|  |  |  |
| --- | --- | --- |
|  | APPLICATION FOR ADMISSION TO LIST OF APPROVED CONTRACTORS | **FORM NO: 0060**  **ISSUE NO: 15**  **DATE: 07.12.23** |

**General Information to Applicants**

1. All information provided by the application will be treated in confidence and will be used to assess the suitability of applicants for the categories of work for which they have applied.
2. The Muir Group will require documentary evidence of employees’ competence for technically demanding or hazardous tasks.
3. The Muir Group may wish to carry out an inspection at any premises occupied by the applicant. Facilities should be provided to the staff carrying out this inspection.
4. Completed applications together with any supplementary documentation should be returned to:

**Quality, Environmental & Training Manager**

**J W Muir Group plc**

**Muir House**

**Belleknowes Industrial Estate**

**Inverkeithing**

**Fife**

**KY11 1HY**

1. **Incomplete applications will not be processed.**

If you require any assistance in completing this application form, please contact the Quality, Environmental & Training Manager on 01383 416191

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Office Use Only** | | |  |  | |  |  | | |
| **Assessment Date:** | | |  |  | |  |  | | |
| **By:** | | |  |  | |  |  | | |
| **A**  Acceptable | **U**  Unacceptable | **I**  Incomplete |  | | 1. **COMPANY DETAILS** | | |  |  | |
|  |  |  |  | | Name of Company | | |  |  | |
|  |  |  |  | |  | | |  |  | |
|  |  |  |  | | Address | | |  |  | |
|  |  |  |  | |  | | |  |  | |
|  |  |  |  | |  | | |  |  | |
|  |  |  |  | |  | | |  |  | |
|  |  |  |  | |  | | |  |  | |
|  |  |  |  | | Company Registration No | | |  |  | |
|  |  |  |  | |  | | |  |  | |
|  |  |  |  | | Telephone No | | |  |  | |
|  |  |  |  | |  | | |  |  | |
|  |  |  |  | | Email Address | | |  |  | |
|  |  |  |  | |  | | |  |  | |
|  |  |  |  | | Web Address | | |  |  | |
|  |  |  |  | |  | | |  |  | |
|  |  |  |  | | Specialist Services Undertaken | | |  |  | |
|  |  |  |  | |  | | |  |  | |
|  |  |  |  | | Type of Company \*delete | | |  | \*Sole Trader / \*Partnership / \*Private Limited Company / \*Public Limited Company | |
|  |  |  |  | |  | | |  |  | |
|  |  |  |  | | Name of Director in Charge | | |  |  | |
|  |  |  |  | |  | | |  |  | |
|  |  |  |  | | Name of Estimator | | |  |  | |
|  |  |  |  | |  | | |  |  | |
|  |  |  |  | | Holding / Associated Company | | |  | (if any) | |
|  |  |  |  | |  | | |  |  | |
|  |  |  |  | | Areas of Operation \*delete | | |  | \*Fife / \*Central / \*Strathclyde / \* Borders / \*Lothian / \*Tayside / \*Grampian / \*National | |
|  |  |  |  | |  | | |  |  | |
|  |  |  |  | | Does your company offer a Design Build Service? | | |  |  | |
|  |  |  |  | |  | | |  |  | |
|  |  |  |  | | Can your company of provide Computer generated drawings? | | |  | YES / NO | |
|  |  |  |  | |  | | |  |  | |
|  |  |  |  | | Which Format? \*delete | | |  | \*TIFF / \*DWG / \*PDF / \*OTHER | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TRADE** |  |  | **TRADE** |  |
|  |  |  |  |  |
| DEMOLITION & RENOVATION |  |  | WATERPROOFING |  |
| Demolition | 🞎 |  | Mastic Asphalt Waterproofing | 🞎 |
| Asbestos Removal | 🞎 |  | Mastic Asphalt Roofing | 🞎 |
| Shoring | 🞎 |  |  |  |
| Repair Concrete/Masonry | 🞎 |  | PARTITIONING & LININGS |  |
| Sand-blasting | 🞎 |  | Drylining | 🞎 |
| Chemical DPC’s to Wall | 🞎 |  | Timber Flooring | 🞎 |
| Repair Metal Timber | 🞎 |  | Demountable Partitions | 🞎 |
|  |  |  | Plasterboard Partitions | 🞎 |
| GROUNDWORK |  |  | Cubicle Partitions | 🞎 |
| Ground Investigation | 🞎 |  | Suspended Ceilings | 🞎 |
| Soil Stabilisation | 🞎 |  | Raised Floors | 🞎 |
| Site De-watering | 🞎 |  |  |  |
| Excavation & Filling | 🞎 |  | WINDOWS / DOORS & STAIRS |  |
| Piling – Cast Insitu | 🞎 |  | Timber Windows | 🞎 |
| Piling – Preformed | 🞎 |  | Metal Windows | 🞎 |
| Piling – Steel | 🞎 |  | Timber Doors | 🞎 |
| Ground Anchors | 🞎 |  | Metal Doors | 🞎 |
| Diaphragm Walling | 🞎 |  | Metal Fire Doors | 🞎 |
| Underpinning | 🞎 |  | Metal Folding Shutter | 🞎 |
|  |  |  | Metal Roller Shutters | 🞎 |
| INSITU / PRECAST CONCRETE |  |  | Metal Collapsible Gate | 🞎 |
| Insitu Concrete Structure | 🞎 |  | Metal Grilles | 🞎 |
| Insitu Concrete Substructure | 🞎 |  | Plastic / Rubber Doors | 🞎 |
| Formwork | 🞎 |  | Timber Staircases | 🞎 |
|  |  |  | Metal Staircases | 🞎 |
| MASONRY |  |  | Metal Spiral Staircase | 🞎 |
| Brickwork | 🞎 |  | Metal Cat Ladders | 🞎 |
| Brickwork – Labour Only | 🞎 |  | Glazing | 🞎 |
| Stone Walling | 🞎 |  | Lead Light Glazing | 🞎 |
| Natural Stone Masonry | 🞎 |  |  |  |
|  |  |  | SURFACE FINISHES |  |
| STRUCTURAL METAL / TIMBER |  |  | Floor Screeding | 🞎 |
| Steel Fabrication & Erection | 🞎 |  | Mastic Asphalt Flooring | 🞎 |
| Steel Erection – Labour | 🞎 |  | Bitumen / Resin Flooring | 🞎 |
| First Fix Carpentry | 🞎 |  | Plastering & Rendering | 🞎 |
| Profiled Metal Decking | 🞎 |  | Wall / Floor Tiling | 🞎 |
|  |  |  | Terrazzo | 🞎 |
| CLADDING |  |  | Wood Block Flooring | 🞎 |
| Aluminium Curtain Wall | 🞎 |  | Vinyl Flooring | 🞎 |
| Planar / Structural Glazing | 🞎 |  | Carpet Floor Tiling | 🞎 |
| Composite Metal Cladding | 🞎 |  | Fitted Carpet | 🞎 |
| Precast Stone Cladding | 🞎 |  | Painting & Clear Finishes | 🞎 |
| Roof Tiling & Slating | 🞎 |  |  |  |
| Lead Roofing | 🞎 |  | TRANSPORT SYSTEMS |  |
| Copper Roofing | 🞎 |  | Escalators | 🞎 |
|  |  |  | Lifts | 🞎 |
| FURNITURE & EQUIPMENT |  |  | Moving Walkways | 🞎 |
| Catering Equipment | 🞎 |  | Hoists | 🞎 |
| Signage | 🞎 |  | Cranes | 🞎 |
| Other Please Specify | 🞎 |  | Mechanised Goods Distribution | 🞎 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TRADE** |  |  | **TRADE** |  |
|  |  |  |  |  |
| BUILDING FABRIC SUNDRIES |  |  | MECHANICAL HEATING |  |
| Insulation | 🞎 |  | Cold Rooms | 🞎 |
| Boarded Fire Protection | 🞎 |  | Local Cooling Units | 🞎 |
| Sprayed Fire Protection | 🞎 |  | Mechanical / Heating Installation | 🞎 |
| Intumescent Fire Protection | 🞎 |  | Warm Air | 🞎 |
| Fire Stopping | 🞎 |  | Local Heating Systems | 🞎 |
| Cavity Wall Insulation | 🞎 |  | Heat Recovery | 🞎 |
| Sealant Joints | 🞎 |  | Central Refrigeration | 🞎 |
| Excavation for Utilities | 🞎 |  | Primary / Secondary Cool | 🞎 |
| Other Please Specify | 🞎 |  |  |  |
|  |  |  | VENTILATION & AIR CON |  |
| EXTERNAL WORKS |  |  | Smoke Extract / Control | 🞎 |
| Hardcore & Other Bed | 🞎 |  | Air Conditioning | 🞎 |
| Insitu Concrete Roads | 🞎 |  | Ventilation Installation | 🞎 |
| Tarmacadam Roads / Paving | 🞎 |  |  |  |
| Brick / Block Paving | 🞎 |  | ELECTRICAL SUPPLY |  |
| Precast / Stone Slab Paving | 🞎 |  | Electric Underfloor Heating | 🞎 |
| Surfacing / Paving | 🞎 |  | HV / Utility Supply | 🞎 |
| Seeding / Turfing | 🞎 |  | Electrical Installation – General | 🞎 |
| Soft Landscape | 🞎 |  | Electrical Installation – Housing | 🞎 |
| Fencing | 🞎 |  | Electricity Generation | 🞎 |
|  |  |  |  |  |
| DRAINAGE & DISPOSAL SYSTEMS |  |  | COMMUNICATIONS & SEC |  |
| Drainage – Foul Water | 🞎 |  | Fire Detection & Alarm | 🞎 |
| Drainage – Below Ground | 🞎 |  | Security Detection | 🞎 |
| Drainage – Land | 🞎 |  | Telecommunications | 🞎 |
| Sewage Pumping | 🞎 |  | Public Address | 🞎 |
| Refuse Chutes | 🞎 |  | Radio / TV / CCTV | 🞎 |
| Refuse Compactors / Mace | 🞎 |  | Audio-visual Projection | 🞎 |
| Incineration Plant | 🞎 |  | Advertising | 🞎 |
|  |  |  | Communications – Data | 🞎 |
| PIPED SUPPLY SYSTEMS |  |  | Access Controls | 🞎 |
| Plumbing General | 🞎 |  |  |  |
| Plumbing Housing | 🞎 |  | CONSULTANTS |  |
| Irrigation | 🞎 |  | Architectural Services | 🞎 |
| Swimming Pool Water | 🞎 |  | Structural Engineering | 🞎 |
| Compressed Air | 🞎 |  | Environmental Engineering | 🞎 |
| Liquid Petroleum Gas | 🞎 |  | Legal Services | 🞎 |
| Medical / Laboratory Gas | 🞎 |  | Clerk of Works | 🞎 |
| Fuel Storage & Distribution | 🞎 |  | Quantity Surveying | 🞎 |
| Fire Hose Reels | 🞎 |  | Planning Consultancy | 🞎 |
| Dry Risers | 🞎 |  | Property Management | 🞎 |
| Wet Risers | 🞎 |  | Property Sales | 🞎 |
| Sprinklers | 🞎 |  | Principal Designer | 🞎 |
| Deluge | 🞎 |  | Waste & Energy Management | 🞎 |
| Fire Hydrants | 🞎 |  | Public Relations / Public Affairs | 🞎 |
| Fire Fighting – Gas | 🞎 |  | Health & Safety | 🞎 |
| Fire Fighting - Foam | 🞎 |  | Mechanical & Electrical | 🞎 |
|  |  |  | Transportation | 🞎 |
| OTHER |  |  | Investment / Financial / Funding | 🞎 |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A**  Acceptable | **U**  Unacceptable | **I**  Incomplete |  | 1. **FINANCIAL INFORMATION** | | | | | | | |
|  |  |  |  | Name of Bank | |  |  | | | | |
|  |  |  |  |  | |  |  | | | | |
|  |  |  |  | Address | |  |  | | | | |
|  |  |  |  |  | |  |  | | | | |
|  |  |  |  |  | |  |  | | | | |
|  |  |  |  | Indicate the annual turnover and Profit / Loss for each of the last three years | | | | | | | |
|  |  |  |  |  | | | | | | | |
|  |  |  |  |  | **Previous 3 Financial Years** | | | | | | |
|  |  |  |  | **Year End Date** | Year End Date | | | Year End Date | Year End Date | | |
|  |  |  |  | **Turnover** | **£** | | | **£** | **£** | | |
|  |  |  |  | **Profit Loss** | **£** | | | **£** | **£** | | |
|  |  |  |  |  | | | | | | | |
|  |  |  |  |  | | | | | | | |
|  |  |  |  | **Value of Contracts Sought** | | | | | | | |
|  |  |  |  |  | | | | | | | |
|  |  |  |  | Up to £20,000 | | | | YES or NO | |  | |
|  |  |  |  |  | | | |  | |  | |
|  |  |  |  | £20,000 to £50,000 | | | | YES or NO | |  | |
|  |  |  |  |  | | | |  | |  | |
|  |  |  |  | £50,001 to £200,000 | | | | YES or NO | |  | |
|  |  |  |  |  | | | |  | |  | |
|  |  |  |  | £200,001 to £500,000 | | | | YES or NO | |  | |
|  |  |  |  |  | | | |  | |  | |
|  |  |  |  | £500,001 to £2,000,000 | | | | YES or NO | |  | |
|  |  |  |  |  | | | |  | |  | |
|  |  |  |  | Over £2,000,000 | | | | YES or NO | |  | |
|  |  |  |  |  | | | | | | | |
|  |  |  |  | Include portfolio of jobs completed over the past 5 years, detailing value and duration | | | | | | | |
|  |  |  |  |  | | | | | | | |
|  |  |  |  |  | | | | | | | |
|  |  |  |  | **Insurances Held – attach copy** | | | | | | | |
|  |  |  |  |  | | | |  | | |  |
|  |  |  |  | Public Liability £2m minimum | | | | YES or NO | | |  |
|  |  |  |  |  | | | |  | | |  |
|  |  |  |  | Contractors All Risks | | | | YES or NO | | |  |
|  |  |  |  |  | | | |  | | |  |
|  |  |  |  | Employers Liability | | | | YES or NO | | |  |
|  |  |  |  |  | | | |  | | |  |
|  |  |  |  | Professional Indemnity | | | | YES or NO | | |  |
|  |  |  |  |  | | | |  | | |  |
|  |  |  |  | Other | | | |  | | |  |

***Note:*** Professional Indemnity of £2m (minimum) is required for Design Build Contracts

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A**  Acceptable | **U**  Unacceptable | **I**  Incomplete |  | 1. **EQUAL OPPORTUNITIES** | | | | |  |  | | | | |
|  | | | | |  |  | | | | |
|  |  |  |  | Do you have an equal opportunities policy and procedure? If so, please provide details | | | | | | |  | YES or No | |
|  |  |  |  |  | | | | | | |  |  | |
|  |  |  |  | 1. **SAFETY – *Please ensure any supplementary documentation is securely attached to this form.*** | | | | | | | | | | | |
|  |  |  |  |  | | | | | | |  |  | |
|  |  |  |  | How much experience does the company have in this type of work? \*delete | | | | | | |  | \*Less than 1 year / \*1-5 year(s) / \*Over 5 years | |
|  |  |  |  |  | | | | | | |  |  | |
|  |  |  |  | If you have more than five employees, please forward a copy of your Safety Policy \*delete | | | | | | |  | \*Enclosed / \*Less than 5 Employees | |
|  |  |  |  |  | | | | | | |  |  | |
|  |  |  |  | Do you have a certified Health & Safety Management System (e.g. OHSAS 18001, BS EN 45001)? If so, please enclose a copy of the certificate | | | | | | |  | YES or No  \*Enclosed | |
|  |  |  |  |  | | | | | | |  |  | |
|  |  |  |  | Is your company registered with any Health & Safety Assessment Schemes (e.g. CHAS, Safecontractor, Constructionline)? If so, please enclose a copy of the certificate | | | | | | |  | YES or NO  \*Enclosed | |
|  |  |  |  |  | | | | | | |  |  | |
|  |  |  |  | Are your operatives directly employed (PAYE), Sub-contractors or a mixture of both? | | | | | | |  |  | |
|  |  |  |  |  | | | | | | |  |  | |
|  |  |  |  | What health and safety training has been carried out in the past year for your staff? Please provide evidence | | | | | | |  | \*Enclosed | |
|  |  |  |  |  | | | | | | |  |  | |
|  |  |  |  | Name, address and qualifications of your Safety Advisor (Management of Health & Safety at Work Regs – Reg 6) | | | | | | |  |  | |
|  |  |  |  |  | | | | | | |  |  | |
|  |  |  |  | Number of notifiable accidents in the past year | | | | | | |  |  | |
|  |  |  |  |  | | | | | | |  |  | |
|  |  |  |  | Total number of employees | | | | | | |  |  | |
|  |  |  |  |  | | | | | | |  |  | |
|  |  |  |  | Give details of any prohibition notices or prosecutions issued by HSE against your company within the last 5 years | | | | | | |  |  | |
|  |  |  |  |  | | | | | | |  |  | |
|  |  |  |  | Are your operatives registered in accordance with any industry wide health & safety scheme? (e.g. CITB, CSCS, CPCS etc). If so, please provide evidence | | | | | | |  | \*Enclosed | |
|  |  |  |  |  | | | | | | |  |  | |
|  |  |  |  | If carrying out design, what information do your Designers provide to satisfy Clause 13 of the CDM Regulations | | | | | | |  |  | |
|  |  |  |  |  | | | | | | |  |  | |
|  |  |  |  | Who is the Manager with overall responsibility for safety in the company? | | | | | | |  |  | |
|  |  |  |  |  | | | | | | |  |  | |
|  |  |  |  |  | | | | | | |  |  | |
| **A**  Acceptable | **U**  Unacceptable | **I**  Incomplete |  | 1. **TECHNICAL REFERENCES** | | | | | | | |  | | | | |
|  |  |  |  | Applicants should insert details of persons able to provide references in respect of the last three contracts completed which are of a similar nature to the type of work being applied for. The most recent contract should be listed first. | | | | | | | | | |
|  |  |  |  |  | | | | | | | | | |
|  |  |  |  | Company Name: | |  |  | | | |
|  |  |  |  |  | |  |  | | | | | | |
|  |  |  |  | Address: | |  |  | | | | | | |
|  |  |  |  |  | |  |  | | | | | | |
|  |  |  |  |  | |  |  | | | | | | |
|  |  |  |  | Contact Name: | |  |  | | | | | | |
|  |  |  |  | Telephone No: | |  |  | | | | | | |
|  |  |  |  | Email Address: | |  |  | | | | | | |
|  |  |  |  | Contract Value: | |  |  | | | | | | |
|  |  |  |  | Description of Works: | |  |  | | | | | | |
|  |  |  |  |  | | | | | | | | | |
|  |  |  |  |  | | | | | | | | | |
|  |  |  |  | Company Name: |  | | |  | | | | | |
|  |  |  |  |  |  | | |  | | | | | |
|  |  |  |  | Address: |  | | |  | | | | | |
|  |  |  |  |  |  | | |  | | | | | |
|  |  |  |  |  |  | | |  | | | | | |
|  |  |  |  | Contact Name: |  | | |  | | | | | |
|  |  |  |  | Telephone No: |  | | |  | | | | | |
|  |  |  |  | Email Address: |  | | |  | | | | | |
|  |  |  |  | Contract Value: |  | | |  | | | | | |
|  |  |  |  | Description of Works: |  | | |  | | | | | |
|  |  |  |  |  |  | | |  | | | | | |
|  |  |  |  |  |  | | |  | | | | | |
|  |  |  |  | Company Name: |  | | |  | | | | | |
|  |  |  |  |  |  | | |  | | | | | |
|  |  |  |  | Address: |  | | |  | | | | | |
|  |  |  |  |  |  | | |  | | | | | |
|  |  |  |  |  |  | | |  | | | | | |
|  |  |  |  | Contact Name: |  | | |  | | | | | |
|  |  |  |  | Telephone No: |  | | |  | | | | | |
|  |  |  |  | Email Address: |  | | |  | | | | | |
|  |  |  |  | Contract Value: |  | | |  | | | | | |
|  |  |  |  | Description of Works: |  | | |  | | | | | |
|  |  |  |  |  | | | | | | | | | |
|  |  |  |  |  | | | | | | | | | |
|  |  |  |  | 1. **QUALITY ASSURANCE** | | | | | | | | | |
|  |  |  |  |  | | | | | | | | | |
|  |  |  |  | Do you have a documented Quality Management System? | | | | | | |  | | YES or NO |
|  |  |  |  |  | | | | | | |  | |  |
|  |  |  |  | Does your Quality Management System meet the requirements of BS EN ISO 9001:2015? If so, please provide a copy of the certificate | | | | | | |  | | YES or NO  \*Enclosed |
|  |  |  |  |  | | | | | | |  | |  |
|  |  |  |  | Other – please state details | | | | | | |  | |  |
|  |  |  |  |  | | | | | | |  | |  |
|  |  |  |  |  | | | | | | |  | |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A**  Acceptable | **U**  Unacceptable | **I**  Incomplete |  | 1. **TRADE ASSOCIATIONS** |  |  | | | |
|  |  |  | | | |
|  |  |  |  | Is your company a member of a Trade Association? Please enclose certificates | | |  | \*Enclosed |
|  |  |  |  |  | | |  |  |
|  |  |  |  | 1. **ENVIRONMENTAL** | | | | | | |
|  |  |  |  |  | | |  |  |
|  |  |  |  | Do you have an Environmental or Sustainability Policy? If so, please provide a copy | | |  | \*Enclosed |
|  |  |  |  |  | | |  |  |
|  |  |  |  | Do you have a certified Environmental Management System (e.g. ISO 14001:2015)? If so, please provide a copy of the certificate | | |  | YES or No  \*Enclosed |
|  |  |  |  |  | | |  |  |
|  |  |  |  | Has your company been involved in any major incidents of an environmental nature in the last 5 years (e.g. spillage of chemicals / oils)? | | |  |  |
|  |  |  |  |  | | |  |  |
|  |  |  |  | Has your company or any of its staff been convicted of an environmental offence in the last 5 years? | | |  |  |
|  |  |  |  |  | | |  |  |
|  |  |  |  | Do you have any environmental improvement programmes in place e.g. waste minimisation, energy efficiency programmes? | | |  |  |
|  |
|  |
|  |  |  |  |  | | |  |  |
|  |  |  |  | If you carry waste, do you hold a valid Waste Carrier’s Licence? If so, please provide a copy | | |  | YES or NO  \*Enclosed |
|  |  |  |  |  | | |  |  |
|  |  |  |  | What measures have your company taken to reduce your energy use or carbon footprint? | | |  |  |
|  |
|  |  |  |  |  | | |  |  |
|  |  |  |  | What experience does your company have in forecasting waste and identifying ways to reduce waste? | | |  |  |
|  |
|  |
|  |  |  |  |  | | |  |  |
|  |  |  |  | Please describe how you will work to support us achieve our targets for waste reduction. Specifically, by managing out wastes so as to achieve our waste recovery requirements (as a minimum). | | |  |  |
|  |
|  |
|  |
|  |  |  |  |  | | |  |  |
|  |  |  |  | 1. **MODERN SLAVERY** | | |  |  |
|  |  |  |  |  | | |  |  |
|  |  |  |  | Do you agree to comply with our Modern Slavery Policy and confirm your commitment to the Modern Slavery Act 2015? | | |  | YES or No |

**DECLARATION TO BE COMPLETED BY ALL APPLICANTS**

I/We hereby apply for inclusion on the JW Muir Group plc List of Approved Contractors and undertake to notify the company of any material change to the information contained herein if admitted to the List.

I/We undertake that this company will comply with the appropriate conditions of contract laid down and certify that the information provided is correct to the best of my/our knowledge.

I/We confirm that to the best of my/our knowledge and belief, the company has complied with all statutory requirements in respect of ensuring equal opportunities in employment.

|  |  |  |
| --- | --- | --- |
| **Signed** |  |  |
|  |  |  |
| **Position** |  |  |
|  |  |  |
| **For and on Behalf of** |  |  |
|  |  |  |
| **Date** |  |  |

|  |
| --- |
|  |

**FOR OFFICIAL USE**

|  |  |  |
| --- | --- | --- |
| **Assessed By** |  |  |
|  |  |  |
| **Financial Verification** |  |  |
|  |  |  |
| **Verified By** |  |  |
|  |  |  |
| **Date Accepted and Added to List** |  |  |
|  |  |  |
| **Confirmation Issued** |  |  |