Credential checking report

For pre-arrival screening of contractors

Please ***read the instructions on page 2*** before completing this form.
Complete all fields, print out, sign, send to the BIS.

Section A – Contractor's name as per identity document below and BIS contact person

Contractor's last name: .....

Contractor's first name: ..... Other given name(s)/initial(s): .....

BIS contact person: .....

Section B – Identity document; see instructions for valid alternatives to passport

Type of photo identity document: ☐ Passport ☐ National identity card ☐ Other photo ID card

ID document number: ..... Issuing country: .....

Expiry date: Day: ..... Month: ..... Year: .....

Date of birth: Day: ..... Month: ..... Year: .....

Please do not submit the document used to complete this section along with the form.

Section C – Credential checks

Check and confirm the following for the contractor (if an employee of your company) or yourself (if you are self-employed)

(1) I have validated the home address and telephone number of the contractor yes ☐ no ☐

(2) I have verified that the contractor has no previous convictions yes ☐ no ☐

(3) I have verified that there are no outstanding bankruptcy orders for the contractor yes ☐ no ☐

(4) I have validated the contractor's previous employment/qualifications yes ☐ no ☐

Section D – Company details and signature

Company name: .....

Name of authorised company officer: ..... ……

Title: .....

I hereby confirm that the information provided in Sections A–C is true, that the company has instructed the contractor on the rules set out in the BIS Code of Conduct for Contractors and that the contractor has been made aware of the obligation to read and sign the Code.

.....

Place and date (day, month, year) Signature

E-mail[1] to: CorrespondenceServices@bis.org (subject: "contractor CCR")

(without any related documents such as diplomas or identity documents)

Instructions – read carefully; incomplete forms will be returned

BIS counterparties (companies with which the BIS enters into a contract) or companies to whom work is subcontracted are required to complete this form for each of their employees who will perform work for the BIS ("contractors"). If the contractor is employed by a subcontractor company, the form should be completed by that company (ie the contractor's immediate employer). A separate form must be completed for each contractor. If the counterparty is self-employed (ie is not a corporate but an individual), he/she must complete the form for himself/herself.

BIS credential checking is carried out in accordance with the internal BIS Credential Checking Service Standard and related procedures, as adapted from a number of industry and international guidelines, in particular British Standard BS7858, "Security screening of individuals employed in a security environment – Code of practice".

*Please only send the completed form itself – **do not** submit any related documentation used to complete this form (eg identity documents).*

Section A – Enter the full name of the contractor (as indicated on identity document in Section B) for whom credential checking is being conducted and the BIS contact person.

Section B – Enter the relevant information from the contractor's passport. If a passport is not available or is printed in a language that does not use the Roman alphabet (eg Russian, Chinese, Arabic), an equivalent photo identity document using the Roman alphabet may be used. This ID card must be government-issued and contain enough information to uniquely identify the contractor. When credential checking has been satisfactorily concluded, the contractor will be required to present this specific document as identification prior to issuance of a BIS identity badge. The badge permits access to requested and authorised areas within BIS buildings, and for some contractors is required for work that takes place outside BIS buildings.

Section C – By ticking the box "***yes***" next to each item you confirm that the information in question has been duly verified; otherwise, tick "***no***".

Item (4) ("Previous employment/qualifications confirmed") requires verification of details of the most recent employment *or*, if there has not been any recent employment, details of recent activity, eg university graduation, apprenticeship or sabbatical.

Section D – Enter your company's name and have the form signed by an officer authorised to represent the company. By signing, the officer confirms that the information provided is accurate and that the contractor has been instructed on the rules set out in the BIS Code of Conduct for Contractors. ***If you are a self-employed contractor***, you should sign the form yourself.

Please submit the completed form to the BIS 5 working days prior to arrival of the contractor on the BIS premises (***without any related documents*** such as diplomas or identity documents).

A copy of the Code of Conduct duly signed by the contractor should be returned to the BIS prior to arrival of the contractor on BIS premises. If this has not been done, the contractor will be required to sign the BIS Code of Conduct for Contractors before accessing the Bank's premises.

[1] E-mail transmission cannot be guaranteed to be secure or error-free as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The BIS therefore does not accept liability for any errors or omissions or disclosure of the contents of messages which it receives by e-mail.