

Membership Criteria – Due Diligence Documentation

This form requires completion as part of the application process for Full Membership of the BAPSC. This information will be securely stored electronically and in hard copy by BAPSC for reference purposes and will be viewed and considered by the elected members of the Membership Committee in the final stage of the application process. In accordance with the principle of transparency and in order to support clear representation at the industry level, selected information will also be used to compile industry statistics which will be made available on request to third parties, including HMG and the media. This information is clearly marked in Section D.

SER	INFORMATION REQUIRED	RESPONSE	REVIEW (Membership Committee Use Only)	STATUS
Section A : Applicant Organisation Details				
1.	Trading Name	<input type="text"/>		
2.	Registered Name (if different)	<input type="text"/>		
3.	Trading Since (Year)	<input type="text"/>		
4.	Date of Incorporation	<input type="text" value="/"/> / <input type="text" value="/"/> (DD/MM/YYYY)		
5.	Company & VAT registration nos.	Co: <input type="text"/> VAT: <input type="text"/>		
6. a	Parent Company (if applicable)	<input type="text"/>		
b	Affiliate Companies (if applicable)	1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/>		
c	Subsidiary Companies (if applicable)	1 <input type="text"/> 2 <input type="text"/> 3 <input type="text"/>		
7.	Type of Company (tick one box)	<input type="checkbox"/> UK Public Limited Company (Plc) <input type="checkbox"/> UK Limited Company (Ltd) <input type="checkbox"/> UK Limited Liability Partnership (LLP) <input type="checkbox"/> UK Sole Trader <input type="checkbox"/> Other (please specify below)		

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8.	If you are a subsidiary, please supply the following information:			
a	name of parent company			
b	registration no. of parent company			
9. a	Are you a certified member of the Security Industry Authority (SIA) Approved Contractor Scheme (ACS)?	Yes <input type="checkbox"/> No (go to Ser 10) <input type="checkbox"/>		
b	ACS ID Ref			
c	Date of Approval			
d	Date of Expiry			
e	ACS Workbook attached:	Yes <input type="checkbox"/> To follow <input type="checkbox"/>		
10.	BAPSC Self-Assessment Workbook (SAW) Record of Achievement completed and attached ¹ :	Yes <input type="checkbox"/> To Follow <input type="checkbox"/>		
11.	Has a senior (CEO or Board Level) director read and understood the BAPSC Charter?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
12.	Do you hold any other industry accreditations or awards? (if Yes, please give details below)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
13.a	Name of award or accreditation			
b	Standards used			
c	Awarded by			
d	Date of award	/ / (DD/MM/YYYY)		
e	Date of expiry	/ / (DD/MM/YYYY)		
14.a	Name of award or accreditation			
b	Standards used			
c	Awarded by			
d	Date of award	/ / (DD/MM/YYYY)		
e	Date of expiry	/ / (DD/MM/YYYY)		
15.a	Name of award or accreditation			
b	Standards used			
c	Awarded by			
d	Date of award	/ / (DD/MM/YYYY)		
e	Date of expiry	/ / (DD/MM/YYYY)		
¹ For companies who are not members of the SIA ACS, please complete and return the BAPSC SAW Record of Achievement (available in both MS Word® and MS Access® formats).				

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Section B : Board Members, Partners or equivalent senior personnel				
Please supply details of all executive board members ² :				
1.a	Title			
b	Surname			
c	Position			
d	Joined company	/ / (DD/MM/YYYY)		
e	Declaration included (Y/N) ³			
2.a	Title			
b	Surname			
c	Position			
d	Joined company	/ / (DD/MM/YYYY)		
e	Declaration included (Y/N) ³			
3.a	Title			
b	Surname			
c	Position			
d	Joined company	/ / (DD/MM/YYYY)		
e	Declaration included (Y/N) ³			
4.a	Title			
b	Surname			
c	Position			
d	Joined company	/ / (DD/MM/YYYY)		
e	Declaration included (Y/N) ³			
5.a	Title			
b	Surname			
c	Position			
d	Joined company	/ / (DD/MM/YYYY)		
e	Declaration included (Y/N) ³			
² Please reproduce this sheet if necessary in order to supply further board members' details. ³ Each person listed in this section must read and sign the Personal Declaration Form included in Section C .				

SER	INFORMATION REQUIRED	RESPONSE	REVIEW	STATUS
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(Membership Committee Use Only)

Section C : Personal Declaration Form

This form is part of the formal membership criteria for membership of the BAPSC and must be completed and signed by all director level board members listed in Section B. Duplicate this form for multiple declarations. It is based on a similar “solemn declaration” used in relation to contract work for EU institutions and draws its legal authority from the provisions of the [Statutory Declaration Act 1835](#). Once signed, this form will be retained by the BAPSC and may be referred to as evidence in deciding any future cases of industry misconduct (not criminal cases) pertaining to signatories.

Company				
Title				
Full Name				
Position				
Date joined company	/ /	(DD/MM/YYYY)		

I do solemnly declare that I have not been convicted of an offence concerning my professional conduct by a judgment which has the force of “res judicata”, nor have I been the subject of a judgment which has the force of “res judicata” for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the interests of the industry as defined in the Charter of the British Association of Private Security Companies (BAPSC).

I make solemn declaration conscientiously believing the same to be true by virtue of the provisions of the Statutory Declaration Act 1835.

Signature				
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Declared at: (address)				
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On:	/ /	(DD/MM/YYYY)		
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Before me:				
		A Commissioner for Oaths or Solicitor		

SER	INFORMATION REQUIRED	RESPONSE			REVIEW	STATUS																																								
					(BAPSC staff use only)																																									
Section D : Other Company Information																																														
The information in this section is intended to be used by BAPSC in order to compile industry data and statistics. This is to support the principle of transparency and in order to accurately answer questions from the media, academic community and central government. The questions are of a general nature and the collation of industry data based on them will only be used to describe the industry as a whole – any questions relating to individual companies will be referred to them unless specific permission has been given to the BAPSC to divulge that information to a third party. The provisions of the Data Protection Act apply to this section as they do for all other sections of this document.																																														
1.	Annual Company Turnover	From (YYYY)	To (YYYY)	Amount (£)																																										
2.	No of permanent employees																																													
3.	No of contracted employees																																													
4.	Country of corporate HQ																																													
5.	No of countries operating in																																													
6.	Regions operating in (tick all that apply)	Africa	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>																																									
		C America	<input type="checkbox"/>	China	<input type="checkbox"/>																																									
		N America	<input type="checkbox"/>	Russia/CIS	<input type="checkbox"/>																																									
		S America	<input type="checkbox"/>	Europe	<input type="checkbox"/>																																									
		S Asia	<input type="checkbox"/>	Middle East	<input type="checkbox"/>																																									
		SE Asia	<input type="checkbox"/>	Japan	<input type="checkbox"/>																																									
		Australasia	<input type="checkbox"/>	Polar Regions	<input type="checkbox"/>																																									
7.	Countries (tick)	Afghanistan	<input type="checkbox"/>	Iraq	<input type="checkbox"/>																																									
8.	No of personnel in Serial (7):																																													
9.	Functional areas of operation (tick all that apply)	<table border="0"> <tr> <td data-bbox="282 1566 537 1598"><u>Protective Security:</u></td> <td data-bbox="537 1566 1114 1598"><u>Consultancy & Business Services:</u></td> <td data-bbox="1114 1566 1256 1598"></td> <td data-bbox="1256 1566 1484 1598"></td> </tr> <tr> <td data-bbox="282 1598 537 1629">Close Protection</td> <td data-bbox="537 1598 1114 1629">Political Risk</td> <td data-bbox="1114 1598 1256 1629"><input type="checkbox"/></td> <td data-bbox="1256 1598 1484 1629"></td> </tr> <tr> <td data-bbox="282 1629 537 1661">Residential</td> <td data-bbox="537 1629 1114 1661">Travel & Personal</td> <td data-bbox="1114 1629 1256 1661"><input type="checkbox"/></td> <td data-bbox="1256 1629 1484 1661"></td> </tr> <tr> <td data-bbox="282 1661 537 1692">Convoy Protection</td> <td data-bbox="537 1661 1114 1692">Business Continuity & Crisis Mmt</td> <td data-bbox="1114 1661 1256 1692"><input type="checkbox"/></td> <td data-bbox="1256 1661 1484 1692"></td> </tr> <tr> <td data-bbox="282 1692 537 1724">Static Guarding</td> <td data-bbox="537 1692 1114 1724">Investigations</td> <td data-bbox="1114 1692 1256 1724"><input type="checkbox"/></td> <td data-bbox="1256 1692 1484 1724"></td> </tr> <tr> <td data-bbox="282 1724 537 1755">Maritime</td> <td data-bbox="537 1724 1114 1755">Vetting</td> <td data-bbox="1114 1724 1256 1755"><input type="checkbox"/></td> <td data-bbox="1256 1724 1484 1755"></td> </tr> <tr> <td data-bbox="282 1755 537 1787"><u>Training:</u></td> <td data-bbox="537 1755 1114 1787"><u>Other:</u></td> <td data-bbox="1114 1755 1256 1787"></td> <td data-bbox="1256 1755 1484 1787"></td> </tr> <tr> <td data-bbox="282 1787 537 1818">Training (armed)</td> <td data-bbox="537 1787 1114 1818">Mine Action</td> <td data-bbox="1114 1787 1256 1818"><input type="checkbox"/></td> <td data-bbox="1256 1787 1484 1818"></td> </tr> <tr> <td data-bbox="282 1818 537 1850">Training (other)</td> <td data-bbox="537 1818 1114 1850">Procurement</td> <td data-bbox="1114 1818 1256 1850"><input type="checkbox"/></td> <td data-bbox="1256 1818 1484 1850"></td> </tr> <tr> <td></td> <td data-bbox="537 1850 1114 1879">SSR, DDR and related tasks</td> <td data-bbox="1114 1850 1256 1879"><input type="checkbox"/></td> <td data-bbox="1256 1850 1484 1879"></td> </tr> </table>					<u>Protective Security:</u>	<u>Consultancy & Business Services:</u>			Close Protection	Political Risk	<input type="checkbox"/>		Residential	Travel & Personal	<input type="checkbox"/>		Convoy Protection	Business Continuity & Crisis Mmt	<input type="checkbox"/>		Static Guarding	Investigations	<input type="checkbox"/>		Maritime	Vetting	<input type="checkbox"/>		<u>Training:</u>	<u>Other:</u>			Training (armed)	Mine Action	<input type="checkbox"/>		Training (other)	Procurement	<input type="checkbox"/>			SSR, DDR and related tasks	<input type="checkbox"/>	
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	SSR, DDR and related tasks	<input type="checkbox"/>																																												

Section E : Any Other Information

Please include in the space below any other information you feel would be useful to BAPSC or supportive of your company's application. You may also use this space as a continuation sheet for previous serials.

A large, empty rectangular box with a thin black border, intended for the applicant to provide any other information or continue from previous serials. The box is centered on the page and occupies most of the lower half of the document.

