

This Account Set Up Form is to be used for all SC account set ups and comprises of 3 pages to be completed by the Vistry business unit. A separate form is available for PL account set ups.

The set up cannot be completed until ALL 5 PARTS of this form (3 pages in total) are completed and returned to CQMS [support@cqms-ltd.com](mailto:support@cqms-ltd.com) with relevant supporting evidence.

1. BUSINESS UNIT INFORMATION:			
Business unit:		KCO:	
Requester name:		Date completed:	
<b>Vistry Commercial Director approval</b> <i>This can be completed below, or provided as a separate email to CQMS</i>			
Name:		Signature:	

2. SUPPLIER INFORMATION:			
<b>IDENTITY</b>			
Parent Company:			
Company Legal Name:		Trading As Name: (if applicable)	
Company Registration Number:			
Address Line 1*:			
Address Line 2:			
Address Line 3:			
Town/City: *		Phone:	
Post Code: *		Fax:	
Contact name:		Email:	
<b>BANK DETAILS</b>			
Bank/Building Society Name:			
Account Name:			
Sort Code:			
Account Number:			
Accounts Email Address:			
Is the account factored?	Yes		No
<b>VAT REGISTRATION</b>			
Is the supplier VAT Registered?	Yes		No

SUB CONTRACT LABOUR DETAILS					
Default Contractor Type		Labour Only CITB Levy	Yes		No
Company UTR Number:					
First Names(s) & Last Name(s): (sole traders & partnerships only)					
Individual(s) UTR Number(s): (sole traders & partnerships only)					

3. SUPPORTING EVIDENCE:	ATTACHED:						
Please refer to the Standards to which the following information must comply; see FAQ #8 at: <a href="https://cqms-ltd.co.uk/vistry-group-accounts/">https://cqms-ltd.co.uk/vistry-group-accounts/</a>							
<p><b>1. Supplier company letterhead detailing:</b></p> <ul style="list-style-type: none"> <li>&gt; Bank/building society name</li> <li>&gt; Account name</li> <li>&gt; Sort code</li> <li>&gt; Account number</li> <li>&gt; Remittance email address</li> <li>&gt; Company VAT number</li> <li>&gt; Company information i.e.:                             <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"><u>LIMITED COMPANY:</u></td> <td style="width: 33%;"><u>PARTNERSHIP:</u></td> <td style="width: 33%;"><u>SOLE TRADER:</u></td> </tr> <tr> <td> <ul style="list-style-type: none"> <li>• Company registration number</li> <li>• UTR number</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>• Company registration number</li> <li>• UTR number of lead partner</li> <li>• First name of lead partner</li> <li>• Last name of lead partner</li> <li>• NI number of lead partner</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>• UTR number of sole trader</li> <li>• First name of sole trader</li> <li>• Last name of sole trader</li> <li>• NI number of sole trader</li> </ul> </td> </tr> </table> </li> </ul>	<u>LIMITED COMPANY:</u>	<u>PARTNERSHIP:</u>	<u>SOLE TRADER:</u>	<ul style="list-style-type: none"> <li>• Company registration number</li> <li>• UTR number</li> </ul>	<ul style="list-style-type: none"> <li>• Company registration number</li> <li>• UTR number of lead partner</li> <li>• First name of lead partner</li> <li>• Last name of lead partner</li> <li>• NI number of lead partner</li> </ul>	<ul style="list-style-type: none"> <li>• UTR number of sole trader</li> <li>• First name of sole trader</li> <li>• Last name of sole trader</li> <li>• NI number of sole trader</li> </ul>	
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<p><b>2. Bank account evidence, e.g.:</b> <i>Bank paying in slip, voided cheque, copy of bank statement</i></p>							
<p><b>3. Employers Liability insurance</b> <i>Note: this can be completed and uploaded on the CQMS Portal</i></p>							
<p><b>4. Public Liability insurance</b> <i>Note: this can be completed and uploaded on the CQMS Portal</i></p>							
<p><b>5. Professional Indemnity insurance (design / professional advice only)</b> <i>Note: this can be completed and uploaded on the CQMS Portal</i></p>							
<p><b>6. Contract Works / Contractors All Risk insurance (Principal Contractors only)</b> <i>Note: this can be completed and uploaded on the CQMS Portal</i></p>							
<p><b>7. IF THE SUPPLIER IS VAT REGISTERED:</b> <b>VAT Certificate / Certificate of Registration for Value Added Tax</b></p>							
<p><b>8. Self Billing Agreement</b> <i>Note: this can be completed and uploaded on the CQMS Portal</i></p>							
<p><b>9. IF THE ACCOUNT IS FACTORED:</b></p> <ul style="list-style-type: none"> <li>&gt; <b>Letter from factoring company (on letterhead) confirming:</b> <ul style="list-style-type: none"> <li>• they are the factoring company for this supplier</li> <li>• their bank details (bank/building society name, account name, sort code, account number)</li> </ul> </li> <li>&gt; Banking evidence.</li> </ul>							

4. CIS CONFIRMATION RESPONSE	
Please select <b>ONE</b> of the following responses	Tick
The works are within the scope of CIS – confirmation that the CIS details are correct and they are registered as a subcontractor	
The works are outside the scope of CIS and the region require the supplier set up as a subcontractor	

5. COINS COMPANY ANALYSIS			
<b>SUBCONTRACTOR TRADES:</b>			
Air Conditioning	Electrical	Lifts	Scaffolding
Alarm Installation	Engineering	M&E Services	Security Services
Artexing	External Render	Maintenance	Signage
Asbestos	Fencing	Mansafe	Soft Landscaping
Asphalt / Paving	Fire Protection	Mastic	Steelwork
Bricklaying	Fireplace Installation	Materials – supply only	Structural framing
Builders	Fit Out	Mechanical Services	Suppliers
Carpentry	Flooring	Metalwork	Wall/floor tiling
Civil Engineering	Garage Doors	Painter / Decorator	Timber Frame
Cladding	Groundworks	PCC Floors	Tower Crane
Cleaning Utilities	Hoists	Piling	Tree Surgeon
Curtain Walling	Insulation	Plastering / Drylining	TV Installation
Customer care maintenance	Interior Fittings	Play Equipment	Utilities / services
Demolition	Joinery	Plumbing	Windows / Glazing
Diamond Drilling	Kitchen / Appliances	Roads & Sewers	Other
Drain Services	Labour	Roof tiling	Please state:
Will they act as Principal Contractor?	Yes	No	
Will you accept PL insurance cover below £10m?	Yes	No	
If Yes, please detail the minimum cover required:			
<b>DESIGNER/CONSULTANT TRADES:</b>			
DC: Archaeologist	DC: Consulting Engineer	DC: Principal Designer	DC: Structural & Civil Engineer
DC: Architect	DC: Ecologist	DC: Party Wall Surveyor	DC: Structural Engineer
DC: Civil Engineer	DC: Landscape Architect	DC: Planning Consultant	
Other	Please state:		