

TRUSTMARK SCHEME MEMBERSHIP

Please find enclosed a TrustMark information pack for your review.

TrustMark is a not for profit organisation, licensed by Government and supported by consumer protection. Scheme operators like ourselves are approved to carry the TrustMark logo and recruit reliable and trustworthy tradesmen. This enables TrustMark and its scheme operators to promote reputable tradesmen to consumers, improve sector standards and tackle related issues such as better enforcement. Trustmark registration has been mandated as a requirement for any installations seeking government funding through the Energy Company Obligation. For more information on TrustMark please visit www.trustmark.org.uk

As a TrustMark Scheme Operator, we are able to award TrustMark to our registered businesses.

The TrustMark scheme requirements are set out in their Framework Operating Requirements document, the Customer Charter and Code of Conduct. A link to these documents can be found in the TrustMark Scheme Requirements Schedule enclosed, along with some other useful references. To apply for TrustMark status you must be registered with ELECSEA / NICEIC for the trades applied for and agree to comply with all TrustMark scheme requirements. A lot are automatically met as part of your registration with ELECSEA / NICEIC, however there are a number that are not initially assessed. By marking the boxes on the right hand side and completing the self-declaration at the end of the Scheme Requirements Schedule your business is confirming that you have read, understood and agree to comply with the TrustMark Framework Operating Requirements.

The TrustMark technical assessment requirements are met by you holding a current ELECSEA or NICEIC registration certificate for the trades covered by our licence.

There is also a TrustMark Registered Firm Licence Agreement for you to complete, sign and return which authorises the use of the TrustMark trademarks.

What to do next

To complete your TrustMark application, please carefully read the enclosed documents and return the fully completed Licence and Scheme Requirements Schedule to us in the free post envelope provided along with:

- a copy of your Employers Liability Insurance Certificate - min £5M **or**
- written confirmation of your Sole Trader status
- trading history evidence (for the last six months) at your stated trading address; such as bank statements or utility bills
- the annual TrustMark registration fee of £98 + VAT

On receipt of the above information your company details will be displayed on TrustMark's website.

Your ELECSEA/NICEIC website listing will be updated with your organisations TrustMark status.

TrustMark membership will continue on a rolling basis unless you inform us that you no longer wish to be a member or if you can no longer meet the full scheme requirements.

TrustMark can at its own discretion remove your company membership following any complaint investigation.

If you need any further information or have any questions, please call us on **0333 015 6625**.

Yours sincerely

Certsure LLP