



Accreditation Application Form

Prior to completing this Accreditation Application Form, applicants are requested to read the Guidance Notes accompanying this document.

[Guidance Notes](#)

If you have any queries regarding accreditation please email scvas@wearepay.uk

Costs

If successfully accredited the total annual cost for each product will be £500 plus VAT. For those accredited during the calendar year, the accreditation fee will be pro-rated accordingly. All costs are due and payable prior to Product accreditation and the Scheme reserves the right to withhold/suspend accreditation until all costs are settled in full. With respect to any increase in cost, the Scheme will always provide 6 weeks' advance notice.

Disclaimer

Please note that the Scheme is not able to guarantee sales or additional business for any Provider whose Product is successfully accredited under the Scheme.

Confidentiality & Data Protection

Please note that the Scheme shall ensure that any data, information or materials provided by the Provider for review shall not be copied, reproduced or disclosed for any other purposes.

All relevant materials and information shall be maintained by the Scheme for audit purposes and appeals and will be processed in accordance with the Scheme's data protection policy.

1. Application and administration details

1.1 Applicant contact details

Title

Forename

Surname

Job Title

Telephone Number

Mobile Number

Fax Number

Email Address

1.2 Company contact details

Name of Company

Company Registration Number

Company Street Line 1

Company Street Line 2

Company City

Company Country

Company Postcode/ZIP

Company Telephone Number

Company Fax Number

Company Website

Parent Company Name

2. Product Accreditation Questionnaire

a. What is the name of the product that you would like to be accredited?

b. Confirm that the information is sourced from EISCD?

Yes

No

c. Confirm that the product is made available through a subscription basis or a pay per use basis?

Yes

No

d. Confirm that the product includes details of the transactions the sort code can accept in Bacs?

Yes

No

e. Confirm that the product includes details of whether Faster Payments can be sent to each sort code?

Yes

No

f. Does the product include details of whether CHAPS payments can be sent to each sort code?

Yes

No

g. Confirm that information is updated from EISCD at least monthly and made available to end customers?

Yes

No

h. Is the Product available on a quarterly or annual basis? Yes

No

i. How is the updated information made available to all end customers?

j. Does the product provide modulus checking functionality of destination accounts, and is this sourced from VocaLink modulus checking tables?

Yes

No

k. Does the product provide functionality to validate reference field contents and is this sourced from VocaLink maintained "Crediting and Debiting Building Societies Guide"?

Yes

No

3. Undertaking by Applicant and Sponsors

3.1 Applicant Undertaking

This undertaking must be completed by all applicants as part of their application for product accreditation by the scheme.

I testify that the information I have provided in this Accreditation Application Form and all supporting documentation is a true and accurate record and I have not presented information in a misleading manner.

I can provide evidence to corroborate all the information recorded or will be able to identify parties that can do so.

I accept that, should my Product become accredited:

- [I/My company] shall be subject to the Scheme's Code of Conduct, failure to comply with which may result in suspension/removal of my Product's accreditation status until compliance has been achieved
- [I/my company] shall be subject to incurring annual costs attributable to the running of the Scheme and that costs are payable prior to being notified that my Product has become accredited

- [I/my company's] accredited product will feature as an accredited product on the Pay.UK website
- [I/my company] will be asked to provide the Scheme with information on how often updated information is made available to, and taken by, end customers.
- [I/my company] acknowledge that the Scheme cannot guarantee additional sales or business by having Products accredited and [I/My company] shall undertake self-certification of any accredited Products annually and within 10 working days of receiving my self certification renewal notification.
- [I/my company] will be given authority to use the Accreditation Scheme Logo (Logo) for the purposes as authorised by the Scheme and for no other purpose. All rights contained in any intellectual property are reserved to the Scheme and will only be used with the prior written approval of the Scheme.
- The Scheme reserves the right, in its absolute discretion, to withdraw the authority to use the Logo at which time I/my company will immediately cease using the Logo and will remove the same from all website, papers and any other marketing material or correspondence or as the Scheme may instruct.
- [I/my company] understand that exiting the Scheme at any time following Product Accreditation will not result in any reimbursement of costs paid.

Please print this form, fill in the details and send this back to
scvas@wearepay.uk