

## **Unified Contract (Crime) July 2008**

### **Validation of applications - common errors and omissions**

#### **1. Examples of mistakes that may invalidate a contract application are:**

- Signatures missing or on the wrong side of the page
- Contract date missing
- Failure to answer ALL questions in Section 1C of the application form
- Constitutional Statement in the Annex to Section 3 of the form missing or not fully completed

#### **2. Examples of mistakes that may invalidate an individual duty solicitor application (CDS12A) are:**

- Missing information regarding the date of the CLAS certificate (for passported Duty Solicitors, or where you do not have a copy of your certificate, please see the FAQ on the CDS Tenders page)
- Failing to distinguish their first scheme from their additional schemes (or including more than one Scheme name as a first scheme in Section 2 of the CDS12A form)
- If a firm is a one man band, failing to sign the supervisor's certification section (Section 5B)

**Please note that omissions and errors on CDS12A forms will not affect your application for a contract, but may affect your application for membership of Duty Schemes and your allocation of duty slots.**