

# **SUPPLIER SECURITY QUESTIONNAIRE**



**CXO Couriers**

Chief for Quality, Speed & Cost

[www.cxocouriers.com](http://www.cxocouriers.com)

## **Notes for Guidance:**

- 1) As agents representing CXO Couriers Ltd, it is often the case that Drivers are required to enter, work at premises (e.g. Hospitals and Banks) or handle consignments which require personnel to be vetted. Given the varied work Drivers may undertake, it is the requirement of CXO Couriers Ltd that Drivers have valid DBS Certificates (within 3 months) and disclose convictions in accordance with the Rehabilitation of Offenders Act 1974.
- 2) If you are in receipt of a valid DBS Certificate, you will be required to upload this when completing your application form. If you are not in receipt, you are requested to apply for a valid DBS Certificate. If you are not willing to upload your DBS certificate or apply for one, your application will not be processed.
- 3) The completion of this form is deemed to be part of the application for a Supplier role (either as a Sole Trader or Ltd Company Driver) and must be submitted (uploaded) as part of the application form for your application to be processed.
- 4) Applicants who are successful in becoming Approved Suppliers of CXO Couriers Ltd are advised that your answers to this questionnaire will form part of the Supplier Engagement Terms. Applicants who are unsuccessful can request to have their details including this destroyed and/or returned. Please indicate if you wish for your submission to be (delete as appropriate):
  - a. Destroyed;
  - b. Returned.
- 5) Information provided by all Applicants is protected by CXO Couriers Ltd's Privacy Policy and GDPR ([www.cxocouriers.com/privacy](http://www.cxocouriers.com/privacy)). Information will be held on Applicants for a maximum period of 24 months unless Applicants request their details to be deleted. Please note that your details are held purely for the purpose of resourcing and are not passed on to any third party.
- 6) Rehabilitation of Offenders Act 1974:
  - a. Minor traffic infringements or convictions, considered to be spent under the ROA 1974 are not required to be disclosed.
  - b. The ROA 1974 requires that after a specific period of time, any person charged with, convicted or sentenced for any offence is

not required to disclose any details or information regarding the offence. When completing the questionnaire, please ensure that you only disclose offences which are not deemed to be spent. The table below is for your guidance.

<b>Sentence (as deemed by Court, not time actually served)</b>	<b>Time when deemed 'Spent'</b>	<b>Disclosure Requirements</b>
Prison over 30 months	Never	Must be disclosed.
Prison 6-30 months	10 Years	Until 10 years have elapsed. Do not disclose after this.
Prison up to 6 months	7 Years	Until 7 years have elapsed. Do not disclose after this.
Fine	5 Years	Until 5 years have elapsed. Do not disclose after this.
Probation / Conditional Discharge / Binding Over	1 Year / Length of Order	Until 1 Year or the length of Order has elapsed – whichever is greater. Do not disclose after 1 Year or Length of Order if Length of Order is greater than 1 Year.
Absolute Discharge	6 months	Until 6 months have elapsed. Do not disclose after this.
Disqualification	When Disqualification period ends	Until Disqualification period elapses. Do not disclose after this.

## Security Questionnaire:

Please refer to the above notes prior to completing the questionnaire. Answers to the following questions are **mandatory** in order for your application to be processed.

**Title:** .....

**Forename(s):** .....

**Surname:** .....

**DOB:** .....

**Delete as applicable.**

- a) Have you ever been convicted of any offence involving fraud, dishonesty or violence? **YES / NO**
- b) Have you ever been convicted of any other offence excluding minor traffic offences? **YES / NO**
- c) Have you ever been declared Bankrupt or been 'adjusted' Bankrupt within the last 10 years? **YES / NO**
- d) Have you ever had any CCJ's (County Court Judgements) connected with your trading practices, recorded against you within the last 3 years? **YES / NO**

If you have answered YES to any of the above, please give full details overleaf.

Please complete in BLOCK CAPITALS. If you need to complete for more than one offence, please print extra sheets.

Offence:	
Court:	
Date:	
Result:	
Comments:	

## **Applicant's Declaration:**

I understand that failure to disclose any unspent convictions which may subsequently come to the attention of CXO Couriers Ltd, may result in my/our removal as an Approved Supplier. If I am/we are successful in my/our application as an Approved Supplier of CXO Couriers Ltd, immediate notification will be provided to CXO Couriers Ltd if changes to the answers supplied are altered due to Court proceedings.

I certify that I/we have read this form carefully and completed honestly.

**Signed:**.....

**Print:**.....

**Date:**.....

**Location:**.....