

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 with relevant supporting evidence.

1. BUSINESS UNIT INFORMATION:

Business unit:		KCO:	
Requester name:		Date completed:	
I confirm that I have made the supplier aware that there is a fee for the CQMS assessment process			Yes
I acknowledge that CQMS will assess the supplier's submissions in accordance with the relevant assessment standards and provide support and guidance, however I understand that no guarantee is given or implied that the supplier will successfully meet the required criteria or achieve a pass outcome.			Yes
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	
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3. SUPPORTING EVIDENCE:

Please refer to the Standards to which the following information must comply; see FAQ #8 at: <https://cqms-ltd.co.uk/vistry-group-accounts/>

ATTACHED:

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| 1. Bank account evidence, e.g.:
<i>Bank paying in slip, voided cheque, copy of bank statement</i> | |
| 2. Employers Liability insurance
<i>Note: this can be completed and uploaded on the CQMS Portal</i> | |
| 3. Public Liability insurance
<i>Note: this can be completed and uploaded on the CQMS Portal</i> | |
| 4. Professional Indemnity insurance (design / professional advice only)
<i>Note: this can be completed and uploaded on the CQMS Portal</i> | |
| 5. IF THE SUPPLIER IS VAT REGISTERED:
VAT Certificate / Certificate of Registration for Value Added Tax | |
| 6. IF THE ACCOUNT IS FACTORED:
> Letter from factoring company (on letterhead) confirming: <ul style="list-style-type: none">they are the factoring company for this suppliertheir bank details (bank/building society name, account name, sort code, account number) > Banking evidence. | |

4. COINS COMPANY ANALYSIS

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

DESIGNER/CONSULTANT TRADES:

DC: Archaeologist	DC: Civil Engineer	DC: Fire Safety Consultant	DC: Principal Designer (CDM)
DC: Architect	DC: Consulting Engineer	DC: Interior Designer	DC: Principal Designer (Building Safety)
DC: Asbestos Surveyor	DC: Ecologist	DC: Landscape Architect	DC: Structural Engineer
Other (please state):			
Will they provide design or consultancy services for Higher Risk Buildings (HRBs)?		Yes	No