

(OFFICE USE ONLY) B&CE REF	
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B&CE ACT MGR		DATE OF MEETING	
EMPLOYER NAME			
MET WITH			CONTACT TELEPHONE
JOB TITLE			

**OUTCOME OF MEETING**

FULLY ENGAGED	PARTIALLY ENGAGED	ENDORSEMENT ONLY	N/A	IF N/A, WHY?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**EMPLOYEE ELIGIBILITY PROFILE**

NUMBER OF PAYE EMPLOYEES

(Please Tick)

<input type="checkbox"/>	SITE BASED OPERATIVES	
<input type="checkbox"/>	DRIVE THEIR OWN VEHICLE TO DIFFERENT SITES	
<input type="checkbox"/>	ANY NON-TAXED EXPENSES PAID?	IF SO, IS IT PAID UNDER THE WORKING RULE AGREEMENT? <input type="checkbox"/>
<input type="text"/>	TOTAL OF ELIGIBLE EMPLOYEES	

**HMRC TECHNICAL RULES** (may affect amount of refund that can be claimed)

(Tick any that apply)

<input type="checkbox"/>	TRAVEL TO DEPOT/BASE/YARD/PICK UP POINT
<input type="checkbox"/>	AGENCY STAFF
<input type="checkbox"/>	LONG TERM SITES THAT ARE EXPECTED TO LAST +24 MONTHS
<input type="checkbox"/>	COMPANY PAYS FULL AMAP (45P* FOR FIRST 10,000 MILES AND 25P THEREAFTER)
<input type="checkbox"/>	HAVE USE OF A COMPANY VAN INCLUDING FUEL CARD
<input type="checkbox"/>	SITES ARE TOO CLOSE TOGETHER (LESS THAN 10 MILES APART)

\* (40p for previous tax years)

## CIS / Sub Contractors

HOW MANY CIS/ Sub Contractors?

HOW ARE THEY PAID?

IN HOUSE	<input type="checkbox"/>
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EXTERNAL COMPANY	<input type="checkbox"/>
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CAN WE ACCESS ALL CIS/ Sub Contractors?  
(eg Mailshot)

## CURRENT SITE (S)

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

## MAILSHOT FLYER (please tick preferred choice)

006	£5.7 M	<input type="checkbox"/>
008	EMPLOYER AMOUNT	<input type="checkbox"/>
011	EGG	<input type="checkbox"/>
007	CHEQUE	<input type="checkbox"/>
010	DICE	<input type="checkbox"/>
009	1-ARMED BANDIT	<input type="checkbox"/>
012	SWEETS	<input type="checkbox"/>

## ON-SITE PRESENCE (please tick those that apply)

<input type="checkbox"/>	POSTERS IN CANTEENS
<input type="checkbox"/>	FLYERS IN CANTEENS
<input type="checkbox"/>	RIFT REP SITE VISIT
<input type="checkbox"/>	PROVIDE PROJECT MANAGER CONTACT DETAILS

## FOLLOW UP CONTACT

NAME	TELEPHONE	EMAIL
<input type="text"/>	<input type="text"/>	<input type="text"/>

## PAYROLL CONTACT

NAME	TELEPHONE	EMAIL
<input type="text"/>	<input type="text"/>	<input type="text"/>

## COMMENTS

<input type="text"/>
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