Silver Membership Checklist

Constructionline

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

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, Filleted 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 cash flow 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 net profit. We will be pleased to accept your balance sheet, if available.
- ☐ **Partnerships;** Please upload your full accounts or partnership tax return (profit and loss account, balance sheet and reconciled capital account are required).
- ☐ **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).

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.

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 you 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

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