

APPLICANT Checklist

In ANNEX A:	
Have you completed all the details in the top boxes of Annex A?	
Have you completed Section 1?	
Have you completed Section 2?	
Have you completed Section 3?	
Have you signed and dated the bottom boxes?	
In ANNEX B:	
Have you completed all details in Section 1?	
Have you completed the relevant sections in Section 2 including document reference numbers?	

AUTHORISER checklist

In ANNEX A:	
Have you checked that all details are complete?	
In ANNEX B:	
Have you checked that Section 1 is complete and the details are identical to Annex A?	
Have you confirmed identity using the documents detailed in Section 2?	
Have you signed and completed Section 3 to say that you are satisfied that identity is proven?	

Forward the completed Annex A and Annex B for authorisation to:

BPSS Co-ordinator,
29 Coulson's Road,
Whitchurch,
BRISTOL, BS14 0NN

Or email as PDF documents to: bpss@raynet-uk.net

Version 4 – December 2016