

## **MSS Agreement 2.3 Checklist**

To help check your application for subscribing to MSS data is correct prior to sending the documents, use the bullet points listed below.

### **1. Covering Letter**

Check you have included a covering letter (sent electronically) which:

- Is on company headed paper.
- Is signed by the authorised person.
- States the dates/month the applicant requires historic/ongoing data to cover/begin.
- Uses the standard wording in **Schedule D, page 12**, of the agreement, fills in the parts in square brackets ([...]) and includes the relevant wording in curly brackets ({...}).

### **2. Agreement**

Check you have completed each page of the MSS Agreement using the bullet points below.

#### **Pages 1**

- **Match:**  
The dates on page 1 and the covering letter match.
- **Name:**  
Applicant (or 3<sup>rd</sup> party) company name is completed.
- **Historic:**  
Wish to receive historic data and dates for data to cover are specified (if relevant).
- **Ongoing:**  
Wish to receive data ongoing is specified and start month matches cover letter and above (if relevant).
- **Total:**  
The Standard Report options per month required are ticked.  
The total Non-Standard Reports per month required is specified.

#### **Page 2**

- **Postal address:**  
Postal address of the applicant company is completed.
- **Emails & names:**  
Up to three email addresses and names of email address holders are provided. Email addresses can be team/group ones.
  - Applicant or 3<sup>rd</sup> party applicant (if relevant)

- Data recipient (if different to either of above)
  - Invoice recipient.
- **VAT/EORI:**  
All required VAT/EORI numbers are provided.
- **Single/Separate:**  
You have specified that you wish all VAT/EORI numbers collated into one spreadsheet (write “Single”) per report type, or separated into different spreadsheets (write “Separate”) per report type.
- **Authorised:**  
Authorised person (not 3<sup>rd</sup> party) is specified regarding:
  - Signature
  - Forename and surname
  - Company position.

### Page 3

- **Non-standard:**  
Any additional requested information is completed (“n/a” if no requests).