Please complete and return this Annex with the Application Form

This form is confidential when completed

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Annex For Cash Services Approval** | | | | | | | | | **Annex I** | | |
| 1 Name of applicant company | | | |  | | | | | | | |
| 2 Scheme - Please select the scheme you are applying for | | | | | | | | |  | | |
| 3 Details of the services that you wish to be included in the scope of approval  (referenced against British Standards or NSI Codes of Practice (NCP)), subject to confirmation  Please refer to NSI’s list of available Standards for scopes not listed here. | | | | | | | | | | | |
| British Standard/ NCP | | Scope description | | | | | | | | Please select | |
| BS 7872 | | Transport and Distribution Services | | | | | | | |  | |
| BS 7872 | | Cash Processing Services | | | | | | | |  | |
| BS 7872 | | Secure Storage and Vaulting Services | | | | | | | |  | |
| BS 7872 | | ATM services | | | | | | | |  | |
| NCP 106 | | Management and Operation of a Cash Centre | | | | | | | |  | |
|  | | Passport Specification | | | | | | | |  | |
| Other | |  | | | | | | | | | |
|  | | | | | | | | | |
| 4 Number of PAYE employees | | | |  | 5 Number of branches | | | | |  | |
| 6 Number of contracts | | | |  | 7 Number of sites | | | | |  | |
| 8 Security Screening to BS 7858 | | | | | | | | | | | |
| 8.1 Name of the person specifically responsible for security screening | | | | |  | | | | | | |
| 8.2 Is everyone in the company suitably screened?  If no, please give details. | | | | | | | | | |  | |
|  | | | | | | | | | | | |
| 8.3 Do all directors, management and staff hold relevant SIA licences?  If no, please give details. | | | | | | | | | |  | |
|  | | | | | | | | | | | |
| 8.4 Please list all directors and their SIA Licence numbers below | | | | | | | | | | | |
| Names |  | | | | SIA Licence Numbers | | |  | | | |
| 9 Sub-contracting | | | | | | | | | | | |
| 9.1 Do you sub-contract any of your work out to other companies or individuals? If yes, please give details including security screening arrangements, training, etc. | | | | | | | | | |  | |
|  | | | | | | | | | | | |
| 9.2 If yes, please provide below names and addresses of companies and individuals | | | | | | | | | | | |
|  | | | | | | | | | | | |
| 10 Existing certification | | | | | | | | | | | |
| 10.1 Please indicate whether you already hold BS EN ISO 9001 Certification | | | | | | | | | |  | |
| 10.2 If you hold BS EN ISO 9001 certification, who is your certification body? | | | | | | |  | | | | |
| 11 NSI regulations and Approval Criteria  Confirm that you have read and understood the current NSI Regulations and Approval Criteria. | | | | | | | | | | Select | |
| 12 Quality Management System – Gold applicants only  Please confirm that you have a documented Quality Management System that meets the requirements of BS EN ISO 9001 and which includes the following:   * Process Descriptions/flowcharts * Mandatory and any additional procedures * Other relevant documentation such as working instructions, example forms, quality records, engineer’s worksheets, document control records, etc.   This must be available at the time of the initial audit.  Note: If your company is transferring from another UKAS accredited certification body, a copy of that company’s last report is also required.  *Please note: Prior certification to BS EN ISO 9001 is not required as this will be included as part of your NSI audit.* | | | | | | | | | | Select | |
| 13 Silver applicants only  Please confirm you hold records and documents as required by the relevant British standards which will be available at the time of audit. | | | | | | | | | | Select | |
| Please confirm your readiness for audit against these requirements. | | | | | | | | | | Select | |
| 14 Branches | | | | | | | | | | | |
| Give details of all branches to be included in this application for approval (please do not list the head office quoted on the main application form) | | | | | | | | | | | |
| Address inc Postcode | |  | | | | | | | | | |
| Telephone number | |  | | | Fax number | | |  | | | |
| Email address | |  | | | | | | | | | |
| Address inc Postcode | |  | | | | | | | | | |
| Telephone number | |  | | | Fax number | | |  | | | |
| Email address | |  | | | | | | | | | |
| Address inc Postcode | |  | | | | | | | | | |
| Telephone number | |  | | | Fax number | | |  | | | |
| Email address | |  | | | | | | | | | |
| If more than three branches, please provide a separate list. | | | | | | | | | | | |
| DECLARATION | | | | | | | | | | |
| We confirm that the information provided in this Annex is accurate. | | | | | | | |  | | |
| 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 | | | | |
|  | | |  | | | Click here to enter a date. | | | | |
|  | | |  | | | Click here to enter a date. | | | | |
|  | | |  | | | Click here to enter 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) **or your NSI Head Office contact**

|  |  |  |
| --- | --- | --- |
| **Cash Services application checklist**  **Please submit these documents with your application** | | |
|  | **Submitted** | ***NSI office use*** |
| Completed Application Form, or Short Application Form for existing NSI approved companies. |  |  |
| Completed Annex Form I |  |  |
| Application Fee - Please ask NSI for a quotation |  |  |
| 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 data at any time). | | |
| Finance  Limited companies and PLCs: NSI reserves the right to request statutory accounts during the application process.  If you are a Sole trader or partnership, please submit a full set of properly prepared accounts (to include Profit and Loss and Balance Sheet) for the last 3 years (which would cover a 4 year period by showing comparative figures). If you have traded for less than 4 years:   * For Gold applications, a minimum of 2 years’ accounts should be submitted. * For Silver applications, a minimum of 1 year’s accounts and 1 year projected figures to include profit & loss and balance sheet or for new companies 2 year business plan to include 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  For Directors, Partners, and Shareholders (with 10% or more of the shares).  Note 1: If your company is Stock Exchange listed (or is a subsidiary of a Stock Exchange listed company), ask the NSI office for details of which individuals need to fill in these forms.  Note 2: Evidence of security screening for the above will be required by the time of the initial audit. |  |  |