



Security Industry Authority

Registering as a Company Sponsor

Version 1 (August 2010)

Company Sponsors

Companies wishing to use our bulk application service or our online services must register one or more members of staff as sponsor(s). We will then know that these people are authorised to act on behalf of your company and your employees. **We can only discuss an application with the applicant or a registered company sponsor.**

Sponsors may register for our bulk application service, our online services, or both. If sponsors wish to use our online services then there is an extra step to the registration process, which is explained in *Annex B* of this document.

All sponsors must provide a company e-mail address. For company sponsors using our bulk application service, the e-mail address will enable us to send confirmation of the applications that have been accepted and the payment we have taken. For company sponsors registering to use our online services, the e-mail address will be where we send their login details.

Types of Company Sponsor

Lead sponsor

Your company must have at least one lead sponsor to act as our main point of contact, even if you only wish to use our online services. There is no limit on the number of lead sponsors a company can have. Lead sponsors can submit licence applications, authorise new standard sponsors and view the activities of all branches.

Financial Controller

Your company can have any number of financial controllers. Financial controllers can view licensing information from all branches but cannot submit licence applications.

Standard sponsor

Your company can have any number of standard sponsors. Standard sponsors can submit licence applications as well as view their activities, but cannot view the activities of all branches.

Standard sponsors can be authorised by lead sponsors through our online services, or authorisation can be requested in writing by e-mail or by post.

Further Assistance

This document should provide you with everything you need to know in order to register as a company sponsor. However, if you would like further assistance please do not hesitate to contact us.

- Telephone: **0844 892 0925** (8am – 8pm, Mon-Fri)
- E-mail: **companysponsors@sia.homeoffice.gov.uk**

Registering as a Lead Sponsor

Lead sponsors must provide a letter signed by a director on company headed notepaper authorising them to act on behalf of the company in SIA licensing matters. This should tell us who the lead sponsor is, along with that individual's company e-mail address and telephone number.

The letter should also include the company name, full company address and if relevant the name of the parent company and/or company branch. Please see *Annex A* for our suggested wording for this letter.

If your company or organisation does not have a director, please contact our contact centre for alternatives by telephone at 0844 892 0925 or by e-mail at **companysponsors@sia.homeoffice.gov.uk**.

The letter should be sent to us at:

**SIA Document Handling Centre
PO Box 1290
Liverpool
L69 1AS**

Alternatively you can submit a PDF copy of the letter of authority as an e-mail attachment to **companysponsors@sia.homeoffice.gov.uk**.

Lead sponsors requiring access to our online services will need to supply the additional details listed in *Annex B*.

Registering as a Financial Controller

Please follow the instructions for registering as a lead sponsor. Registration details for the financial controller(s) can either be provided on the same company headed letter as for the lead sponsor(s), or on another company headed letter sent at a later date. Please see *Annex A* for our suggested wording for this letter.

Financial controllers requiring access to our online services will need to supply the additional details listed in *Annex B*.

Registering as a Standard Sponsor

Standard sponsors can be registered at the same time and on the same company headed paper as lead sponsors, or at any time afterwards. Standard sponsors who register in this way and who require access to our online services will need to supply the additional details listed in *Annex B*.

Alternatively, standard sponsors can be authorised by lead sponsors through our online services. They should register to use our online services and then follow the on-screen instructions to request approval.



Annex A: Suggested Wording for the Sponsor Authorisation Letter

Please copy or cut and paste the following text. Print your letter on your company's letter-headed stationery.

Items marked * are only required if registering for our online services. The security question for using the online services (see *Annex B*) can be provided on this letter, or separately.

SIA Document Handling Centre
PO Box 1290
Liverpool
L69 1AS

Date:

Dear Sir/Madam

This is to authorise the following person(s) to act as **Lead Sponsor** on behalf of our company in matters relating to SIA licensing:

Name: _____
E-mail address: _____
Telephone number: _____
Company Address: _____
Date of Birth* _____
National Insurance Number* _____

This is to authorise the following person(s) to act as **Financial Controller** on behalf of our company in matters relating to SIA licensing:

Name: _____
E-mail address: _____
Telephone number: _____
Date of Birth* _____
National Insurance Number* _____

Yours faithfully

Name
Position

[This letter must be signed by a Director of the company]

Annex B:

Registering for the SIA's Online Services

Our online services can be found at <https://portal.the-sia.org.uk/web/start.swe>.

To use the online services (which include the company licence checker and batch application tracker) you will need to have registered as a company sponsor and have provided us with some additional personal details. These are:

- Date of birth
- National Insurance number
- A security question and answer

The security question should be chosen from the following list:

- What is your favourite name?
- What is your partner's name?
- What is your mother's maiden name?
- What is your favourite food?
- What is your favourite colour?
- What is your child's name?
- What is your parent's name?
- What is your place of birth?
- What was the name of your primary school?
- What is your pet's name?

You can register to use our online services when you register as a company sponsor or at a later date. If you choose to do it at the same time you will need to provide your date of birth and National Insurance number in the letter of authorisation from your company director; the chosen question and its answer can be provided in a covering letter or in the covering e-mail if the authorisation letter is sent to us as a PDF.

If you initially register as a company sponsor and subsequently decide that you would also like to use our online services, the extra information can be sent to us in a separate letter or e-mail.