



CERTIFICATES PACK

Contact Details:
115 High Road
East Finchley N2 8AG
020 8883 9098
www.ef-electrical.co.uk

CERTIFICATES PACK

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Also Available...

Information & Credentials Pack

Containing:

- Introduction to EF Electrical Contractors Ltd
- Recent Projects
- Customer Testimonials
- Customer Charter
- Labour & Testing Rates & Services

Policies Pack

Containing:

- Anti-Bribery & Corruption Policy
- Code of Conduct
- Environmental Policy
- Equal Opportunities Policy
- Health & Safety Adviser Details
- Health & Safety Policy Statement
- Health & Safety Director / Manager Responsibilities
- Health & Safety Employee Responsibilities
- Health & Safety Risk Assessment Form



HM Revenue
& Customs

175008:00001384:001

846

EAST FINCHLEY ELECTRICAL
CONTRACTOR LTD
115 HIGH ROAD
EAST FINCHLEY
LONDON
N2 8AG

KENNY CARSTAIRS
LOTHIANS AREA
SAUGHTON HOUSE
BROOMHOUSE DRIVE
EDINBURGH
LOTHIAN
EH11 3XG

Unique Taxpayer Reference	97859 14146
Accounts Office reference	846PK00201958
Date of issue	September 2007

The new Construction Industry Scheme (CIS)

Changes from October 2007

We would like to remind you about some important changes to the Construction Industry Scheme that will start to affect contractors from October 2007.

Penalties

Your monthly return must reach us by the 19th of each month, whether you send it on paper or electronically. If you have a return showing that you have not paid any subcontractors in the month (a 'nil' return) you can also notify us by phone.

After 19th October 2007, we will charge you an automatic penalty of £100 for every return not received by that date - **including 'nil' returns and returns due for earlier months since the start of the new scheme in April**. For every 50 subcontractors beyond the first 50 included on your return there will be an additional £100 penalty.

For returns due on or after 19th October, penalties will be charged for each month that a return is late.

Examples of the penalty charges are shown in factsheet CIS346 - '*The monthly return - advice for contractors*', available at www.hmrc.gov.uk/new-cis

Keeping gross payment status in new CIS

Many contractors are also subcontractors entitled to be paid gross. At least once each year we will be checking that, in the 12 months up to the date of the check, subcontractors have made all their payments and sent in all the required returns to us on time. Where subcontractors have not met their obligations including any contractor and/or employer obligations, within certain published limits, they will lose their gross payment status. You can find out more about the compliance test in our factsheet CIS343 - '*Applying to be paid gross - advice for subcontractors*'.

Appeals

You may appeal against the charging of a penalty or about the withdrawal of your gross payment status letting us know the reason(s) why you are making the appeal. If we cannot reach agreement the matter will be referred to the independent Appeal Commissioners.

More information on appeals will be included in any penalty notice or in the letter (CIS308) that advises loss of gross payment status.

Help and advice

For more details of how the penalties are charged go to www.hmrc.gov.uk/new-cis

- Phone the CIS Helpline on **0845 366 7899** (open Monday to Sunday 08:00 - 20:00).
- Minicom: **0845 366 7894**
- Online Services Helpdesk: **0845 605 5999** (open Monday to Sunday 08:00 - 20:00).

CIS373

HMRC 07/07



Certificate of Registration

East Finchley Electrical Contractors Ltd

Registration No: *71545*

Expiry date: *December 2012*

This certifies that the firm named above has met pre-qualification requirements appropriate to public and private sector procurement. Approved work categories with corresponding notation values, specialisms or categories as applicable are listed on a schedule attached to this certificate.



Warwick Gooch
Business Director

PO Box 6441, Basingstoke, Hampshire, RG21 7FN
Tel: 0844 892 0313 Fax: 0844 892 0315
www.constructionline.co.uk

BIS | Department for
Business Innovation & Skills

Constructionline is owned and endorsed by the Department for Business Innovation & Skills



EF

Electrical



Accreditation Certificate



This is to certify that

East Finchley Electrical Contractors Ltd

has achieved **SAFEcontractor** accreditation in recognition of reaching the **SAFEcontractor** health and safety standards in accordance with the schedule overleaf

signed
John Kinge
Head of Risk

date **31st July 2012**

This certificate is valid until **30th July 2013**

Certificate Number **IE5905**

Santia House, Parc Nantgarw, Cardiff CF15 7QX
Tel: +44 029 2026 6749 Fax: +44 029 2080 8547
Email: sc.enquiries@safecontractor.com www.safecontractor.com



SAFEcontractor

The contractor accreditation scheme for business

SAFETY
SCHEMES IN
PROCUREMENT

Schedule to SAFEcontractor certificate

This *SAFEcontractor* certificate is awarded for the following services:

- electrical testing
- electrical maintenance & repairs
- electrical contracting wiring of all types



SAFEcontractor

The contractor accreditation scheme for business

SAFEcontractor accreditation has been achieved following an assessment of the contractor's health & safety documentation, and compared against the *SAFEcontractor* Charter Standards, which set out the health & safety standards required to achieve accreditation.

The following health and safety topics have been considered during the assessment:

- policy statement
- organisational structure
- H & S responsibilities
- communication with employees
- health & safety training
- manual handling
- risk assessments
- H & S advisor
- breaches of H & S legislation
- insurance cover
- emergency procedures
- welfare arrangements
- work equipment-testing and maintenance
- personal protective equipment
- first aid and accident reporting/investigation
- implementation of the policy
- control of substances hazardous to health

For more information on the Charter Standards, the *SAFEcontractor* scheme or for confirmation of this contractor's accreditation please telephone *SAFEcontractor* on 029 2026 6749



Electrical Contractors Policy The Schedule

Policy Number: CEC1258172 **Agent:** Taylor Francis Insurance Brokers

The Insured: East Finchley Electrical Contractors Ltd

Address: 115 High Road
East Finchley
N2 8AG

The Business: Electrical Contractors

Sections In Force (If shown as operative):

Section / Sub-Section	Operative	Premium (GBP)
A/1. Employers' Liability	Yes	950.00
A/2. Public and Products Liability (Including Inefficacy)	Yes	1,278.90
B. Contract Works	No	0.00
C. Professional Indemnity	See Policy Endorsements	Included if Operative
D. All Risks of Loss or Damage to Property	No	0.00
E. Business Interruption	No	0.00
F. Terrorism	No	0.00
G. Directors and Officers Liability	See Policy Endorsements	Included if Operative
	Total Premium	2,228.90
	Insurance Premium Tax	133.73
	Total Amount Payable	2,362.63

Effective Date: 01/10/2012	Expiry Date: 30/09/2013
Renewal Date: 01/10/2013	

Policy Endorsements: CCP12

Section A – Liabilities

Sub-Section 1 – Employers' Liability **Limit of Indemnity** GBP 10,000,000

Endorsements:

Sub-Section 2 – Public and Products Liability (Including Inefficacy) **Limit of Indemnity** GBP 5,000,000

Optional Extensions:

Endorsements: C014

The Excess: As specified in the Policy or any endorsement attaching to the Schedule

Section B – Contract Works

Estimated Turnover	GBP	0
Estimated Annual Hiring Charges	GBP	0

The Property Insured	Sum Insured (GBP)
Item 1 Contract Works	0
Item 2 Own Plant and Equipment	0
Item 3 Hired in Plant and Equipment	0
Item 4 Employees Personal Effects and Tools	0

Endorsements:

The Excess:

In respect of Items 1, 2 and 3

Damage except as specified below	GBP	500
Damage caused by theft or malicious persons	GBP	500
Damage caused by storm, tempest, water, frost, subsidence, landslip or collapse	GBP	500
 In respect of Item 4	 GBP	 50 for each and every cause

Section C – Professional Indemnity

Operative only if shown as such in Policy Endorsements

The Excess:

As specified in the **Policy** or any endorsement attaching to the **Schedule**

Section D – All Risks of Loss or Damage to Property

The Premises (1)

The Property Insured

The Premises (1)

Sum Insured (GBP):

Buildings
Contents

0 Including **Buildings and Outbuildings**
0 Including **General Contents, Stock, Electronic Business Equipment and Computers, Portable Electronic Business Equipment, Portable Tools**

The Premises (2)

The Property Insured

The Premises (2)

Sum Insured (GBP):

Buildings
Contents

0 Including **Buildings and Outbuildings**
0 Including **General Contents, Stock, Electronic Business Equipment and Computers, Portable Electronic Business Equipment, Portable Tools**

Optional Extensions:

Endorsements:

The Excess:

Damage except as specified below	GBP	0
Subsidence	GBP	0

Section E – Business Interruption

Indemnity Period 0 Months

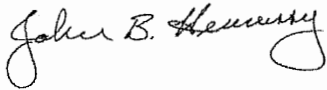
Type of Cover applicable:		Sum Insured (GBP)
Increased Cost of Working	Not Operative	0
Loss of Gross Profit	Not Operative	0
Rent Receivable	Not Operative	0

Endorsements:

Section F – Terrorism Not Operative

Endorsements:

Section G – Directors and Officers Liability Operative only if shown as such in Policy Endorsements

<p>This Schedule is issued by Towergate Underwriting Liability & Construction on behalf of CNA Insurance Company Limited</p>	<p>Signed on behalf of CNA Insurance Company Limited</p>
	 <p>John B Hennessy Chief Executive Officer</p> <p>Issue Date: 02/10/2012</p>
<p style="text-align: center;">Towergate Underwriting Liability & Construction Towergate House, 20 Ellerbeck Court, Stokesley, North Yorkshire, TS9 5PT Tel: 0845 072 0224 Fax: 0845 072 0230 Email: liabilityandconstruction@towergate.co.uk www.towergateunderwriting.co.uk Towergate Underwriting Liability & Construction is a trading name of Towergate Underwriting Group Limited Registered in England No 4043759 Registered Address: Towergate House, Eclipse Park, Sittingbourne Road, Maidstone, Kent. ME14 3EN Authorised and regulated by the Financial Services Authority</p>	

CCP12 – Complaints Procedures Amendment 2012

The complaints procedure in this Policy is amended to the following:

Complaints Procedure

Our Service to You

Our goal is to give excellent service to all our customers. We take all complaints we receive seriously and aim to resolve all our customers' problems. We will record and analyse your comments to make sure we continually improve the service we offer.

What happens if you complain to us?

- (A) We will acknowledge your complaint within 2 working days of receipt.
- (B) We may refer your complaint to your insurance adviser or CNA Insurance Company Limited who will handle your complaint in accordance with
- (C) We aim to resolve complaints within 5 working days.
- (D) Once an assessment and full investigation of your concern has been made we will respond with a decision.

Most of our customers' concerns can be resolved quickly, but occasionally more detailed enquiries are needed. If this is likely, we will contact you

If you remain unhappy with the decision you receive or we haven't dealt with the issue within 56 days you may be able to refer the matter to the

Whilst we and the insurer's are bound by the decision of the FOS, you are not. Following the complaint procedure does not affect your right to take

The steps you should take if dissatisfied

Step 1 Refer your complaint to Towergate Underwriting Liability & Construction's Managing Director.

If you are disappointed with any aspect of the handling of your insurance you should contact, with full details including policy number and/or claim

Managing Director
Towergate Underwriting Liability & Construction
Towergate House
20 Ellerbeck Court
Stokesley
North Yorkshire
TS9 5PT
Tel: 0845 072 0224
Fax: 0845 072 0230
Email: tulacservice@towergate.co.uk

Step 2 Refer your complaint to the Financial Ombudsman Service.

If, after making a complaint to Towergate Underwriting Liability & Construction, you still feel the matter has not been resolved to your satisfaction, you

The Financial Ombudsman Service
South Quay Plaza
183 Marsh Wall
London
E14 9SR
Tel: 0845 080 1800
Email address: enquiries@financial-ombudsman.org.uk
Website: www.financial-ombudsman.org.uk

Endorsements attaching to and forming part of Policy Number:

CEC\258172

Name of Policyholder: East Finchley Electrical Contractors Ltd

C 014 – Excess Amendment (GBP500)

The Excess referred to in Sub-Section Exclusion (1) to Sub-Section (2) relating to “all other work” is amended to GBP500 (five hundred).

CDO – Directors and Officers Continuous Cover Date

It is noted and agreed that Section G – Directors and Officers Liability is operative.

The Limit of Indemnity is GBP100,000.

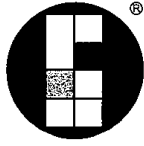
The Continuous Cover Date in respect of Section G is 1/10/2012

CPI - Professional Indemnity Operative

It is noted and agreed that Section C – Professional Indemnity is operative.

The Limit of Indemnity is GBP100,000.

The Retroactive Date in respect of Section C is 1/10/2012



GlobalGROUP

local assessment, global certification

Certificate of Registration

This is to certify that the

QUALITY MANAGEMENT SYSTEM

of

East Finchley Electrical Contractors Limited

115 High Road, East Finchley, London, N2 8AG, UNITED KINGDOM

for


Electrical Installation Works & Retail Sale of Electrical Consumables.

has been assessed and registered against the provisions of

ISO 9001:2008

International Standard

With

Registration Number:	91667	Project:	61-00166-6-Q
Certification Date:	5 August 2012	NACE:	F 45.31
Recertification Due Date:	5 August 2015	Exclusions:	7.3, 7.5.2
Certification Approved By:		Alan Cherry	Group Chief Executive Officer

Registration is subject to the management system being continually maintained to the above standard under regular surveillance.
Should surveillance not take place when required, registration shall be removed.

This certificate is the property of GlobalGROUP of Companies Limited, Hudson House, 8 Albany Street, Edinburgh, EH1 3QB, United Kingdom



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Please validate the authenticity and status of this certificate at www.globalgroup.net



20006619



**CERTIFICATE OF INCORPORATION
OF A PRIVATE LIMITED COMPANY**

Company No. 4156314

The Registrar of Companies for England and Wales hereby certifies that
EAST FINCHLEY ELECTRICAL CONTRACTORS LIMITED

is this day incorporated under the Companies Act 1985 as a private
company and that the company is limited.

Given at Companies House, Cardiff, the 8th February 2001



THE OFFICIAL SEAL OF THE
REGISTRAR OF COMPANIES



Companies House
— for the record —

HC007A



**National Inspection Council for
Electrical Installation Contracting**

Certificate of Enrolment

This is to certify that:

East Finchley Electrical Contractors

115 High Road, East Finchley, London, N2 8AG

has been assessed against the requirements of the NICEIC Rules Relating to Enrolment and enrolled as an Approved Contractor.

Continuing enrolment is subject to the business complying with the above Rules, which will be monitored by the NICEIC during surveillance visits.

The Seal of the National Inspection Council for Electrical Installation Contracting was hereto affixed in the presence of:

Director General



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Enrolment No: 008777000
Original Enrolment: 1974
Accredited Certification: 29 April 2003



The above business has been assessed as having the technical capability to carry out electrical work in accordance with BS 7671: - Requirements for Electrical Installations (IEE Wiring Regulations), except in hazardous areas where there may be a risk of ignition due to the presence of flammable gas or vapour, or ignitable dust or fibre. Such work is subject to separate assessment and certification.

The current enrolment status of the holder of this certificate may be confirmed by accessing the NICEIC website at www.niceic.org.uk




Certificate of Registration

This is to certify that:

East Finchley Electrical Contractors
115 High Road, London, N2 8AG

has been assessed against the requirements of the NICEIC Rules for Registration of Domestic Installers and registered as a Domestic Installer.

Continuing registration is subject to the business continuing to comply with the above Rules, which will be monitored by the NICEIC.



Director General

Registration No: 008777000

Date of registration: December 2004

A Member of the NICEIC Group of Companies – NICEIC Certification Services Ltd
NICEIC Certification Services Ltd is a Company registered in England and Wales with the number 4411293. It has its registered office at Vintage House, 37 Albert Embankment, London SE1 7UJ

NICEIC Certification Services Ltd

The above business has been assessed as having the technical capability to carry out domestic electrical installation work in accordance with BS 7671 and the Building Regulations of England and Wales. The current registration status of the holder of this certificate may be confirmed by accessing the NICEIC website at www.niceic.org.uk

A Domestic Installer is entitled to use and display this Registration Certificate, or any copy, only whilst registered on the NICEIC's Domestic Installer Scheme. When a Domestic Installer is removed from the Register, it shall immediately destroy this certificate and any copies.

This certificate is the property of NICEIC Certification Services Ltd and a Domestic Installer shall, at all reasonable times, be prepared to produce it for inspection.



Warwick House
Houghton Hall Park
Houghton Regis
Dunstable LU5 5ZX
Telephone: 01582 531000
Fax: 01582 539090
www.niceicgroup.com

East Finchley Electrical Contractors
115 High Road
London
N2 8AG

Our ref: SD/008777

21 October 2008

Dear Mr Loizou

TRUSTMARK STATUS WITH NICEIC GROUP LTD

Thank you for your recent request for TrustMark status via your current enrolment/registration with NICEIC Group Ltd. Please find our invoice, TrustMark CD-rom and a supply of TrustMark consumer leaflets enclosed.

Whilst you remain registered with NICEIC Domestic Installer Scheme, your business is entitled to advertise your TrustMark status for the scope of work covered by this registration. The TrustMark logo and brand identity guidelines are available through our Customer Service team on 0870 013 0382 or alternatively via email at customerservice@niceic.com. Further copies of the TrustMark consumer leaflet are also available through this route.

Our website is now updated to reflect your organisation registration details. Once again, congratulations on becoming TrustMark registered with NICEIC Group Ltd.

Yours sincerely

Geraldine Barrett
Operations Administration Manager
Domestic Installer Scheme
NICEIC Group Ltd



HM Customs
and Excise

**CERTIFICATE OF REGISTRATION
FOR
VALUE ADDED TAX**

**EAST FINCHLEY ELECTRICAL
CONTRACTORS LTD
115 HIGH ROAD
EAST FINCHLEY
LONDON
N2 8AG**

REGISTRATION NUMBER **769 5068 80**

EFFECTIVE DATE **12 FEBRUARY 2001**

CERTIFICATE ISSUED ON **07 MARCH 2001**

RETURNS TO BE MADE IN RESPECT OF
PERIOD ENDING **30 APRIL 2001**
AND **THREE MONTHLY THEREAFTER**

BANK CODE NO: **20-95-61**

BANK A/C NO: **60996483**

LEGAL ENTITY **INCORPORATED COMPANY**

TRADE CLASSIFICATION **40102 -
ELECTRICITY TRANSMISSION, DISTRIBUTION A**

Please check the above details are correct. It is particularly important that your bank details are accurate as they will be used to make any repayment of tax that may be due to you.

You should inform your Customs and Excise VAT Office of any error or change in these details. Please quote your registration number in all correspondence with Customs and Excise.

Your local office is: **HM CUSTOMS AND EXCISE
FINCHLEY
THOMAS PAINE HOUSE
2 ANGEL SQUARE
TORRENS STREET
LONDON
EC1V 1TA
TEL: (020) 7865 3100**

VAT4

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