

# Guidance Notes for completion of the Sub Account Application

**These notes should be read in conjunction with the 'Sub Account Application' form.**

They offer a simple step-by-step guide to completing the form. Should you encounter any difficulties with either the form or the guidance notes, you are advised to contact the Disclosure Scotland Helpline by telephone on 0870 609 6006; by fax on 0870 609 6996; by emailing Disclosure Scotland on [info@disclosurescotland.co.uk](mailto:info@disclosurescotland.co.uk) or by visiting our website on [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk).

When you complete this form, it will contain sensitive personal information about you. For that reason, it is marked **PROTECT – PERSONAL (WHEN COMPLETED)**. This marking means that Disclosure Scotland staff will handle the completed form appropriately and therefore protect your personal information. Disclosure Scotland takes the protection of your personal information extremely seriously and has many physical, computer, procedural and staff security measures in place to ensure that it cannot be accessed or used for anything other than the purposes for which it is needed. In particular, information is only shared with external sources for specific purposes.

## Completion of the form

### DO

- Complete the sections of the form: Parts A, B, C and E and, if applicable, D.
- Complete all fields unless guidance notes suggest otherwise. **Mandatory fields are highlighted in yellow.**
- We recommend you use blue or black ink to complete the form and write clearly in **BLOCK CAPITALS**.
- Use only one letter or number for each box. The number of boxes given for each section indicates the maximum amount of letters/numbers that the system will accept.
- Please indicate a space by leaving an empty box e.g. 1 Tower Court should be entered **1  TOWER  COURT.**
- Mark choices in the boxes indicated with an 'X'.
- Be sure to sign the authorisation at Part E, keeping all of your signature inside the box.
- Make a note of the application form number (the 16 digit number printed under the barcode in the top right hand corner on the front of the form) for enquiry purposes.
- If you make a mistake please correct it by either using correcting fluid sparingly, or by clearly scoring through the error and by writing the answer in the remaining space. If this is not possible, please start a new form.
- Only complete the sections that are applicable to you. Don't mark any other part of the form.

### DON'T

- Write over the edges of the boxes.
- Place any stamps or stickers on the form or the application will be delayed.

## Introduction

This form should be used if you wish to have a separate invoicing facility for different sections or departments within your organisation thereby allowing Disclosure Scotland to allocate the cost of applications to individual accounts.

### NOTE A Type of Application

**A1** There are three options given at Section A1 of the form for the type of application. You should clearly select one of the options by marking an 'X' in the appropriate box.

**Add Sub Account:**

Select this box when your organisation wishes to add a Sub Account. When making this type of application, Parts A, B, C, D and E must be completed by the Registered Person.

**Remove Sub Account:**

Select this box when your organisation wishes to remove a Sub Account. When making this type of application, Parts A, B, C and E must be completed by the Registered Person.

**Modify Sub Account:**

Select this box when your organisation wishes to change details of a Sub Account. When making this type of application, Parts A, B, C and E must be completed by the Registered Person. Part D can also be completed by the Registered Person, as necessary.

### NOTE B Organisation Details

**Part B of the form must be completed by the Registered Person for the organisation.**

**B1/B2** Complete the **FULL** name of your organisation using both lines if required.

**B3** Enter the Registered Body Code of your organisation.

## NOTE C Sub Account Details

**If your organisation creates a Sub Account(s), the Registered Person will require to identify a Sub Account Manager. The Sub Account Manager must be an existing Countersignatory within the organisation.**

**C1/C2** Enter the name you wish your Sub Account to be known as.”

**C3** If you have a Sub Account Code enter it here. For initial Sub Account applications, leave blank.

**C4/C5** Enter the name and Countersignatory Code of the Countersignatory who will be responsible for the Sub Account.

**C6 – C23** Enter the name and Countersignatory Code of any other Countersignatory who is to be added or removed from the Sub Account, placing an 'X' in the appropriate box.

**C24** Mark an 'X' in this box If you require more space. Using a separate piece of paper add the details of the Countersignatories you wish to add or remove, in the same format as above.

## NOTE D Invoice Details

**This section must be completed by the Registered Person.**

**D1** Mark an 'X' in the appropriate box.

**D2** Mark an 'X' in the appropriate box. If 'No', invoices will be sent to the Registered Person or if nominated, an Invoice Manager.

## NOTE E Authorisation

**This section must be completed by the Registered Person.**

**E1/E2** This records the Registered Person's name and their Registered Person Code (provided at time of initial registration).

By signing the form you are making certain statements –

- You understand that Disclosure Scotland will use the information you have given to check and process this application and that it will also use it for the purposes of the prevention or detection of crime and for other related purposes.
- You understand that Disclosure Scotland may pass the information to other Government departments or organisations, the police and other law enforcement agencies for the purposes of the prevention and detection of crime, of the apprehension and prosecution of offenders and for other related purposes.
- You confirm that the information you have supplied is complete and correct.
- You agree to give any additional information that may be required to verify the information given and will immediately notify any changes to this information.

**E3/E4** This section provides for the signature of the registered person and the date of signing the application. It is important that the signature is kept within the box provided for scanning purposes. The signature provided here will be checked against the sample provided on the Registration Application.