

Supplier application form

YTL UK Group will not bear any liability nor be responsible for any incorrect and/or falsified information disclosed on this form. Falsified information will annul any supplier relationship with YTL UK Group and incomplete forms will delay payment.

Before you complete the supplier application form, please carefully read the separate 'Guidance notes' provided.

Please indicate below which group company/companies this form is being completed for:

- | | | |
|--|---|--|
| <input type="checkbox"/> Wessex Water Services Ltd | <input type="checkbox"/> Wessex Water Ltd | <input type="checkbox"/> Albion Water |
| <input type="checkbox"/> Wessex Water Enterprises Ltd | <input type="checkbox"/> GENeco Ltd (Food Waste client) | <input type="checkbox"/> GENeco SW Ltd |
| <input type="checkbox"/> Turnbull Infrastructure and Utilities Ltd (Hinkley) | | |

SECTION 1 – Business name and supplier information

Registered company name	<input type="text"/>
Trading name (if different to above)	<input type="text"/>
Web address	<input type="text"/>
Brief description of your business	<input type="text"/>
Company type	Limited company <input type="checkbox"/> Partnership <input type="checkbox"/> Other <input type="checkbox"/> (if other, please describe below) <input type="text"/>

SECTION 2 – Address and contact details

Address details

Company registered address	Street 1	<input type="text"/>
	Street 2	<input type="text"/>
	Town	<input type="text"/>
	County	<input type="text"/>
	Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	Country	<input type="text"/>

Contact details

Contact name

Telephone number

(including national dialling code)

Email address for purchase orders

(all POs will be sent as standard to this address)

Email address for remittances

(if different from above)

Remittance address

If different from company registered address

Street 1

Street 2

Town

County

Postcode

Country

SECTION 3 – Taxation details

UK tax details

Company registration number

UTR (unique tax reference) number

Are you registered for VAT?

Yes

No

If yes:

Please state your VAT registration number

Are you a member of a VAT group?

Yes

No

Name of primary VAT group member

Construction Industry Scheme

Are you registered for the Construction Industry Scheme (CIS) with HMRC?

Yes

No

National Insurance number (Sole trader / partnership)

EU tax details

Will you supply goods or services from within the EU?

Yes

No

Please provide the VAT registration number with the country prefix.

Country

Country

SECTION 4 – Payment methods

The following section refers to our payment methods and the information required to process payments. Payment will only be made to the correct group company or companies indicated on this form.

4.1 Credit Card - PUSH PAYMENT (PREFERRED)

Weekly card payments are a great way for your company to benefit from faster payment cycles, improving cash flow and working capital management.

Once the payment is processed, we will send an email remittance to assist with your reconciliation.

To accept weekly card payments, please complete our supplier onboarding registration form at:
<https://sob.adflex.co.uk/wessexwater>

4.2 Credit Card – OVER THE PHONE

Standard payments are 30 days from invoice date. We will contact you direct for you to collect and enter our credit card details into your payment solution that enables you to accept credit card payments over the phone.

Increases your PCI DSS scope, you are responsible to safely and securely accept, process and transmit our credit card data during keyed-in over the phone card transactions.

Do you accept over the phone payment by credit card? Yes No

4.3 Bank transfer

We will send the payment straight to your bank account and send you a remittance confirming payment.

Standard payments are End of month + 30 days from invoice date. Bulk processing payment files are processed via BACS ('Bankers automated clearing services') or FPS ('Faster payment service').

If your business uses factoring/financing services to collect payments, please provide an accompanying standard settlement instruction (SSI's) letter from the service provider on their headed paper.

Full account name

UK clearing payments

Sort code

Account number

International payments

Swift code

IBAN

SECTION 5 – The Utilities Contract Regulations 2016 (UCR) Regulation 80 and the associated Regulations within the Public Contract Regulations 2015 (PCR)

The supplier must confirm the following questions in order to be eligible to submit a questionnaire. Should a supplier submit a questionnaire, but fail to confirm their eligibility, the application shall not be assessed further.

Question 1

None of the convictions in PCR Regulation 57 (1), and (2) are applicable to the organisation.

There have been **NO** convictions as described above

Yes PASS

OR

If there have been convictions as per the reasons described in the Regulations 57 (1) or (2) above (your application will not be accepted subject to PCR Regulation 57 (13) to (15) being satisfied), please state in the field below the date(s) and details of the convictions and provide details of any measures taken in line with PCR Regulation 57 (13) to (15)

Question 2

The organisation is not in breach of its obligations with regards to the payment of taxes or social security contributions as per PCR Regulation 57 (3).

I can confirm there has been **NO** breach of the obligations with regards to the payment of taxes or social security contributions as described above

Yes PASS

OR

There has been a breach in the obligation to pay taxes or social security contributions as described in the regulations above

Yes FAIL

(subject to PCR Regulation 57(5) Regulation 57(5) being satisfied).

Please state the date and details of the breach of the obligation and what, if any, arrangements have been made for payment as per PCR Regulation 57 (5).

Question 3

Please confirm you are not bankrupt or subject of insolvency or winding-up proceedings, where its assets are being administered by a liquidator or by court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any state.

I can confirm the organisation is NOT bankrupt or subject to any of the above matters detailed above

Yes PASS

OR

The organisation is currently bankrupt or subject to one or more of the above matters as detailed above

Yes FAIL

Question 4

Please confirm that your business has adequate policies, processes and systems of work in place, as appropriate, to prevent any of the offences outlined in the Utilities Contracts Regulations Regulation 80, Public Contracts Regulations Regulation 57.

Yes PASS No (please answer the following question)

If "No", you have stated you don't have adequate policies, processes and systems in place to prevent these offences, please provide information regarding the steps being taken to rectify this along with an action plan with dates for implementation. See attached guidance from the Ministry of Justice for further information.

SECTION 6 – Compliance with the Modern Slavery Act

The supplier must confirm the following questions in order to be eligible to submit a questionnaire. Should a supplier submit a questionnaire, but fail to confirm their eligibility, the application shall not be assessed further.

Has your organisation been convicted of breaching the Modern Slavery Act 2015, or had any notice served upon it, by any regulator or authority (including local authority)

Yes FAIL
No PASS

Does your recruitment process in the UK include a Right to Work check?

Yes PASS
No FAIL

Do you require any employees or contract workers to lodge deposits of money with you, surrender their identity papers, work under debt bondage or work under any conditions that could constitute exploitation (labour, domestic, sexual or criminal)?

Yes FAIL
No PASS

Please give your website address and link to your Modern Slavery Act statement. Where your organisation has a turnover of £36M or over, this must be signed and dated by the CEO or equivalent. If your Modern Slavery Statement is not published on your website, or you do not have a website, please provide a copy of your Modern Slavery Statement. Ideally this will be signed and dated.

SECTION 7 – Insurances

Please provide copies of policies (please provide evidence that your employers and public liability policies include an indemnity to principal's clause). The policy must also clearly show the following: name and address of insurers; policy number; expiry date; indemnity limit (any one incident); any restriction of limitation in cover (details to be provided); the amount of the excess. The insurer should be licensed to underwrite insurance in the United Kingdom with at least a credit rating of A- from Standard & Poors.

Insurance policy	Level of cover (£)	Minimum level of cover*
Employers' liability		The minimum level of employers' liability required is GBP 10,000,000
Public liability		The minimum level of public liability required is GBP 5,000,000. (Where contracts are expected to exceed GBP 500,000 the level of insurance required shall be GBP 10,000,000).
Product liability (please state if combined with public liability)		
Contractors all risk (not required if only providing professional services)		The sum insured must be equal to the value of the contract works (plus allowance for professional fees and debris removal costs as appropriate).
Professional indemnity (required if providing professional services)		The minimum levels based on contract value: GBP 1,000,000 <£25k contract GBP 3,000,000 <£100k contract GBP 5,000,000 >£100k contract

* These are the minimum level unless notified otherwise to supplier

SECTION 8 – Environment

Please provide a copy of your valid UKAS (or equivalent¹) certificate for ISO 14001:2015.

Or

Please provide evidence that you or your organisation has an environmental management policy authorised by the chief executive officer or equivalent and regularly reviewed. The policy/description provided should be relevant to the nature and scale of the activity and set out the responsibilities for environmental management throughout the organisation.

Copy included Yes No

If 'No', (ie, no formal policy exists), please outline below the framework within which you manage environmental issues, clearly stating the roles and responsibilities of those involved including who has overall responsibility:

SECTION 9 – Health and safety

Please provide a copy of your valid UKAS (or equivalent¹) certificate for OHAS 18001 or ISO 45001 or SSIP membership and enter the date it is due to expire. This is mandatory for any supplier who employ 5 or more undertaking site services/works as of 31/1/2020.

Or

Attach copies of your health and safety policy that have been authorised by the chief executive officer or equivalent and shows the latest review date, together with your risk assessment process, and an example risk assessment.

The policy provided should be relevant to the anticipated nature and scale of activity to be undertaken and set out responsibilities for health and safety management at all levels in the organisation.

Copies included Yes No

Please state the number of Health and Safety prosecutions existing (during the past 5 years) or pending.

Please state the number of HSE enforcement action or notices (during the past 5 years) including any Prohibitions – Improvements or Fees for intervention.

SECTION 10 – Quality

Please provide a copy of your valid UKAS (or equivalent¹) certificate for ISO 9001:2015.

Or

Please attach a copy of your quality management policy that has been authorised by the chief executive officer or equivalent and shows the latest review date.

The policy provided should be relevant to the anticipated nature and scale of activity to be undertaken and set out responsibilities for quality management at all levels in the organisation.

Copy included Yes No

SECTION 11 – Authorised signatory

Application form declaration:

I confirm that as at the date of signing of this form, I am an authorised signatory, and all the information that has been entered on this form is accurate and correct. I enclose a covering letter on company letterhead.

Name	<input type="text"/>
Position in company	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>

¹ Note: Accreditation bodies that are deemed to be equivalent to UKAS are detailed on the European Co-operation for Accreditation (EA), the International Accreditation Forum (IAF) and the International Laboratory Accreditation Co-operation (ILAC) websites. If your certificate is from a body that is a signatory to one of the these multi-lateral agreements, then the certificate you have is deemed equivalent to one issued by a UKAS-accredited body.)