



# Employer Company Setup Form

For employer onboarding, company-specific pricing, administration setup, and training planning.

Company registration is optional. Employers may still book training or request staff passports without registering a company profile.

## COMPANY DETAILS

Registered company name: \_\_\_\_\_

Trading name: \_\_\_\_\_

Company registration number: \_\_\_\_\_

VAT number: \_\_\_\_\_

Industry / sector: \_\_\_\_\_

Number of security staff: \_\_\_\_\_

## PRIMARY CONTACT

Contact person: \_\_\_\_\_

Position / job title: \_\_\_\_\_

Email address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Alternative contact number: \_\_\_\_\_

## BILLING AND ADMINISTRATION

Billing contact: \_\_\_\_\_

Billing email: \_\_\_\_\_

Purchase order required? Yes / No: \_\_\_\_\_

Preferred billing notes: \_\_\_\_\_

## EMPLOYER TRAINING NEEDS

Main training objective: \_\_\_\_\_

Branches / sites involved: \_\_\_\_\_



Expected number of staff: \_\_\_\_\_

Preferred training location: \_\_\_\_\_

Preferred timeframe: \_\_\_\_\_

### SETUP OPTIONS REQUESTED

- Company-specific pricing discussion
- Bulk staff training registration
- Employer-linked Security Passports
- Refresher reminders
- Law-change training updates
- Employer escalation for missed reminders

### AUTHORISATION

Authorised representative name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_