
| 1 Name of applicant company | | | | Click here to enter name | | | | | |
| 2 Security screening to BS 7858 | | | | | | | | | |
| 2.1 Name of the person specifically responsible for security screening. | | | | | | Enter name | | | |
| 2.2 Is everyone in the company suitably screened? If no, please give details. | | | | | | Select | | | |
| If No, please give details: | | | Click here to enter text | | | | | | |
| 2.3 Do all directors, management and staff hold relevant SIA licences? | | | | | | Select | | | |
| If No, please give details | | | Click here to enter text | | | | | | |
| 2.4 Please list all directors and their SIA Licence numbers below | | | | | | | | | |
| Names | Enter name | | | | | | | | |
| 2.5 Do you already hold ACS approval? | | | | | | Select | | | |
| If No, can you confirm that you meet ACS eligibility and fit and proper criteria? | | | | | | Select | | | |
| 3 Sub-contracting | | | | | | | | | |
| 3.1 Do you sub-contract any of your work out to other companies or individuals? *If No, continue to 4. If Yes, continue to 3.2.* | | | | | | | Select | | |
| 3.2 Provide further details including security screening arrangements, training, etc. | | | | | | | | | |
| Click here to enter text | | | | | | | | | |
| 3.3 Provide names and addresses of companies and individuals used for sub-contracting. | | | | | | | | | |
| Click here to enter text | | | | | | | | | |
| 4 Documentation | | | | | | | | | |
| 4.1 Gold applicants only  Please confirm that you have a documented Quality Management System that meets the requirements of BS EN ISO 9001 This must be available at the time of the initial audit.  *Please Note: Prior certification to BS EN ISO 9001 is not required as this will be included as part of your NSI audit.* | | | | | | | | Select | |
| 4.2 Silver applicants only  Please confirm that you have the documented information required by the applicable standards you are applying for and that this information will be made available at audit. | | | | | | | | Select | |
| 4.3 Confirm that you have read and understood the current NSI Regulations and Approval Criteria. | | | | | | | | Select | |
| 5 Branches | | | | | | | | | |
| Give details of all branches to be included in this application for approval (please do not include the head office named on the main application form) | | | | | | | | | |
| Address incl. postcode | | Click here to enter full address  Click here to enter postcode | | | | | | | |
| Telephone number | | Enter telephone no. | | | | | | | |
| Address incl. postcode | | Click here to enter full address  Click here to enter postcode | | | Email address | Enter email address | | | |
| Telephone number | | Enter telephone no. | | | | | | | |
| Address incl. postcode | | Click here to enter full address  Click here to enter postcode | | | Email address | Enter email address | | | |
| Telephone number | | Enter telephone no. | | | | | | | |
| For more branches, please provide a separate list with the same details requested above. | | | | | | | | | |

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| --- | --- | --- | --- |
| DECLARATION | | | |
| We confirm that the information provided in this Annex is accurate. | | Select | |
| To be signed by the proprietor – or all partners in the partnership – or a director authorised to sign on behalf of the limited company. | | | |
| Signature | Print name | | Date |
|  |  | | Select a date |
|  |  | | Select a date |
|  |  | | Select a date |

**Thank you for completing this form**

**Please use the checklist on the following page**

**Please submit this form by email to:** [**applications@nsi.org.uk**](mailto:applications@nsi.org.uk)

|  |  |  |
| --- | --- | --- |
| **Guarding Services applicant checklist** | | |
| Please fully complete and submit these documents for your application | **Select** | ***NSI office*** |
| Completed Application Form |  |  |
| Completed Annex Form B |  |  |
| Letter of Acceptance (if applicable) |  |  |
| The following documents are required for new applications only (not normally required when extending the scope of an existing approval. However, NSI reserves the right to request additional information at any time). | | |
| Finance  Limited companies and PLCs: NSI reserves the right to request statutory accounts during the application process  Sole traders and partnerships are asked to submit a full set of prepared accounts (including Profit & Loss, and Balance Sheet) for the last 3 years (covering a 4-year period by showing comparative figures).  If the company has been trading for less than 4 years:   * For new Gold applicants, a minimum of 2 years' statutory accounts are required * For new Silver applicants,   + Companies trading between 1 and 2 years: a minimum of 1 year's statutory accounts and 1 year’s projected business plan to include Profit & Loss and Balance Sheet.   + For Start Up Companies: 2-year projected business plan is required to include a Profit & Loss and Balance Sheet (a letter of comfort is optional)   Note: A model business plan, with notes, is available through NSI Support Services Ltd. upon request. |  |  |
| Personal Data Forms  Required for Directors, Partners, and Shareholders (with 10% or more of the shares).   * If your company is Stock Exchange listed (or is a subsidiary of a Stock Exchange listed company), ask for clarification on which individuals need to submit this. |  |  |