

This Account Set Up Form is to be used for all PL account set ups and comprises of 2 pages to be completed by the Vistry business unit. A separate form is available for SC account set ups.

The set up cannot be completed until ALL 4 PARTS of this form (2 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:	
<b>Vistry Finance 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: (if applicable)			
Company Legal Name:			
Trading As Name: (if applicable)			
Company Registration Number:			
Trading Address Line 1:			
Trading Address Line 2:			
Trading Address Line 3:			
Town/City:		Phone:	
Post Code:		Mobile:	
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

<b>3. SUPPORTING EVIDENCE:</b> 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>		<b>ATTACHED:</b>
<b>1.</b> <i>Bank account evidence, e.g.:</i> <i>Bank paying in slip, voided cheque, copy of bank statement</i>		
<b>2.</b> <i>Employers Liability insurance</i> <i>Note: this can be completed and uploaded on the CQMS Portal</i>		
<b>3.</b> <i>Public Liability insurance</i> <i>Note: this can be completed and uploaded on the CQMS Portal</i>		
<b>4.</b> <i>Professional Indemnity insurance (design / professional advice only)</i> <i>Note: this can be completed and uploaded on the CQMS Portal</i>		
<b>5.</b> <i>IF THE SUPPLIER IS VAT REGISTERED:</i> <i>VAT Certificate / Certificate of Registration for Value Added Tax</i>		
<b>6.</b> <i>IF THE ACCOUNT IS FACTORED:</i> > <i>Letter from factoring company (on letterhead) confirming:</i> • <i>they are the factoring company for this supplier</i> • <i>their bank details (bank/building society name, account name, sort code, account number)</i> > <i>Banking evidence.</i>		

<b>4. COINS COMPANY ANALYSIS</b>			
Please detail the trades/activities that the company will be performing whilst working for Vistry Group			
DESIGNER/CONSULTANT TRADES:			
DC: Archaeologist	DC: Consulting Engineer	DC: Landscape Architect	DC: Planning Consultant
DC: Architect	DC: Ecologist	DC: Principal Designer (CDM)	DC: Structural & Civil Engineer
DC: Civil Engineer	DC: Fire Safety Consultant	DC: Principal Designer (Building Safety)	DC: Structural Engineer
Other	Please state:		
Will they provide design or consultancy services for Higher Risk Buildings (HRBs)?	Yes	No	