SUBCONTRACTOR NEW STARTER FORM

Please complete all applicable sections and return with the supporting documents listed below.

A. BUSINESS & CONTACT DETAILS

Trading name	
Legal company / individual name	
Registered address **Trading address (if different)**	
Primary contact	
Telephone	
Email	
Accounts contact / email	

B. TAX, CIS & COMPANY DETAILS

Business type	☐ Limited company ☐ Sole trader ☐ Partnership ☐ Other: _____
Company registration no. **UTR number**	
VAT registration no.	
CIS registered? **NI number (sole trader only)**	☐ Yes ☐ No

C. TRADE, COMPETENCY & ACCREDITATION

Primary trade / scope **NICEIC / NAPIT no. (if applicable)**	
Gas Safe no. (if applicable)	
F-Gas / REFCOM no. (if applicable) **Other accreditations / certifications**	

D. INSURANCE

Public Liability - insurer / policy no. **Public Liability**	Limit: £_____ Expiry: ____ / ____ / _____
Employers Liability	Policy: _____ Limit: £_____ Expiry: ____ / ____ / _____
Professional Indemnity (if applicable)	Policy: _____ Limit: £_____ Expiry: ____ / ____ / _____

E. BANK & PAYMENT DETAILS

Account name / bank **Sort code / account number**	
Remittance email	
Payment terms	As stated in the subcontract / purchase order and these Terms & Conditions

Bank verification: Thameswood Engineering may independently verify bank details before the first payment and after any requested change. Bank detail changes must be confirmed through an authorised contact.

F. SUPPORTING DOCUMENTS CHECKLIST

☐ **Public Liability certificate**	☐ Employers Liability certificate (if applicable)
☐ **VAT certificate (if applicable)**	☐ CIS / UTR evidence
☐ **Trade qualifications / competency cards**	☐ NICEIC / NAPIT / Gas Safe / F-Gas evidence
☐ **Sample RAMS / H&S policy (where requested)**	☐ Bank proof (statement/header or bank letter)

G. DECLARATION & AUTHORISATION

I confirm that the information supplied is accurate, that supporting documents are current, and that I have read and agree to the Thameswood Engineering Subcontractor Terms & Conditions on the following pages. I will notify Thameswood Engineering promptly of any material change to these details.

Authorised name	
Position **Signature**	
Date	____ / ____ / _____

OFFICE USE ONLY

Approved by / supplier code	
Checks completed	☐ CIS ☐ Insurance ☐ Bank verified Date: _____

SUBCONTRACTOR TERMS & CONDITIONS

These terms apply unless varied by a written subcontract, purchase order or other written agreement issued by Thameswood Engineering.

1. Compliance

The Subcontractor shall comply with all applicable legislation, project requirements, site rules, health and safety requirements and reasonable instructions issued by Thameswood Engineering or the Client's authorised representative.

2. Competency

The Subcontractor confirms that all operatives supplied are suitably trained, competent and qualified for the works instructed. Valid CSCS/ECS cards, trade qualifications, licences and certifications shall be provided upon request and kept current.

3. Insurance

The Subcontractor shall maintain adequate Public Liability Insurance and Employers' Liability Insurance where applicable throughout the works, together with any other insurance required by the subcontract or purchase order, and shall provide evidence on request.

4. DBS Requirements

Where works are undertaken in schools, educational establishments, healthcare premises, occupied residential settings or other sensitive environments, operatives shall hold appropriate DBS clearance where requested by Thameswood Engineering or the Client.

5. Risk Assessments and Method Statements

Suitable and sufficient RAMS shall be provided before commencement where required. Works must not commence until required RAMS have been reviewed and accepted. Acceptance does not relieve the Subcontractor of responsibility for safe systems of work.

6. Quality of Workmanship

Works shall be carried out professionally and in accordance with applicable regulations, project specifications, drawings, manufacturer requirements and recognised industry standards. Defects attributable to the Subcontractor shall be rectified promptly at the Subcontractor's cost.

7. Damage

The Subcontractor shall be responsible for damage caused by its acts or omissions, or those of its employees, operatives or agents, subject to the terms of the applicable subcontract and law.

8. Site Conduct

Operatives must behave professionally and comply with site requirements. Alcohol or drugs, aggressive or abusive behaviour, failure to wear required PPE, repeated unauthorised absence, and smoking or vaping outside designated areas are not permitted. Thameswood Engineering may require an operative to leave site where reasonably necessary for safety, conduct or project requirements.

9. Uniform and Branding

Where Thameswood Engineering branded clothing or identification is provided, it shall be worn as reasonably required and kept presentable. Company-issued items remain Thameswood Engineering property and must be returned on request. Other contractor branding must not be displayed while representing Thameswood Engineering unless agreed.

10. Tools and Equipment

The Subcontractor shall provide standard hand tools and trade equipment necessary for its works unless agreed otherwise in writing. Specialist plant, access equipment or hired equipment responsibilities shall be agreed before commencement.

11. Variations and Additional Works

No additional works, variations or extra costs will be accepted unless authorised in writing by an authorised Thameswood Engineering representative before the additional work is undertaken, except where immediate action is required to address a genuine health and safety emergency.

12. Purchase Orders and Invoicing

Invoices must state the purchase order number, project name, site address, invoice date, description/value of works and VAT where applicable. Supporting records requested under the subcontract or purchase order must be supplied. Invoices without a valid purchase order or required support may be returned for correction.

13. Payment

Payment shall be made in accordance with the payment terms stated in the applicable subcontract or purchase order and subject to any valid notices, deductions and CIS requirements. Where no project-specific terms are stated, payment terms are 35 days from the end of the month in which a valid invoice and required supporting documentation are received.

14. Incomplete, Defective or Non-Compliant Works

Thameswood Engineering may exercise any contractual or statutory rights available in respect of incomplete, defective or non-compliant works, including requiring rectification and issuing appropriate payment notices or deductions where permitted. The Subcontractor shall cooperate promptly in resolving defects or non-compliance.

15. Confidentiality and Information

The Subcontractor shall keep confidential non-public information concerning Thameswood Engineering, its clients, projects, designs, pricing and commercial arrangements and shall not use or disclose such information except as required to perform the works or by law.

16. Records and Data Protection

The Subcontractor shall maintain records reasonably required for the works, including competency, training, safety and payment records. Personal data exchanged in connection with the works shall be handled in accordance with applicable data protection law and only for legitimate project, compliance and payment purposes.

17. Termination / Suspension

Thameswood Engineering may suspend or terminate an arrangement in accordance with the applicable subcontract or purchase order, including for material breach, unsafe working practices, serious misconduct, poor workmanship or persistent failure to comply with site/project requirements. Any accrued rights and obligations remain unaffected.

18. No Authority to Bind Thameswood Engineering

The Subcontractor has no authority to enter into commitments, incur liabilities, make representations or agree variations on behalf of Thameswood Engineering unless expressly authorised in writing.

ACKNOWLEDGEMENT

Name	Signature	Company	Date