

Application for Audit Referral (Stage 1) – Code Membership

Form ref: CODE-APP-v1.4

OFFICE USE ONLY

ABI reference #

Date received

About this Code

Code membership criteria are set out at **Appendix I** to the Code. The Code provides a good-practice guide in the following key UK GDPR areas:

- Roles & Responsibilities
- Lawful Bases
- Data Protection Impact Assessment (DPIA)
- Legitimate Interest Assessment

Your application is assessed on your understanding and ability in these areas as a principal of the business. Annual assessment by an approved Monitoring Body (MB) is independent of the ABI; a separate annual MB fee applies.

CODE MEMBERSHIP CRITERIA – BRIEF SELF-CHECK

- Attended required training in key areas and demonstrate working knowledge of data protection law
- Documented and communicated to your clients your role in data processing
- Provide sample(s) of DPIA
- Document a lawful basis for data processing
- Document the legitimate interest assessment for data processing
- Lawful basis in a trace or locate case (consent to share)

CODE FEES

Stage 1 – Fee for Code Membership Application

Net (ex VAT)

Application payable to ABI by ABI member	Code membership	£0
Application payable to ABI by non-ABI member	Code membership	£230 ¹

Stage 2 – Fee for Audit by the Monitoring Body

Net (ex VAT)

Audit payable to SSAIB (year 1) - ABI & non-ABI	Audit	£412 ²
Audit payable to SSAIB (year 2) - ABI & non-ABI	Audit	£282 ²

¹ Payment details (BACS)

Account name: Association of British Investigators Ltd
 Address: Brentano Suite, Catalyst House, Centennial Park, Elstree WD6 3SY
 Bank: Barclays Bank plc, Business Direct, Leicestershire, LE87 2BB
 Account: 73797953 | Sort code: 20-45-45 | Reference: Code-(your name)
 Card payment: email Secretariat@theABI.org.uk for a dedicated link.

² SSAIB will arrange payment of their fees once your file has been referred for audit.

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APPLICANT & AGENCY

Code membership agency to which you are a principal

Contact number

Email

PERSONAL DETAILS

Full name

Forename

Middle name(s)

Surname / Family name

Date of birth

Day

Month

Year

Are you now, have you ever been, or were you at birth, known by a different name?

 YES NO

If yes, provide details (previous names, dates used)

ADDRESS

Current Residence

Resident from

Telephone (home)

Mobile number

Email

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RELEVANT QUESTIONS

If you answer 'Yes' to any of the following questions, please provide details.

Q1. Convictions

 YES NO

Have you, or anyone with a vested interest in your business, been convicted in any country of an offence of a sexual or violent nature, or involving children or vulnerable adults, or fraud or any dishonest behaviour? (*Rehabilitation of Offenders legislation applies.*)

Note: Please support your answer with a Criminal Conviction Certificate (Basic Disclosure) no older than 12 months — [click here](#).

If Yes, provide details:

Q2. Insolvency, Judgments & Winding Up

 YES NO

Have you, any business in which you have had management involvement, your agency / employer, any directors, or anyone with a vested interest in your current or any past business been the subject of:

- a.** an un-discharged Monetary Judgment / Order (e.g. County Court Judgment);
- b.** placed into Administration or suffered an insolvency event (e.g. bankruptcy); or
- c.** subject to Winding Up proceedings, anywhere in the world?

If Yes, provide details:

Q3. Reputation & Standing

 YES NO

Are you aware of any personal or professional information that may adversely affect the reputation and good standing of the Association of British Investigators? *Failure to disclose any relevant information may affect your code membership status.*

If Yes, provide details:

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BUSINESS DETAILS

Current business / employer

Telephone (business)

CORPORATE APPOINTMENTS – DIRECTORSHIPS, PAST

Company name	Company number	Date if dissolved

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RETURNING THIS FORM – SUPPORTING DOCUMENTS

Please scan the application and email it securely to **Secretariat@theABI.org.uk**. The supporting documents listed below will be inspected by the monitoring body on the day of the audit by shared screen. You may, optionally, submit the documents to the ABI (with this application) in a single **encrypted PDF** for checking ahead of the audit.

- Photo proof of identity (passport or driving licence)
- Proof of residential address
- Information Commissioner's Office (ICO) registration certificate (Tier 1)
- Two professional references, OR referees' details if you wish ABI to obtain them

Referee 1: name & email

Referee 2: name & email

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- CV
- Criminal Conviction Certificate - Basic Disclosure ([DBS](#)) (less than 12 months old). Please [click here](#) for Criminal Offence Data Policy Statement.
- Certificate of attendance at UK GDPR training covering key areas
- Training record
- Data Protection Notice & CONSENT — [click here](#) to download
- Professional Indemnity Insurance Certificate or Schedule, [click here](#) to get a quote (minimum cover required £500,000)
- Organogram / visual layout of business structure, with recent Companies House filings where applicable
- Two work samples (e.g. reports) in the area of code services

DECLARATION & CONSENT

I hereby apply for Code Membership of the ABI UK GDPR Code of Conduct scheme and give my consent to ABI to enquire into my character and probity for the purpose of ascertaining my suitability for code membership. I acknowledge that the ABI and / or its data processor, ABI Secretariat Ltd, will process my personal data (including criminality) for the purpose of this application and the administration of my code membership if granted. I have the right to withdraw this consent by email to **Secretariat@theABI.org.uk**.

I authorise the Association of British Investigators to publish my business details on its code membership register (unless I specifically request otherwise). I understand my business details will be circulated to the ABI membership as a potential code member.

I, full name:

Signature of applicant

Date signed

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CONSENT

By completing the application for code membership and by a member's payment of the annual subscription to renew code membership, the code member provides clear and unambiguous consent to the processing of their personal data — including criminal data — by the Association of British Investigators Ltd and / or its data processor, ABI Secretariat Ltd, for the purpose of administering code membership, income & expenditure accounts, compliance, and the general governance and promotion of the ABI UK GDPR Code of Conduct.

It is further understood that the code member may at any time withdraw such consent by giving notice in writing to **Secretariat@theABI.org.uk**, with clear instructions as to which (if any) of the code member principal's personal data may continue to be processed.

Acknowledgement

- I confirm that I have read and understood the [Privacy Notice](#) and Consent form returned herewith duly signed.
- I confirm that the information provided in this application is true and complete to the best of my knowledge.
- I understand that providing false or misleading information may result in my application being rejected or my membership being revoked.

Signature confirmation

Print full name

Date

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Signature

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Thank you for applying. Please email the completed form to Secretariat@theABI.org.uk