

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:	
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

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: https://cqms-ltd.co.uk/vistry-group-accounts/	
1. Supplier company letterhead detailing: > Bank/building society name > Account name > Sort code > Company information relevant to type i.e.: <u>LIMITED COMPANY:</u> • Company registration number • UTR number <u>PARTNERSHIP:</u> • Company registration number • UTR number of lead partner • First name of lead partner • Last name of lead partner • NI number of lead partner <u>SOLE TRADER:</u> • UTR number of sole trader • First name of sole trader • Last name of sole trader • NI number of sole trader	
2. Bank account evidence, e.g.: Bank paying in slip, voided cheque, copy of bank statement	
3. Employers Liability insurance Note: this can be completed and uploaded on the CQMS Portal	
4. Public Liability insurance Note: this can be completed and uploaded on the CQMS Portal	
5. Professional Indemnity insurance (design / professional advice only) Note: this can be completed and uploaded on the CQMS Portal	
6. Contract Works / Contractors All Risk insurance (Principal Contractors only) Note: this can be completed and uploaded on the CQMS Portal	
7. IF THE SUPPLIER IS VAT REGISTERED: VAT Certificate / Certificate of Registration for Value Added Tax	
8. Self Billing Agreement Note: this can be completed and uploaded on the CQMS Portal	
9. IF THE ACCOUNT IS FACTORED: > Letter from factoring company (on letterhead) confirming: • 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	Drain Services	Kitchen / Appliances	Recruitment agency
Alarm Installation	Electrical	Lifts	Road Sweepers
Asbestos removal	Engineering	M&E Services	Roof tiling
Asphalt / Paving	External Render	Maintenance	Scaffolding
Bricklaying	Fencing	Mansafe	Security Services
Carpentry	Fire Protection	Mastic	Signage
Civil Engineering	Fireplace Installation	Materials – supply only	Soft Landscaping
Cladding	Fit Out	Mechanical Services	Solar panels
Cleaning Utilities	Flooring	Metalwork	Structural framing
Crane Hire	Garage Doors	Painter / Decorator	Wall/floor tiling
Crane Operation	Groundworks	PCC Floors	Timber Frame
Curtain Walling	Hoists	Piling	Tree Surgeon
Customer Care Maintenance	Insulation	Plastering / Drylining	TV Installation
Demolition	Interior Fittings	Play Equipment	Utilities / services
Diamond Drilling	Joinery	Plumbing	Windows / Glazing

Other (please state):

Will they act as Principal Contractor?	Yes	No	
Will they work on Higher Risk Buildings (HRBs)?	Yes	No	
Type of works: labour only, or supply & fit, or supply only?	Labour only	Supply & fit	Supply only
Will you accept PL insurance cover below £10m?	Yes	Minimum cover required:	No

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
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