



## Minor Works Dynamic Purchasing System

### Guidance on how to complete the Signatory Sheet: **information document**

This document contains a step by step guide on how to complete the MWDPS signatory sheet:

- Please complete this document without signing and return in the **MS Word format**. We will also need the email address of the director (as registered at Companies House) who will sign the sheet.
- The document will be issued to the director for signing electronically via Adobe Acrobat Pro. If you are unclear about what is required, please do not hesitate to get in touch: [ccmd-mwdps@justice.gov.uk](mailto:ccmd-mwdps@justice.gov.uk)

#### **Signatory sheet:**

1. Fill out Contractor name on the front page and remove any brackets.
  - Insert the full legal company name as recorded on Companies House;
2. Fill out the Contractor details at section 2 and remove any brackets.
  - Insert the full legal name, registered address and registered number as recorded on Companies House;
3. Enter a business email at section 8 and remove any brackets
  - This should be the business email address for service of ongoing formal contract notifications post contract award. Please note it is important to notify us if there are any changes as this will be used to contact you with any updates;
4. Enter authorised signatory details at section 9
  - This must be an active Director of the company as registered on Companies House. As part of the verification process, company directorship will be checked.
  - Please do not sign or date the signatory sheet at this stage as we will re-issue to the director via Adobe Pro.
5. Email the signatory sheet to [ccmd-mwdps@justice.gov.uk](mailto:ccmd-mwdps@justice.gov.uk) where a member of the team will advise if everything is in order.
  - Please note, if the sheet is not completed correctly it will be issued back to you to resubmit.

