

Subcontractors Registration Pack

General Data Protection Regulations (GDPR): Consent to hold your personal information

Please enter details below

Full Name	National Insurance Number	Sentinel Number

When registering for work with SigTech Rail Consultancy Ltd, we will collect and process your personal information. This includes identification details, work history, training/competence records, and where required, medical and safety information.

We use this data to:

- Keep you informed of available opportunities as they arise
- Comply with legal obligations (immigration, tax, safety law).
- Meet rail industry requirements (e.g. Network Rail, RISQS).
- Manage contracts and working relationships.

How we handle your data:

- Your data will be stored securely and only shared with regulators, auditors, or service providers where necessary.
- We will keep your information for as long as required by law or contract, then securely delete it.
- You have rights under data protection law to access, correct, or request deletion of your data, and to raise concerns with the ICO.

Do you give consent for SigTech Rail Consultancy Ltd to hold and process your information as set out above?

Yes

☐

No

☐

Signature

Print Name

Date

You can withdraw consent at any time by post or email office@sigtechrail.co.uk

Introduction

Successful completion of this Subcontractor Registration Pack will register you on SigTech Rail Consultancy Ltd's subcontractor list. Registration does not guarantee we will offer you work, and you are not obliged to take any work offered to you.

REMINDER: If you do not complete this registration pack AND send in the required supporting evidence we reserve the right to NOT pay you for any shifts you may subsequently undertake for SigTech Rail Consultancy Ltd.

Please complete all sections of this registration pack email the completed pack and copies of requested documents to office@SigTechRail.co.uk

Documents Checklist

During this registration process, we will ask you to send in the following evidence to SigTech Rail Scanned copies or clear photographs of your evidence will be accepted. If any of the documents within the list are not applicable, please add N/A into the relevant section.

Documents requested	Included with Reg Pack
Sentinel Card – Front & Back	
Passport, Resident Card, or Full Birth Certificate	
Driving License – Front & Back	
Company Bank Statement – showing account details and company address	
For PSC's (Limited Company)	
Company Certificate of Incorporation	
Company UTR Number	
Company VAT Number (if applicable)	
Company Bank Statement (proof of account set up for Ltd company, please redact any transaction details)	
Business Insurance	
CV / record of rail work	
Log Book	
Training Certificates	
IRSE License (if applicable)	
Tools & Equipment Calibration Certificates (if applicable)	

Following registration, we will also provide you with copies of SigTech Rail policies and codes of conduct. These documents must be reviewed, signed, and returned before any work can commence.

Personal Details

Candidate Details	
Home Address	
Telephone Number(s)	
Email Address	
Date of Birth	
Nationality*	

*Please send a copy of your passport, resident card or full birth certificate for Right To Work check

Registration Type			
New Starter to the Rail Industry?			Yes / No
Sentinel Sponsorship Requesting (Applicant to circle)			
Primary	Sub-sponsored	Neither for Now	

Emergency Contact

Emergency Contact	
Please provide detail of emergency contact	
Name	
Relationship	
Address	
Telephone Number(s)	

Driving Licence

Do You Have a Current Driving Licence?**	Yes / No
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**Please send a copy of your driving license (front and back)

Payment

Please select the one applicable to you and complete the relevant section(s) below:

Umbrella – CIS or PAYE	
Own Ltd Company - Direct	

Umbrella Company (CIS or PAYE)	
Company Name:	
Contact Name:	
Contact Phone Number:	
Contact Email:	
Your unique reference no:	

Ltd Company	
Company Name:	
Company No: (Provide Incorporation Cert if Applicable)	
VAT Registration Number (Provide VAT Registration Cert if Applicable)	
Company UTR Number:	
Business Bank Details – Name of Bank:	
Name on Account:	
Account No:	
Sort Code:	

***Please send proof of business bank account, for example, a copy of your latest bank statement with transaction details covered over

Ltd Company - Insurance

Please provide the policy numbers of any company insurances and copies of the certificates.

Employers Liability	
Professional Indemnity	
Public Liability	
Product and Goods Liability	
Vehicle Business Use	

Experience and Qualifications

How Many Years Railway?		How Many Years Signalling?	
Please detail your railway career experience. <i>(Add details here, or submit an up to date CV)</i>			
Log Book	Please send copies of your Log Book		

Railway Courses

Please list all railway courses (General and Signalling), date of course and expiry dates (if applicable). Please send copies of training certificates.

Course Date	Course Title	Training Company	Expiry Date

IRSE

IRSE Number <i>(If you have one)</i>	
IRSE Categories Held, including Expiry Dates	
Any categories you are working towards?	
Please provide a copy of your current IRSE Card if you have an IRSE Licence.	

Tools and Equipment

SigTech Rail expect that all tools and equipment used on Managed Infrastructure to have in-date calibration. Please provide current calibration certificates for any tools and equipment.

References

Please detail any references that you are happy for us to contact.

Name		Name	
Job Title		Job Title	
Company		Company	
Company Address		Company Address	
Email		Email	
Phone Number(s)		Phone Number(s)	

Confirmations

I _____ (Candidate), confirm and agree the following:

- I apply for registration with SigTech Rail and to the best of knowledge and belief all particulars provided are true. I understand that any false statement will disqualify me from registration with SigTech Rail, or registration being withdrawn.
- SigTech Rail reserve the right to conduct a DBS Check on me at no cost to me, if they feel it justified and applicable to my duties whilst working for SigTech Rail;

Signature		Date	
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For Office Use Only

Application Pack Checked and added to Main Base			
Checked by:		Date:	dd/mm/yyyy
Follow up Actions			
Proceed with registration?	Yes	No	Reason if 'No':
Send documents to complete, sign & and return via BunnyDoc:			
Self Billing Agreement			
Working Time Directive Opt Out			
Safety Responsibility Statement			
SigTech Rail Policy Pack			
Send document to complete and return via Email			
Occupational Health Form			
For Primary Sponsored:			
Contract of Sentinel Sponsorship – via BunnyDoc			