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EXTERNAL PROCEDURE

PROCEDURE: **ITSO/PROC/3F**

FUNCTION: Declaration of Annual Forecast of Turnover
for Functions of an Operating Licence

Version Control

Procedure:ITSO/PROC/3F – Declaration of Annual Forecast of Turnover for Functions of an Operating Licence or ITSO Shell
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Issue No.	Date Issued	Date Approved	Author/Editor	Summary of Changes
v 0.1	29 December 2003		M Roper	Working Draft
V 0.2	24 March 2004		M Roper	Renumbered from E28 to 3F
V 1.0	30 March 2004		M Roper	Final Issue
V 1.1	March 2005		M Roper	Revised to include Registration Form for Shell
V 1.2	March 2007		M Roper	Revised to use Form 3F



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Procedure:ITSO/PROC/3F – Declaration of Annual Forecast of Turnover for Functions of an Operating Licence or ITSO Shell

Objective of Procedure	The processing of declaring the forecasted annual turnover for the related function of an Operating Licence.
Responsibility for Procedure	The Registrar, ITSO Limited
Form Reference Number	ITSO/FORM/3A – Application for or renewal of an Operating Licence ITSO/FORM/4A - Registering a new IPA Embodiments (or renewing existing embodiments) Form ITSO/FORM/4C - Registering a new ITSO Shell (or renewing an existing Shell) Form ITSO/FORM/3F – Application for Declaration of Annual Forecast of Turnover for Functions of an Operating Licence
Documents Superseded	-
References	ITSO Price List
Record Placement	ITSO Limited, 16 Summer Lane, Birmingham B19 3SD

PROCEDURE

- The first instance that this procedure is to be implemented will be 11 months after either of the following procedures :
 - Applying for an Operating Licence (ITSO/PROC/3A)
 - Applying for Registration of a Shell (ITSO/PROC/4C)
 - Applying for Registration of a new IPA

or 11 months after this same procedure, (ITSO/PROC/3F). This procedure will subsequently apply 1 month prior to the anniversary of the Operating Licence it is associated with.

- Previously after applying for a function of the Operating Licence as defined in the following table:

Function	Description	Form Ref.
Collection & Forwarding or Shell / Product Retailing	Application for (or renewal of an Operating Licence)	ITSO/FORM/3A
Shell Owner	Registering a new ITSO Shell (or renewing an existing Shell) Form	ITSO/FORM/4C
Product Owner	Registering a new IPA Embodiments (or renewing existing embodiments) Form	ITSO/FORM/4A

The applicant will have declared the Turnover forecast for the applicable functions of the Operating Licence for the initial 12 month period or until the end of their financial year

- For subsequent financial years, the ITSO Registrar will send a part completed Declaration of Annual Forecast of Turnover for the Functions of an Operating Licence Form (ITSO/PROC/3F) to the Licenced Member.
- The part completed details will outline the period that the required turnover figures relate to and will include the details of the Shells and Products that have been registered by the Licenced Member.
- The Licenced Member will then complete the details of the turnover requested in the Declaration of Annual Forecast of Turnover for the Functions of an Operating Licence Form (ITSO/PROC/3F) and will return it to the Registrar before the commencement date for the period along with a Purchase Order.

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6. The Licenced member will also complete an Applicants Details Form (ITSO/FORM/1A) and will return it to the Registrar.
7. The ITSO Registrar will validate the completed Applicants Details Form (ITSO/FORM/1A), and the completed Declaration of Annual Forecast of Turnover for the Functions of an Operating Licence Form (ITSO/PROC/3F) and Purchase Order when received. In the event that information is missing the Registrar will return the Form (s) to the applicant asking for the Form (s) to be fully completed and resubmitted.
8. The ITSO Registrar will check the Applicants details, and in the event that either (or both) of the signatories have not previously been vetted by the ISMS Suppliers "Know your Customer" vetting service, then the Applicant and signatory(s) details will be sent to the ISMS Service Provider for vetting. The ITSO Registrar will also raise an Invoice for the charge for the "Know your Customer" vetting. A copy of this invoice is to be placed in the ITSO Member Folder and details of the Invoice number, date and amount are to be entered on the ITSO Member Record on the ITSO Database.
9. The ITSO Registrar will in accordance to the ITSO Price List, then issue an Invoice to the Licenced Member for the appropriate value as indicated by the forecast of the appropriate turnover supplied.
10. The Licenced Member will ensure that this Invoice is paid before the commencement of the Annual Operating Licence.
11. In the event that the Invoice is not paid on time, the ITSO Registrar may invoke procedure ITSO/PROC/3T – Termination of an Operating Licence.
12. At the end of the 12 month period (i.e. effective date of the last day of the period covered by the Operating Licence), procedure ITSO/PROC/3D - Declaration of Audited Annual Return of Turnover for Functions of an Operating Licence will apply.