



INSTRUCTIONS

- Please refer to the FAQ page on our website to answer any questions you might have about the application process at www.pagination-accreditation.co.uk. Alternatively, you are welcome to contact enquiries@pagination-accreditation.co.uk, which is monitored by members of the PAGE group.
- Before submitting this application for assessment, please ensure you have received email confirmation that payment has been received.
- This application form and all supplementary documents should be combined in an encrypted zipped file and uploaded to the PAGE portal. Please name the file by your Application Number (sent to you with your invoice).
- These documents will not be seen by anyone other than PAGE's independent assessors.

SECTION 1: APPLICANT INFORMATION

Company Name:			
Director/s Name/s:			
Business/ Trading Address:			
City:	<input type="text"/>	County:	<input type="text"/>
Postcode:	<input type="text"/>		
Registered Address: <i>(If same as above, please leave blank).</i>			
City:	<input type="text"/>	County:	<input type="text"/>
Postcode:	<input type="text"/>		
Contact number:	<input type="text"/>	Contact email:	<input type="text"/>
How long has the company been established? <i>Please note there is a minimum requirement of two years.</i>			<input type="text"/>

SECTION 2: STAFF (EMPLOYEES OR SUBCONTRACTORS)

Number of staff <i>(including self-employed/subcontractors):</i>	<input type="text"/>	<i>If applicable- How many of these are home working?</i>	<input type="text"/>
Do all staff have contracts of employment/subcontractor agreements that are up to date with fair policies including confidentiality?			<input type="text"/>
Are your HR policies available and clearly documented for all staff to view?			<input type="text"/>

Please feel free to make any comments or clarifications regarding this section in the space below:

SECTION 3: QUALITY



Do you have an established and defined set of guidelines for the services you offer, i.e. sorting/collation, chronology/summarising and memo creation?	
If so, are these accessible to all relevant staff?	
How often are the guidelines/training materials revised?	
Do you have an established quality control procedure?	
Do you have an established complaints procedure?	
Do you comply with all data protection, confidentiality, and other items of security?	
Are you able to demonstrate a robust information security management system?	
Do all your employees and/or subcontractors have adequate professional indemnity insurance cover? (The recommended minimum is £2 million).	

Please feel free to make any comments or clarifications regarding this section in the space below:

SECTION 4: ESTIMATES

Do you have an estimate/re-estimate policy?	
Would you be able to demonstrate your ability to monitor your progress on the case so that you are working within the estimated time and budget?	

Please feel free to make any comments or clarifications regarding this section in the space below:

SECTION 5: RECRUITMENT



PAGE requires five independent testimonials. These will be made up of three from Solicitors (each from different firms), one from Counsel and one Expert. These will be reviewed by an independent assessor and will not be seen by anyone else.

At the same time as downloading the PAGE application form, you will have also downloaded the five PAGE testimonial forms that you can give to your client to complete.

These testimonials will be an important factor to the independent assessor on deciding if your company has met the requirements of PAGE.

Will you provide five independent testimonials when requested?

Please feel free to make any comments or clarifications regarding this section in the space below:

SECTION 8: SIGNATURE



I consent that the information and answers provided on this form are to the best of my knowledge correct.

I accept that PAGE will instruct an independent assessor to review my application.

I accept that I will provide five independent testimonials for the PAGE assessor to review.

I understand that submission of this form is solely an application to become a member of PAGE - therefore I cannot, and will not, advertise as an accredited pagination company until a full assessment has been completed and I have been approved to become a member of PAGE.

Signature of Applicant		Date	
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SECTION 9: DOCUMENTS TO SUBMIT WITH THIS APPLICATION

As part of the application process, you will need to submit the following supportive documentation as evidence that you meet the criteria required to become accredited by PAGE.

These documents will not be seen by anyone other than the independent assessors. Failure to submit the following documents will result in a failed application:

- **An example of an employee contract and a subcontractor agreement (if applicable) –** These documents will demonstrate that all staff are aware of their responsibilities as well as their rights.
- **Guidelines for services:** These documents will demonstrate that you and your staff follow clear guidelines and procedures, ensuring that the client benefits from a bundle that is prepared consistently and logically.
- **Quality control procedure:** This documentation might come in a variety of forms, but it must demonstrate that you have methods of ensuring quality in the services that you provide.
- **Complaint procedure:** This document will demonstrate that clients have a clear means of addressing their complaints. It might also demonstrate what the client might expect in terms of coming to a satisfactory resolution.
- **Robust information security management:** The evidence provided might be in the form of a certification from an established body (e.g. ISO 27001).
- **ICO Data Protection registration certificate/proof:** This demonstrates your commitment to safeguarding the sensitive data that you work with.
- **Estimate/re-estimate policy:** This document will demonstrate the approach you take towards providing estimates for your work and then adhering to those estimates so that budgets are maintained, and the client is in full control of potential costs.
- **Recruitment policy:** This document will demonstrate that you properly investigate potential employees/subcontractors to ensure high calibre team members.
- **An example of an employee and/or subcontractor training document:** This should offer an example of the type of training that your staff undergo which assures a quality service is provided to the client.
- **An example of an employee and/or subcontractor information update document:** This should demonstrate that you maintain regular communications with your staff to keep them updated on changing policies, procedures, client requests and the like. This could take many forms such as emails, memos or minutes of meetings, etc.
- **Professional indemnity insurance certificate:** This assures the client that they are protected from bearing the full cost of defending himself or of damages that he might have to pay in the event of negligence caused by a serious error or omission in your work.