

**MODULE GUIDANCE:**

*untypical* COINS

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### Purpose:

The COINS module is a collection of information and documents which are required in order to set up your account on the *untypical* COINS system to enable Tilia Homes and/or Hopkins Homes to raise orders and make payments to your company. The requirements and standards for the documents in this module are stipulated by *untypical*, however are requested and reviewed by CQMS to ensure the standards are met and this also helps to ensure the health and safety and CSR modules are completed.

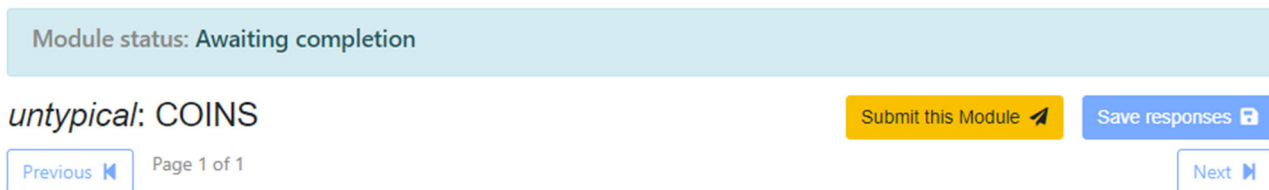
Once all the required elements of the COINS module are completed to satisfactory standards, CQMS issue the information to the Group Accounts Payable team within *untypical* in a secure manner compliant with Data Protection and GDPR requirements. The content of the COINS module is not visible to any other personnel within *untypical*, although they can see the overall status of completion i.e. awaiting completion, rejected, approved, and number of questions accepted and rejected.

If you are unsure of the requirements or standards, or how they apply to your organisation, after reading the relevant parts of this guidance document please contact CQMS Safety-Scheme and a member of our team will be happy to help. We provide support and guidance to companies undergoing assessment with us free of charge.

### Requirements & Standards:

All companies who want to work for any *untypical* business unit are required to complete this module in full and provide relevant supporting evidence where marked.

You can 'save' the module at any time and return to complete it later. Please note that the module will not be complete or submitted to CQMS until you have submitted it by clicking the yellow 'SUBMIT' button shown below:



Module status: Awaiting completion

*untypical*: COINS

Submit this Module ↗ Save responses 🗄️

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### Identity

Please complete the fields as listed:

- Full legal company name
  - For limited companies (Plc, Ltd, LLP), this will be the legal entity as listed at Companies House.
  - For non-registered partnerships, this will be the names of all partners followed by the 'trading as' name if applicable.
  - For sole traders, this will be the sole trader's name followed by the 'trading as' name if applicable.
- Registered/head office address
- Email
- Website
- Company registration number
  - This is the Companies House registration number for Ltd, Plc and LLPs.
- VAT number
  - This is the VAT number of the legal entity as provided by the HMRC. Please detail the VAT number if applicable.
- VAT certificate
  - If the legal entity is VAT registered, please provide a copy of the VAT certificate or Certificate of VAT registration.
- Business type

Select the option which describes the legal entity then complete the additional questions:

- Company: The organisation is a Public or Private Limited entity (Plc or Ltd)  
Provide the Company's Unique Tax Reference (UTR) Number provided by the HMRC (10 digits).
- Partnership: The organisation is a registered (LLP) or non-registered Partnership  
Provide:  
the Company's Unique Tax Reference (UTR) Number provided by the HMRC (10 digits),  
the names of all partners,  
the UTR numbers of all partners.
- Sole trader: The individual is self employed and operates their own business as a 'sole trader'

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*The Safety-Scheme team are happy to support you through the process and provide guidance of use of the CQMS Safety-Scheme Portal, buyer requirements or sign-posting to industry guidance where required. This support is included at no extra cost.*

*If you have any questions please call on 01476 594410 or email us at [safety-scheme@cqms-ltd.com](mailto:safety-scheme@cqms-ltd.com)*

the Sole Trader's Unique Tax Reference (UTR) Number provided by the HMRC (10 digits),  
the name of the sole trader,  
the sole trader's National Insurance number.

- Trust: A corporation that acts as a fiduciary, trustee or agent of trusts and agencies.

### **Bank Details**

Please provide the bank details associated with the organisation:

- Bank Name (*e.g. Barclays*)
- Bank Sort Code
- Bank Account Number
- Bank Account Name (*your company name on the account*)

Also upload evidence showing the above details; the following items are acceptable:

- a bank paying in slip,
- voided cheque,
- copy of bank statement.

### **References**

Please provide details of 2 different sources for references.

This information will be passed from CQMS to *untypical* to follow up and verify, and CQMS will then obtain and attach confirmation of their successful reference check. The '*untypical* confirmation of successful reference check' is for CQMS to complete.

If either or both of the references fail to meet *untypical's* requirements, you may be asked for alternative references or your set up may be terminated by *untypical*.

### **Employment Status IR35 Specific Checklist**

Please select the option which applies:

- N/A – this is the option to select if the organisation is a Plc or Ltd company with more than 1 employee.
- Completed – please select this option for all other organisations, i.e. sole traders, partnerships and Ltd companies with only 1 employee.

If the latter option is selected, please complete the questions which appear. The total of these is to be calculated, and if the score is above 0 (zero), CQMS will refer the responses to *untypical* for further information/input.

### **Untypical Confirmation Items**

This section is for CQMS completion only.

CQMS will add information provided by *untypical* here.

### **Supporting Set Up Information**

This section is also for CQMS completion only.

Details from other modules will be added here once complete and accepted; the final item to be added is the CQMS 'Safety-Scheme Advanced' certificate which is issued once all other assessment modules (listed below) are complete and accepted:

H&S (SSIP)  
*untypical* H&S Supplementary  
Environmental  
Quality  
Bribery & Corruption  
Modern Slavery  
Professional Standing  
Financial  
Equality & Diversity

The expiry date of the CQMS 'Safety-Scheme Advanced' certificate will be aligned to the expiry date of the H&S (SSIP) module.

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*If you have any questions please call on 01476 594410 or email us at [safety-scheme@cqms-ltd.com](mailto:safety-scheme@cqms-ltd.com)*

**Validity & Renewal:**

The *untypical* COINS module contains information provided to complete the set up process on the *untypical* COINS system and as such does not expire.

Once the module is complete, CQMS will insert a 'dummy date' to ensure the CQMS Portal does not ask you to re-complete it.

**Further information:**

This module will not be reviewed until payment has been made to CQMS and allocated to your account.

Please see the CQMS Safety-Scheme Terms & Conditions, available on the CQMS Portal login page or upon request from CQMS Safety-Scheme.

The T&Cs provide further information on the CQMS Safety-Scheme processes, fees, etc.