

Online Form Help File

User must:

1. Complete required information as per the form fields definition.
2. Complete the form in one sitting. It is important to review the required information and gather these before the form completion.
3. Complete each section of the form as required to process to next section.
The system informs the user which fields are missing.
4. Not refresh the browser (F5 or CTRL+F5) and not use browser controls back and forward.
5. Navigate via the form sections, use the "Back" and "Next" buttons at the bottom.



6. Complete and submit the form only once. The form link is valid only for one submission and can't be accessed/edited afterwards.

Browser Requirements:

The form is designed for the latest browser versions of Microsoft Edge, Google Chrome, Mozilla Firefox and Safari. If there are any difficulties with the form displaying, please make sure you are using the up to date versions of the above mentioned browser.

Following screens are giving information on how the form is structured in to individual sections and specify the information required.

Section 1 - Presenter Details

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1 2 3 4 5 6 7 8

Section 1 - Presenter Details

Download pdf help-file [here](#).
Please fill in your details below:

First Name

Surname

Other Given Names(Optional)

D.o.B

Nationality

Mobile

Email

Building, Number, Name

Street

City

Country

Postcode

Upload Passport (Scan or take photo of your passport page with personal details)

Drop files here to upload or

[Select files](#)

[Back](#) [Next](#)

File upload allows .JPG, .JPEG, .PNG

Max. file size: 10MB

Section 2 - Company Details

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1 2 3 4 5 6 7 8

Section 2 - Company Details

Please enter your company details below:

Full Company Name

Companies House No.

VAT Registration No.

Date Company Formed

Registered Address

Building, Number, Name

Street

City

Country

Postcode

Principle Business Operating Address

Use same details as Registered Address

Building, Number, Name

Street

City

Country

Postcode

When did the business first occupy the premises

Factory Size (Square feet)

Property Type

Total Number of people employed (Calendar year 2020)

Average number of employees (Calendar year 2020)

Section 3 - Accountant Details

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1 2 3 4 5 6 7 8

Section 3 - Accountant Details

Please enter your accountant's details below:

Accountant Company Name

Accountant Address

Use same details as Registered Address

Building, Number, Name

Street

City

Country

Postcode

[Back](#) [Next](#)

Section 4 - Directors, PSCs, Shareholders and Other Significant Personnel

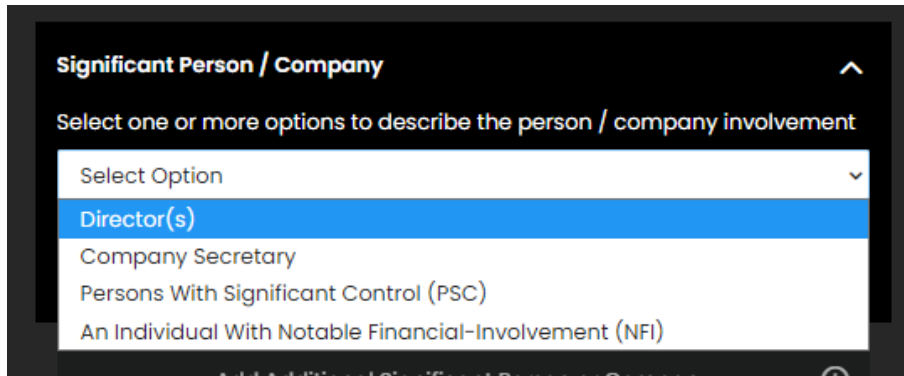
This section allows to enter multiple person or company details as per the supplier's records. Multiple roles can be selected for a single person to describe the involvement as accurate as possible.

General Notes on the function used to select the involvement in company options:

1. Section 4 opens with a section "Significant Person / Company" including dropdown with message "Select Option".

The screenshot shows the 'boohoo Supplier Submission Form' interface. At the top, there are five numbered tabs: 1, 2, 3, 4, and 5. Tab 4 is currently selected and highlighted in blue. Below the tabs, the section title 'Section 4 - Directors, PSCs, Shareholders and Other Significant Personnel' is displayed. A yellow warning box contains the text 'Please provide details of all significant parties below:'. Below this, a dark grey box titled 'Significant Person / Company' contains the instruction 'Select one or more options to describe the person / company involvement' and a dropdown menu with 'Select Option' selected. A button labeled 'Remove the entered data' is located below the dropdown. At the bottom of this box is a button labeled 'Add Additional Significant Person or Company' with an information icon. At the very bottom of the form are two buttons: 'Back' and 'Next'.

2. Click on the “Select Option” opens the dropdown and shows the 4 available options.



Significant Person / Company ^

Select one or more options to describe the person / company involvement

Select Option v

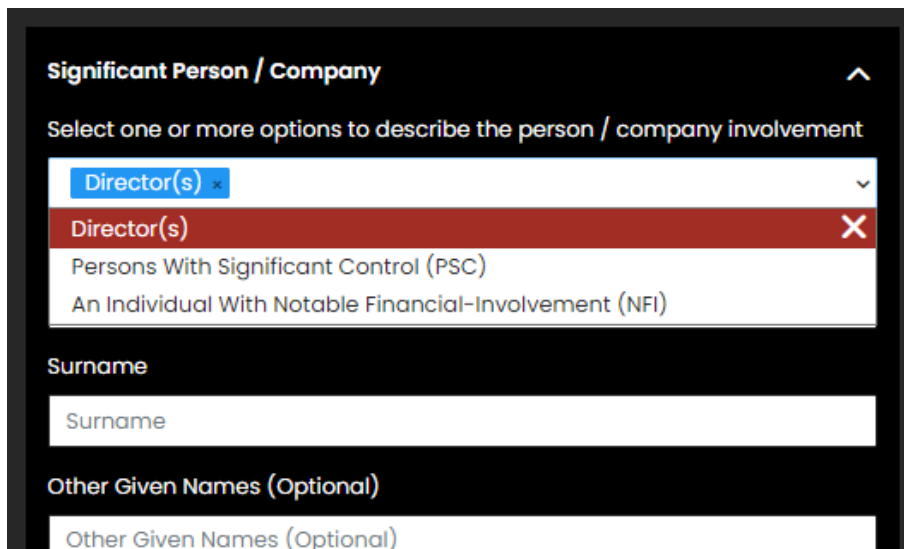
Director(s)

Company Secretary

Persons With Significant Control (PSC)

An Individual With Notable Financial-Involvement (NFI)

3. Click on a specific option will select it and place the selected option to the top section of the dropdown in blue. The actual dropdown option below will turn red on hover, to allow removal of the option from the selection.
- There are some combinations of the 4 options not allowed therefore the number of options in the dropdown value can change.
- Below example shows that if a Director(s) is chosen, the only available options are the (PSC) and (NFI).



Significant Person / Company ^

Select one or more options to describe the person / company involvement

Director(s) x v

Director(s) x

Persons With Significant Control (PSC)

An Individual With Notable Financial-Involvement (NFI)

Surname

Surname

Other Given Names (Optional)

Other Given Names (Optional)


4. The form section under the dropdown changes based on the options selected. Below examples 4.1 And 4.2 shows the form’s version for a Person and a Company details.


4.1 Person Details

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1 2 3 4 5 6 7 8

Section 4 – Directors, PSCs, Shareholders and Other Significant Personnel

 Please provide details of all significant parties below:

Significant Person / Company 

Select one or more options to describe the person / company involvement

First Name

Surname


Other Given Names(Optional)


D.o.B

Nationality

Mobile

Email

 Remove the entered data

Add Additional Significant Person or Company 

4.2 Company Details

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1 2 3 4 5 6 7 8

Section 4 - Directors, PSCs, Shareholders and Other Significant Personnel

⚠ Please provide details of all significant parties below:

Significant Person / Company ^

Select one or more options to describe the person / company involvement

An Individual With Notable Fin... x

Select one of the options below

Significant Person Significant Company

Full Company Name

Full Company Name

Companies House No.

Companies House No.

Remove the entered data Save

Add Additional Significant Person or Company

Back Next

Section 5 – CMT

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1 2 3 4 5 6 7 8

Section 5 – CMT

Please provide details of all CMT's below:

Names of All UK CMT's utilised for boohoo work(Optional) ⓘ
Enter name and press Add [Add](#)

Names of All UK CMT's not utilised for boohoo work(Optional) ⓘ
Enter name and press Add [Add](#)

Names of All Non UK CMT's utilised for boohoo work(Optional) ⓘ
Enter name and press Add [Add](#)

Names of All Non UK CMT's not utilised for boohoo work(Optional) ⓘ
Enter name and press Add [Add](#)

[Back](#) [Next](#)

Example of two entered values in the first section.

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1 2 3 4 5 6 7 8

Section 5 – CMT

Please provide details of all CMT's below:

Names of All UK CMT's utilised for boohoo work(Optional) ⓘ
Enter name and press Add [Add](#)
[Full Company Name](#) × [One More Full Company Name](#) ×

Names of All UK CMT's not utilised for boohoo work(Optional) ⓘ
Enter name and press Add [Add](#)

Names of All Non UK CMT's utilised for boohoo work(Optional) ⓘ
Enter name and press Add [Add](#)

Names of All Non UK CMT's not utilised for boohoo work(Optional) ⓘ
Enter name and press Add [Add](#)

[Back](#) [Next](#)

Section 6 - Working Practices



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1

2

3

4

5

6

7

8

Section 6 - Working Practices

Please provide details of work practices below:

What are the normal working days of the factory?

Select Option

Normal working hours

Start 00:00 Finish 00:00

Who is responsible for Fire Safety?(Optional)

Who is responsible for Fire Safety?(Optional)

Who is responsible for checking that staff are eligible to work lawfully?
(Optional)

Who is responsible for checking that staff are eligible to work lawfully?(Optional)

Who is responsible for Health and Safety?(Optional)

Who is responsible for Health and Safety?(Optional)

How are staff hours recorded?

Select Option

Do all staff receive Payslips?

Select Option

Are enhance rates paid for overtime?

Select Option

Turnover

Select Accounting Period

	Total Turnover (Millions)	% Total With boohoo (Percentage)
Period Ending In Year 2020	Add Value £	Add Value %
Period Ending In Year 2019 (Optional)	Add Value	Add Value
Period Ending In Year 2018 (Optional)	Add Value	Add Value

Back

Next

Section 7 - Sample Documentation

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1 2 3 4 5 6 7 8

Section 7 - Sample Documentation

Please provide sample details of company documentation below:

Upload Certificate of Company Incorporation here:

Drop files here to upload or

Select files

Upload sample Health & Safety document here:

Drop files here to upload or

Select files

Upload sample Employee Payslip here:

Drop files here to upload or

Select files

Upload a photograph of the factory floor / workplace here:

Drop files here to upload or

Select files

Back Next

First 3 file uploads allow .PDF, .DOCX, .JPG, .JPEG, .PNG

Forth file upload allows .JPG, .JPEG, .PNG

Max. file size: 10MB

Section 8 - Sign / Notarise

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1 2 3 4 5 6 7 8

Section 8 - Sign / Notarise

By ticking this box you confirm that the above information is understood by you to be accurate and up to date . This form does not confirm compliance with boohoos code of conduct, and is a preliminary application for the boohoo approved supplier program.

Unless otherwise available publicly, all information provided is regarded as private and will not be shared beyond boohoo and its advisers.

Confirm Entered Information & Submit Form

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