

## Tradeline Recruitment Ltd – Company Information

Bank: Barclays Bank Plc

Account Name: Tradeline Recruitment Ltd

Sort Code: 20 – 37 – 63

Account Number: 93 71 34 74

Company Reg No: 06421894

UTR No: 42900 25987

VAT No: 923 9345 11

Accounts Contact: Cherry Kemp – 01234 332 965  
[cherry.kemp@tradelinerecruitment.co.uk](mailto:cherry.kemp@tradelinerecruitment.co.uk)

Signed:

Print Name: Steve Eade  
Position: Director  
Date: 24.04.2017



CERTIFICATE OF INCORPORATION  
OF A PRIVATE LIMITED COMPANY

Company No. 6421894

The Registrar of Companies for England and Wales hereby certifies that  
TRADELINE RECRUITMENT LTD

is this day incorporated under the Companies Act 1985 as a private  
company and that the company is limited.

Given at Companies House, Cardiff, the 8th November 2007



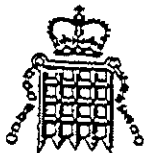
THE OFFICIAL SEAL OF THE  
REGISTRAR OF COMPANIES



*Companies House*

— for the record —

The above information was communicated in non-legible form and authenticated by the  
Registrar of Companies under section 710A of the Companies Act 1985



HM Customs  
and Excise

**CERTIFICATE OF REGISTRATION  
FOR  
VALUE ADDED TAX**

TRADELINE RECRUITMENT LTD  
21 BEDFORD HEIGHTS  
MANTON LANE  
BEDFORD  
MK41 7PH

069/000000766

REGISTRATION NUMBER 923 9345 11

EFFECTIVE DATE 1 JANUARY 2008

AMENDED  
CERTIFICATE ISSUED ON 3 JUNE 2010

RETURNS TO BE MADE IN RESPECT OF  
PERIOD ENDING 31 JULY 2010  
AND THREE MONTHLY THEREAFTER

BANK CODE NO. 20-53-30  
BANK A/C NO. 1098S279

LEGAL ENTITY INCORPORATED COMPANY

TRADE CLASSIFICATION 78200 -  
TEMPORARY EMPLOYMENT AGENCY ACTIVITIES

Please check the above details are correct. It is particularly important that your bank details are accurate as they will be used to make any repayment of tax that may be due to you.

You should inform the National Registration Service of any error or change in these details. Please refer to the supplement of notice 700/1 *Should I be registered for VAT?* or refer to the Customs and Excise website at [www.hmce.gov.uk](http://www.hmce.gov.uk), to find out which of the registration sites you should contact.

If you need further advice and help please ring the Customs and Excise National Advice Service on 0845 010 9000 between 8.00am and 8.00pm, Monday to Friday. If you have hearing difficulties, please ring the Textphone service on 0845 000 0200.

If you would like to speak to someone in Welsh, please ring 0845 010 0300, between 8.00am and 6.00pm, Monday to Friday.



M NEARY  
BEDS AND WEST HERTS AREA  
KING HOUSE  
GEORGE STREET WEST  
LUTON

LU1 2DZ

140004:00000772:001

438

TRADELINE RECRUITMENT LTD  
UNIT 21G  
THE SATURN CENTRE  
BEDFORD HEIGHTS, MANTON LANE  
BEDFORD  
MK41 7PH

Unique tax reference (UTR)  
42900 25987

CIS Helpline 0845 366 7899

Date 14 02 2008

## Construction Industry Scheme Subcontractor registration - company

I can confirm that your application to register in the Construction Industry Scheme has been accepted.

If the company has applied to be paid after deduction within the Construction Industry Scheme then the current rate of deduction is 20%. Contractors will make deductions on account of relevant liabilities from all payments they make to the company.

If the company's application was for gross payment you should be aware that we will carry out regular checks of the company's continued compliance and all of its tax obligations. These checks may also cover any relevant persons. Failure to meet these checks may result in the withdrawal of the company's gross payment status. Where this happens, contractors will be obliged to make deductions on account of relevant liabilities from all future payments they make to the company.

Before making any payments to you, each new contractor for whom you work must contact us to confirm the company's details and the deduction, if any, to be made. Please make sure you give each contractor the

- company name      TRADELINE RECRUITMENT LTD
- company unique tax reference (UTR)      42900 25987
- company registration number (CRN)      6421894

If you do not give these details accurately to the contractor, they may be obliged to make deductions from your payments at a rate of 30%. You can show this letter to the contractor, but they will only be able to use it to take the company's details.

If you would have been an employee if you worked for your client directly and not through your company then the Intermediaries Legislation (also known as IR35) could be applicable. Information about this legislation is available at [www.hmrc.gov.uk/ir35](http://www.hmrc.gov.uk/ir35)

# FARADAY



## Certificate of Employers' Liability Insurance <sup>(a)</sup>

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998 (the Regulations), one or more copies of this certificate must be displayed at each place of business at which the policy holder employs persons covered by the policy)

Insurance Policy No: **B1053BA16046/** INT16/000206

1 Name of policy holder: Tradeline Recruitment Ltd

2 Date of commencement of insurance policy: 21 January 2017

3 Date of expiry of insurance policy: 20 January 2018

**We hereby certify that subject to paragraph 2:-**

1 the policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney, or to offshore installations in any waters outside the United Kingdom to which the Employers' Liability (Compulsory Insurance) Act 1969 or any amending primary legislation applies<sup>(b)</sup>; and

2 (a) the minimum amount of cover provided by this policy is no less than £5,000,000<sup>(c)</sup>.

Signed on behalf of those Lloyd's Underwriters subscribing to the above insurance (Authorised Insurers)

Mark Rayner  
Chief Underwriting Officer  
Faraday Underwriting Limited  
For and behalf of Syndicate 435 at Lloyd's

### Notes:

(a) Where the employer is a company to which regulation 3(2) of the Regulation applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.

(b) Specify applicable law as provided for in regulation 4(6) of the Regulations.

(c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy. (Paragraph 2(b) does not apply and is deleted.)

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Note: The information below this line does not form part of the statutory certificate. Faraday on whose behalf this certificate is issued require the following information to be entered by the issuing intermediary:

Name and address of issuing intermediary:

Intersure Insurance Brokers Ltd  
Prospect House  
63 North Street  
Sudbury  
Suffolk  
CO10 1RE

Issuing intermediary's reference:  
(if different from the Policy Number stated above)

**RECRUITMENT AND ASSOCIATED ACTIVITIES**

**SCHEDULE OF INSURANCE**

**COVERHOLDER:** Intersure Insurance Brokers Ltd

**BINDING AUTHORITY  
AGREEMENT NUMBER:** B1053BA16046

**INSURANCE POLICY NUMBER:** INT16/000206

**THE COMPANY:** Syndicate 435 at Lloyd's of London.

**INSURED:** Tradeline Recruitment Ltd

**ADDRESS:** 21G Saturn Facilities, Bedford Heights, Manton Lane, Bedford Heights,  
Manton Lane. MK41 7PH

**BUSINESS:** Recruitment Agency Employment Business

**PERIOD OF INSURANCE:** From 21 January 2017  
To 20 January 2018  
both days inclusive at the local standard time of the Insured

<b>FIRST PREMIUM:</b>	Premium:	£3,100.00
	Insurance Premium Tax:	£310.00
	Total Premium:	£3,410.00

<b>ANNUAL PREMIUM:</b>	Premium:	£3,100.00
	Insurance Premium Tax:	£310.00
	Total Premium:	£3,410.00

**FEE:** £25.00

All premiums shown are minimum and deposit unless otherwise shown in this document., **your schedule**, or elsewhere in the Policy or agreed in writing by the underwriters or by Intersure Insurance Brokers Ltd

## LIMITS OF INDEMNITY:

Cover is operative only for Sections, Sub Sections and Optional Extensions for which a limit of indemnity is shown

### SECTION 1: LEGAL LIABILITY

#### SUN SECTION 1A

**EMPLOYERS LIABILITY:** £10,000,000  
any one claim or series of claims arising out of one occurrence inclusive of all costs and expenses.

#### SUB SECTION 1B

**PUBLIC LIABILITY:** £5,000,000  
any one claim or series of claims arising out of one occurrence, costs and expenses payable in addition.

#### OPTIONAL EXTENSIONS

- 1) **Drivers' Negligence** Not Insured  
any one claim or series of claims arising out of one occurrence, costs and expenses payable in addition but limited to **£50,000** in the aggregate for all claims during the period of insurance
- 2) **Fidelity Bonding** Not Insured  
any one claim or series of claims arising out of one occurrence and in the aggregate in the Period of Insurance, costs and expenses payable in addition.
- 3) **Malpractice** Not Insured  
any one claim or series of claims arising out of one occurrence and in the aggregate in the Period of Insurance, costs and expenses payable in addition.
- 4) **Domiciliary Care** Not Insured  
any one claim or series of claims arising out of one occurrence, costs and expenses payable in addition.
- 5) **Computer Systems  
Internet and Email  
Liability** Not Insured  
any one claim or series of claims arising out of one occurrence, costs and expenses payable in addition.

#### SUB SECTION 1C

**PRODUCTS LIABILITY:** £5,000,000  
any one claim or series of claims arising out of one occurrence and in the aggregate in the Period of Insurance, costs and expenses payable in addition.

### SECTION 2.

**PROFESSIONAL INDEMNITY:** £500,000  
any one claim or series of claims arising out of one occurrence, costs and expenses payable in addition.

**RETROACTIVE DATE:** 21 January 2015

## EXCESS:

Section	Excess
Sub Section 1A Employer's Liability	Nil
Sub Section 1b: Public Liability	£250 each and every third party property damage claim
Optional Extension 1 (Drivers' Negligence)	£500 each and every claim increasing to £750 in respect of drivers aged 24 and increasing to £1,000 in respect of drivers aged 23.
Optional Extension 2 (Fidelity Bonding)	£500 each and every claim
Optional Extension 3 (Malpractice)	£250 each and every claim
Optional Extension 4 (Domiciliary Care)	£250 each and every claim
Optional Extension 5 (Computer System, Internet and Email Liability)	£250 each and every claim
Sub Section 1C: Products Liability	£250 each and every third party property damage claim
Section 2: Professional Indemnity	£1,000 each and every claim

## ENDORSEMENTS

The following endorsements apply to your Policy where stated as 'Operative'

You must read these and ensure that you fully understand them.

ENDORSEMENT NUMBER	ENDORSEMENT	OPERATIVE/NOT OPERATIVE
FREC01	<p><b>Professional Indemnity Extension (Supplied Persons)</b></p> <p>The insurance provided under Section 2 of this Policy is extended to indemnify <b>you</b> against all sums which <b>you</b> become legally liable to pay as damages, costs and expenses as a direct result of breach of professional duty by reason of any negligence, act, error or omission by a <b>supplied person</b> committed within the <b>geographical limits</b> on or after the Retroactive Date and whilst engaged under a contract arranged by <b>you</b>, provided that the claim is first made against <b>you</b> during the <b>period of insurance</b>. Subject otherwise to the terms, conditions and exclusions of Section 2.</p>	Operative



FREC03	<p><b>The Limit Of Indemnity in respect of Sub-Section 1B Optional Extension 2 (Fidelity Bonding) is amended to:</b></p> <p style="text-align: center;"><b>Limit Of Indemnity</b></p> <p>Our maximum liability payable under this Sub-Section Extension in respect of damages in respect of any one claim against <b>you</b> or series of claims against <b>you</b> arising out of one occurrence shall not exceed the Limit Of Indemnity stated in <b>the schedule</b> in any one <b>period of insurance</b>.</p> <p>Any costs and expenses which may be the subject of indemnity under this Policy will be payable in addition to the Limit Of Indemnity.</p> <p>The Limit Of Indemnity for this Sub-Section Extension shall be applied independently of the Sub-Section 1B Limit Of Indemnity.</p>	Not Operative
FREC04	<p><b>Professional Indemnity Limit Of Indemnity Amendment (Aggregate)</b></p> <p>The Limit Of Indemnity in respect of Section 2 (Professional Indemnity) is amended to:</p> <p><b>Limit Of Indemnity</b></p> <p>Our maximum liability payable under this Section in respect of one claim against <b>you</b> or series of claims against <b>you</b> arising out of one occurrence inclusive of all costs and expenses shall not exceed in the aggregate the Limit Of Indemnity stated in <b>the schedule</b> in any one <b>period of insurance</b>.</p>	Not Operative
FREC05	<p style="text-align: center;"><b>Agreed Non Standard Contracts</b></p> <p>We have acknowledged and agreed such Non Standard Contracts as are referenced within <b>the schedule</b>. Notwithstanding anything contained herein to the contrary, <b>we</b> will indemnify <b>you</b> in respect of liability assumed by <b>you</b> under such agreed contracts.</p>	Not Operative
FREC06	<p style="text-align: center;"><b>Rail Work Excess</b></p> <p>Notwithstanding anything contained herein to the contrary, the <b>excess</b> in respect of Sub-Section 1B is increased to £1,000 each and every third party property damage claim in respect of liability arising from work in or on railways.</p>	Not Operative

FREC07	<p style="text-align: center;"><b>Welding Work Excess</b></p> <p>Notwithstanding anything contained herein to the contrary, the <b>excess</b> in respect of Sub-Section 1B is increased to £2,500 each and every third party property damage claim in respect of liability arising from work in any way involving welding.</p>	Not Operative
FREC08	<p style="text-align: center;"><b>£10ml Public/Products Liability Heat Limitation</b></p> <p>Notwithstanding anything contained herein to the contrary, the Limit Of Indemnity in respect of Sub-Section 1B is amended to:</p> <p>£10,000,000 any one occurrence and in the aggregate in the <b>period of insurance</b>, but limited to £5,000,000 any one occurrence and in the aggregate in the <b>period of insurance</b> in respect of work involving the use, application or intentional generation of any heat, naked flame or spark.</p>	Not Operative

## AGREED NON STANDARD CONTRACTS

### SECTION 1: LEGAL LIABILITY

CLIENT NAME	DESCRIPTION OF WORK/TASKS

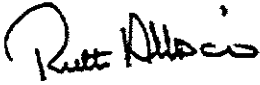
### SECTION 2: PROFESSIONAL INDEMNITY

CLIENT NAME	DESCRIPTION OF WORK/TASKS

## SIGNATURE ON BEHALF OF THE COMPANY

**SIGNATURE:**

This schedule is signed by an authorised individual in behalf of the **underwriters**

A handwritten signature in black ink, appearing to read 'Ruth Allison', written in a cursive style.

Ruth Allison  
Director  
Intersure Insurance Brokers Ltd

**DATE:**

Date of Issue                      11 January 2017