**Application Guidance**

Please read the following guidance before completing your application for facility pre-registration, as doing so may help to avoid any unnecessary delays and costs that may be incurred as a result of us receiving partially or incorrectly completed forms. This application form is designed to help us capture the information necessary to proceed with the pre-registration process.

**When to Apply**

This form should only be used to pre-register facilities (two or more) to the SABRE scheme. Registering multiple facilities in this way enables the applicant to benefit from reduced registration fees. Pre-registrations are intended to be purchased speculatively and are therefore not assigned to specific facilities until they are redeemed at a later date.

Pre-registration results in the issue of ‘temporary’ registration numbers, which must subsequently be assigned to a facility using the ‘Single Facility Registration Form’ (SYI-1101-003F). Doing so results in a ‘permanent’ registration number which may then be used to evidence a facility’s registration to BRE Global at the commencement of the QA audit and certification process.

**Who Can Pre-register Facilities?**

An application to pre-register facilities can be made by anybody, though this is normally a scheme adopter (e.g. facility owner/operator) or a SABRE Licensed Company. Following pre-registration, the applicant will be provided with confirmation of their ‘temporary’ registration numbers.

**Completing This form**

Please complete all applicable sections of this form and return to us at sabre@security-institute.org.

The Terms and Conditions referred to in Section 3 of this application form can be found online at [[www.security-institue.org](http://www.security-institue.org)](http://www.redbooklive.com).

Please do not hesitate to contact us if you have any queries or require assistance completing this form as we are unfortunately not able to process applications based on partially completed forms or supporting information.

**Registration, Assessment and Certification Fees**

The invoice arising from this application will cover the pre-registration fee, calculated in accordance with the SABRE Fee Sheet (SYI-1103-001F).

Subsequent conversion of a ‘temporary’ registration number to a ‘permanent’ registration number does not incur a fee.

Fees for QA audit of assessments, certification and Red Book listing are not covered by this application form. These are subject to separate application(s) and payment to BRE Global (the certification body for SABRE). Visit [www.security-institute.org](http://www.security-institute.org) for further information.

A list of current fees can be found on the SABRE Fee Sheet (SYI-1103-001F), available from [[www.security-institue.org](http://www.security-institue.org)](http://www.redbooklive.com).

Please ensure you include a Purchase Order number in Section 3 of this application form for the applicable fee, or state ‘N/A’ if a Purchase Order number is not required. Should you wish to confirm the applicable fee in advance of submitting this application form, please contact us at sabre@security‑institute.org.

# Applicant Details

|  |  |
| --- | --- |
| Company name |  |
| SABRE Licensed Company number (if applicable): | S | L | C | - |  |  |  |
| Company address |  |
| Telephone |  | Fax |  |
| E-mail address |  | Website |  |
| Contact name |  | Position |  |
| Contact e-mail address |  | Contact telephone |  |

# Pre-registration Information

|  |  |
| --- | --- |
| No. of pre-registrations required |  |

# Declaration

|  |
| --- |
| I hereby confirm:1. The information contained in this document has been reviewed to ensure that it is fully complete and correct.
2. Acceptance of terms described in ‘SABRE Imagery: Guidance and Rules’ (SYI-1102-002P).
 |
| Invoices arising from this application shall be addressed and sent using the following details: |
| Purchase Order (PO)(state ‘N/A’ if not required) |  |
| Contact name |  |
| Company name |  |
| Company address |  |
| Telephone |  |
| E-mail address(to receive invoice by e-mail) |  |
| Signed by: |
| Name: |  | Signature: |  | Date: |  |

Please submit the completed application form to sabre@security-institute.org.