



TDS C CRITERIA FOR APPROVED BODIES

1. An Approved Body is a Professional Body, Accreditation Scheme or Trade Association approved after assessment by the Company. Membership organisations operating in the PRS will be able to apply to become Approved Bodies for the purposes of TDS. This will give their members a streamlined application process and alleviate their subscriptions.
2. The Dispute Service has established the three categories for Approved Bodies:
 - (a) Approved Professional Body
 - (b) Approved Accreditation Scheme
 - (c) Approved Trade Association
3. Firms belonging to of any of the Approved Bodies will automatically be granted membership subject to:
 - (a) satisfactory completion of the on-line application form
 - (b) written declaration of compliance to the rules of TDS
 - (c) confirmation that they are a current member in good standing and are not subject to recent or on-going disciplinary procedures
 - (d) payment of the relevant subscription
3. The following is list of the questions and criteria against which a potential Approved Body will be assessed. If it is accepted it will be assigned to one of the membership categories listed in section 2. Some questions and criteria will carry a differential weighting to reflect their importance to the Company, and of risks associated with particular groups of prospective members. It is not expected that all the questions and criteria will apply to all prospective Approved Bodies.
4. Does the organisation:
 - (d) have defined minimum entry standards?
 - (e) enforce a comprehensive code of practice?
 - (f) have defined service standards?
 - (g) require annual financial reporting?
 - (h) impose rules for the handling of clients money through properly designated clients accounts?
 - (i) have a pro-active compliance monitoring regime?

- (j) require its members to have client money protection insurance, and if so to what limits?
- (k) require members to hold professional indemnity insurance; and if so to what limits?
- (l) require members to have an internal complaints procedure?
- (m) have defined and effective disciplinary procedures?
- (n) offer a training and qualification programme?
- (o) have recognition as a statutory regulator under any government scheme or legislation?
- (p) have endorsement by Accreditation Network UK?

5. Will the organisation be able to offer The Dispute Service:

- (q) an unconditional guarantee in the event of financial default by any of its members? And if so, to what extent?
- (r) assistance with membership administration e.g. collection of subscriptions?

6. Prospective Approved Bodies are asked to complete the attached form and return it to:

deposits@tds.gb.com

or by post to:

TDS Limited
PO Box 541
Amersham
Bucks
HP6 6ZR