

BASIC CRIMINAL DISCLOSURE SERVICE

Contractual agreement from Complete Background Screening Ltd

Complete Background Screening Ltd agree to share Disclosure information with your organisation. CBS acknowledge that they take no part in the recruitment process and that any decisions made regarding recruitment is the sole responsibility of your organisation. CBS confirm that the handling of the Disclosure information is done so in conjunction with the Code of Practice and that your organisation must also fully adhere to these practices.

CBS expect the following:

- Payment details required in advance of creating account (CBS will hold details via Sagepay and debit the account according to the applications submitted for processing)
- Ensure the security of the on-line application service and take full responsibility for passwords
- Identity documents verified and form completed correctly and in accordance with the guidelines
- Ensure the security of the information is held in accordance with the policy statement held by CBS
- Written notification terminated contractual agreement.

Please note, should any additional costs be incurred due to errors made your company, CBS will pass these costs to your organisation.

CBS will charge the following:

Item	CRB fee (£)	Admin Fee (£)	VAT (£)	Total (£)
Basic Disclosure	25.00	13.00	2.60	40.60

Head Office: CBS House,
40-42 Robert Street,
Pontypridd, CF37 3DY
London Office: 5 St John's Lane,
London, EC1M 4BH

T: 01443 799900
E: info@cbscreening.co.uk

Company Registration No. 5435348
VAT No. 860086430

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CBS reserve the right to withdraw its service for
the following reasons:

- Not adhering to the Code of Conduct
- Not adhering to the guidelines for completing Disclosure applications
- Not adhering to the policy of security and the policy for ex-offenders
- Failure to sufficiently secure access to the online system

Please fill out the following form and click the
send button:

Company name:	
Name:	
Position:	
Date:	
Signed:	

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THE SCREENING HOUSE

Email Address:	
Account Holder Name:	
Account Holder Address:	
Branch Sort Code:	
Account Number:	

Please tick the appropriate boxes ✓

☐ I confirm I/our business holds a UK account
☐ I confirm I am able to authorise Direct Debits from the account I wish CBS to take payments from
☐ I am <u>unable</u> to authorise Direct Debits and require CBS to email me a Direct Debit mandate to collect the required signature(s) for the nominated account. <i>Please note that until CBS receives the signed mandate, you will be unable to use our services</i>

Payment information

Please be advised CBS require payment details from all new customers in order to create an account. However, we are also able to provide an option for the applicants to pay for their own applications when submitting a criminal check. If this is a service you would like us to provide, please advise when returning the required documents. There is no additional charge for this service.

Should you have any queries relating to our processes or require any further assistance please contact enquiries@cbscreening.co.uk or telephone our offices.

Thank you for choosing CBS. We look forward to working with you.

Kind regards,

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DBS Unit

Complete Background Screening Ltd