

# Silver Membership Checklist

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## C1 Company Details

- Areas of Operation;** Please ensure that you input all areas / regions of the UK that your company operates and add a realistic Minimum Contract Value that you would be happy to work for/ supply
- Branch Office;** Please add the Address and Contact details of any Branch Offices
- Company Details;** Please complete all information, including Company type, Incorporation date, Companies House number, VAT number
- Director/ Partner** Please make sure that all fields are completed as they are all required \*For Ltd Companies, everyone listed on Companies House must be listed with Constructionline, including Secretaries
- Enquiry Contact;** Please add your enquiry contact unless the same as Primary Contact
- Head Office;** Please add your Head Office address
- Licences/ Accreditations;** Please make sure that all information on the certificates is inputted into the fields provided
- Primary Contact;** Please add the details of the person you would like us to contact
- Registered Office;** Please add the address of your registered office if different from your Head Office
- Related Companies;** Please add any related companies (Parent / Group)
- Staffing;** Please add the number of permanent staff not including Sub Contractors

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## C2 Financial & Insurance Information

- Limited Companies;** Please upload full and final or abridged accounts as long as they contain;
  1. Turnover
  2. Profit / loss before tax
  3. Issued and paid up capital (If Applicable)
  4. Reserves
  5. Current assets
  6. Current liabilities
  7. Long term debt (If Applicable)

*We cannot accept Abbreviated, Draft, Partial or Management Accounts*
- New Companies;** Please provide an opening balance sheet as at the date of incorporation (for Limited Companies and LLPs) or at the start of trading (for Sole Traders and Partnerships), and either a 12-month turnover forecast or a 12-month forecast profit and loss account from the date of incorporation (for Limited Companies and LLPs) or at the start of trading (for Sole Traders and Partnerships)

- Sole Trader;** Please upload either a profit and loss account or your self-assessment tax return, showing your Details, the turnover and nett profit. We will be pleased to accept your Balance Sheet, if available
- Partnerships;** Please upload your full partnership financial statements (profit and loss account, balance sheet and reconciled capital account), or your partnership tax return.
- Insurance;** Please make sure each insurance type is added and that the corresponding document is uploaded. Then complete the information making sure it matches the document

*(Please note, if this section does not allow you to submit, please check that you have not entered any symbol/ punctuation e.g. '£,.' And that only numerical figures are entered).*

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### C3 Business and Professional Standing

- Anti-bribery policy;** needs to be in your company name and signed and dated in the last 3 years
- Data Protection policy;** needs to be in your company name
- Modern Slavery Policy;** needs to be in your company name and signed and dated in the last 18 months

*Please answer all the questions, please either upload a document or add a comment in the comment box provided.*

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### C4 Health and Safety

- Third Party Exemption Certificate;** If you answer yes to this question please upload your SSIP certificate in your full company name, it also needs to be showing on the SSIP Portal
- General;** If applicable please upload your FORS certificate here in your full company name
- Your Drug and Alcohol policy** needs to contain your full company name
- Health and safety/ Acclaim assessment (Non Acclaim)** – Health and Safety Policy needs to be in company name and signed and dated in the last 12 months

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### Work Categories

- References must be completed on the Constructionline reference form
- Each work category should contain 2 references
- The reference must contain the work category name, Contract Value, date the work was completed
- Please ensure you complete all supplier questions in the reference form
- It must be signed and dated by your referee including their contact details