

**Registration Batch Form**

**Details of Company Representative submitting Applications**

<b>Name</b>							
<b>Company Name</b>							
<b>Return Address for Registration Cards</b>							
<b>Contact Phone No.</b>							
<b>Date Submitted</b>							
<b>Photographs</b> <i>Please indicate</i>	<b>Hard Copy sent with Applications</b>		<b>Disc Sent with Applications</b>		<b>Emailed</b>		<b>None sent, Applicants already registered</b>
	<i>If Emailed, by</i>				<b>Date Emailed</b>		
<b>Number of Card Applications</b>							
<b>Please Note</b>							
<ul style="list-style-type: none"> <li>• Photographs must be sent as detailed in EU Skills 'Guidelines for Administration'</li> <li>• If the applicant is already registered and the current EUSR photograph is to be used, the photograph must be a recent and true likeness of the applicant.</li> </ul>							

**Application Checklist**

<b>Applications checked for :</b>	<i>Full Name</i>		<i>Senior Officer's Signature</i>		
	<i>Date of Birth</i>			<i>Date</i>	
	<i>Employer Details</i>			<i>Photograph checked for each Application</i>	
	<i>Registered Person's Signature</i>				
<b>Please Note</b>					
<ul style="list-style-type: none"> <li>• This checklist should be used to indicate that you have checked applications</li> <li>• Incomplete paperwork may result in applications being returned</li> </ul>					

**Payment Details**

<b>Payment</b>	<b>Account No.</b>		<b>Cheque No.</b>		<b>Cheque attached</b>	
	<b>Purchase Order No.</b>		<b>PO attached</b>		<b>PO sent</b>	<b>Running PO</b>
<b>Invoice Address</b>						
<b>Contact Phone No.</b>						
<b>Payment Amount</b>						
<b>Please Note</b>						
<ul style="list-style-type: none"> <li>• You may pay by either Cheque or Purchase Order. If you wish to pay by Purchase Order and you do not have an account please contact EU Skills on 0845 077 99 22 or find details on <a href="http://www.eusr.co.uk">www.eusr.co.uk</a></li> <li>• If paying by Purchase Order, Purchase Order Number <u>must</u> be provided</li> <li>• Payment will be taken for all applications processed however, cards may not be issued until all the required evidence is available.</li> </ul>						

Signed by Company Representative..... Date.....

**For EU Skills Use Only**

<b>Batch No.</b>	<b>Date In</b>	<b>Date SOS</b>	<b>Date Out</b>	<b>Ckd By</b>
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