

**PPQ and Due Diligence Request**

Please complete this form with as much information as possible.

If a question does not seem relevant or you are not able to answer a question or provide evidence, please make a comment to that effect in the evidence and comments column on the table.

|  |  |
| --- | --- |
| **company legal name** |  |
| **If you trade under a different name what is your name?** |  |
| **Parent organisation (If applicable)** |  |
| **Name of main contact** |  |
| **Job title of main contact** |  |
| **Email address of main contact** |  |
| **Phone number of contact** |  |
| **Registered address company** |  |

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| --- | --- | --- | --- | --- |
| **BMetREF** | **Required** | **Evidence and comments** | **Evidence Provided** | |
| **EV3** | Companies House registration number/ Charity number |  |  | |
| **EV3.1** | Company ownership details |  |  | |
| **EV3.2** | Companies House number for parent company (if applicable) |  |  | |
| **EV3.3** | Parent company ownership details (if applicable) |  |  | |
| **EV3.4** | What is your legal status? |  |  | |
| **EV3.5** | What type of organisation are you? E.g., training provider |  |  | |
| **EV.7** | How long have you been actively trading? |  |  | |
|  | **Financial** | | | |
| **EV5.1** | Do you have employer liability insurance? | Value £  Expiry date: |  | |
| **EV5.2** | Do you have public liability insurance? | Value £  Expire date: |  | |
| **EV7** | Financial statements or audited accounts for the last 3 financial years |  |  | |
| **EV10** | Management accounts for the preceding 3 months |  |  | |
| **EV12** | Are there any potential conflicts or perceived conflicts of interests that you are aware of? |  |  | |
| **Staffing** | | | | |
| **EV26** | Organisation chart/ list of all Company staff involved in delivery |  |  | |
| **EV29** | DBS reports for staff who will have contact with learners (in-person, online, by phone) and within the last 3 years |  |  | |
| **Equality and Diversity** | | | |
| **EV46** | In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? |  |  | |
| **EV47** | In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination? |  |  | |
| **Health, Safety and Environment** | | | | |
| **EV48** | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)? |  |  | |
| **EV49** | Have you had any reportable health and safety incidents in the last two years?  If yes, please provide details including the actions taken resulting from the incident(s). |  |  | |
| **EV50** | Have any of your directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? |  |  | |

By signing below, you confirm that you are an authorised representative of the Company/ Organisation and that to the best of your knowledge the information that has been provided is correct. Any changes to the information will be provided to BMet in writing.

|  |  |
| --- | --- |
| **Signature** |  |
| **Name** |  |
| **Job Title** |  |
| **Date of completion** |  |