

Name of Candidate(s) to be supplied	
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Company Name		For Office Use Only	
Company Registration Number		Cert of Incorporation Received	<input type="checkbox"/>
Company UTR Number		UTR Verified	<input type="checkbox"/>
Registered Address			
VAT Number (If Applicable)		Certificate of Registration Received	<input type="checkbox"/>
Number of Employees		EL Ins Required	<input type="checkbox"/>
		EL Ins Not Required	<input type="checkbox"/>
% shareholding the candidate named on this agreement holds in company		More than 5%	<input type="checkbox"/>
		Less than 5%	<input type="checkbox"/>

Insurances	Name of Insurer	Expiry Date	Evidence Received
Public Liability Insurance			<input type="checkbox"/>
Professional Indemnity Insurance			<input type="checkbox"/>
Employers Liability Insurance			<input type="checkbox"/>

Bank / Building Society			
Account Name <i>As it appears on your Statements or Cheque book</i>		Business Account Verified	<input type="checkbox"/>
Sort Code			
Account Number			

Self-Billing Agreement, This is an agreement to a Self-billing procedure between:

Customer	1 st Step Solutions Ltd t/a 1 st Step Recruitment Solutions Ltd	VAT No. 843 6004 46
Supplier	As given above	

The self-biller (1st Step) agrees;

- i) To issue self-billed invoices for all supplies made to them by the self-billee (contractor) until 31/03/2017
- ii) To complete self-billed invoices showing the supplier's name, address, VAT registration number, together with all the other details which constitute a full VAT invoice.
- iii) To make a new self-billing agreement in the event that their VAT registration number changes.
- iv) To inform the supplier if the issue of self-billing invoices will be outsourced to a third party.

The self-billee (contractor) agrees;

- i) To accept invoices raised by the self-biller on their behalf until the 31/03/2017.
- ii) Not to raise sales invoices for the transactions covered by this agreement.
- iii) To notify the customer (1st Step) immediately if they; change their VAT registration number, cease to be VAT registered; or sell their business or part of their business.

I have read and agreed to the terms of engagement attached and the information given on this form is true and accurate to the best of my knowledge

Signature		Signature	
Signed By		Signed By	
On Behalf of (Company Name)		On Behalf of	
Date		Date	