

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 with relevant supporting evidence.

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

2. SUPPLIER INFORMATION:			
IDENTITY			
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:	
BANK DETAILS			
Bank/Building Society Name:			
Account Name:			
Sort Code:			
Account Number:			
Accounts Email Address:			
Is the account factored?	Yes		No
VAT REGISTRATION			
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:						
<p>Please refer to the Standards to which the following information must comply; see FAQ #8 at: https://cqms-ltd.co.uk/vistry-group-accounts/</p> <p>1. Supplier company letterhead detailing:</p> <ul style="list-style-type: none"> > Bank/building society name > Account name > Sort code > Account number > Remittance email address > Company VAT number > Company information i.e.: <table border="0"> <tr> <td><u>LIMITED COMPANY:</u></td> <td><u>PARTNERSHIP:</u></td> <td><u>SOLE TRADER:</u></td> </tr> <tr> <td> <ul style="list-style-type: none"> • Company registration number • UTR number </td> <td> <ul style="list-style-type: none"> • Company registration number • UTR number of lead partner • First name of lead partner • Last name of lead partner • NI number of lead partner </td> <td> <ul style="list-style-type: none"> • UTR number of sole trader • First name of sole trader • Last name of sole trader • NI number of sole trader </td> </tr> </table>	<u>LIMITED COMPANY:</u>	<u>PARTNERSHIP:</u>	<u>SOLE TRADER:</u>	<ul style="list-style-type: none"> • Company registration number • UTR number 	<ul style="list-style-type: none"> • Company registration number • UTR number of lead partner • First name of lead partner • Last name of lead partner • NI number of lead partner 	<ul style="list-style-type: none"> • UTR number of sole trader • First name of sole trader • Last name of sole trader • NI number of sole trader 	
<u>LIMITED COMPANY:</u>	<u>PARTNERSHIP:</u>	<u>SOLE TRADER:</u>					
<ul style="list-style-type: none"> • Company registration number • UTR number 	<ul style="list-style-type: none"> • Company registration number • UTR number of lead partner • First name of lead partner • Last name of lead partner • NI number of lead partner 	<ul style="list-style-type: none"> • UTR number of sole trader • First name of sole trader • Last name of sole trader • NI number of sole trader 					
<p>2. Bank account evidence, e.g.: Bank paying in slip, voided cheque, copy of bank statement</p>							
<p>3. Employers Liability insurance Note: this can be completed and uploaded on the CQMS Portal</p>							
<p>4. Public Liability insurance Note: this can be completed and uploaded on the CQMS Portal</p>							
<p>5. Professional Indemnity insurance (design / professional advice only) Note: this can be completed and uploaded on the CQMS Portal</p>							
<p>6. Contract Works / Contractors All Risk insurance (Principal Contractors only) Note: this can be completed and uploaded on the CQMS Portal</p>							
<p>7. IF THE SUPPLIER IS VAT REGISTERED: VAT Certificate / Certificate of Registration for Value Added Tax</p>							
<p>8. Self Billing Agreement Note: this can be completed and uploaded on the CQMS Portal</p>							
<p>9. IF THE ACCOUNT IS FACTORED:</p> <ul style="list-style-type: none"> > Letter from factoring company (on letterhead) confirming: <ul style="list-style-type: none"> • they are the factoring company for this supplier • their bank details (bank/building society name, account name, sort code, account number) > Banking evidence. 							

4. CIS CONFIRMATION RESPONSE

Please select ONE 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

Please detail the trades/activities that the company will be performing whilst working for Vistry Group

SUBCONTRACTOR TRADES:

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 they work on Higher Risk Buildings (HRBs)?	Yes	No	
Will you accept PL insurance cover below £10m?	Yes	No	
If Yes, please detail the minimum cover required:			

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	