CHECKLIST

The table below has been prepared in order to further support potential suppliers in submitting whole and compliant submissions. Please use this checklist to ensure that all relevant information **within each section** has been completed and uploaded onto the CareMatch Portal.

Section	Title of Section	Returned Yes
Web Form	Complete CareMatch Portal webform questions and information	
Upload	Current Employers Liability Insurance Certificate or Summary of document cover stating **£5m**	
Upload	Current Public Liability Insurance Certificate or Summary of document cover **£10m**	
Upload	**(Nursing Homes only)** Current Insurance for Professional Indemnity, Treatment Cover, and Negligence which must be a minimum of £5m - Insurance Certificate or Summary of document cover	
Upload	2 years most recent company accounts showing profit and loss and balance sheet.	
Upload	If the above cannot be provided please provide one of the following:- - income statement Cash flow statement for the current year and bank letter outlining the current cash and credit position	
Upload	Complete and upload financial spreadsheet with information of the last two years if you have your audited accounts (excel)	
Upload	**Care Homes Only** Food Hygiene Certificate with rating	