



# Britsafe Security



## SIA LICENCE FEE

As from 6 April 2007 the licence fee has been increased to £245.

The majority of Britsafe officers' licences will expire in 2008 by which time the cost of a licence may well be around the £300 mark.

To avoid unnecessary financial hardship Britsafe are proposing to run a savings scheme so you can save for your licence over the next 18 months. (For example, if you save £15 per month over 18 months that will give you a saving of £270). Should you leave the company any money saved will be reimbursed. (The £15 is an example, you can choose any amount you wish to save according to your budget).

**Saving a little is better than saving none!!**

Enclosed is a form for your attention should you wish to become part of the scheme. Please return it to Head Office.



## E MAIL ADDRESSES

A quicker and more efficient way to get information to our Officers would be by e mail.

If you do have an e mail address please e mail your details to:  
[jan.onions@britsafe.com](mailto:jan.onions@britsafe.com)

The address will be added to your details and we will then be able to get information to you much quicker.

**Send your e mail address to:**

[jan.onions@britsafe.com](mailto:jan.onions@britsafe.com)

## P60s

Enclosed with your April payslip is your P60.

Keep this document safe, it will be required for any tax credit application and mortgage application etc

We do not keep copies and it cannot be re-issued.

**KEEP YOUR P60 SAFE**

**Once again a reminder**—any personal detail changes must be made in writing to Head Office.

## REMINDER ON VETTING

If you receive a letter from Head Office requesting further information for vetting purposes **please respond promptly** with all the requested information.

Vetting of Officers has to be done within a set number of weeks and it is therefore vital that all requested information is received quickly so that all references can be followed up.

If the requested information is not received **it could affect your employment** with this Company.

## AUTHORISED TIME OFF

If you intend to apply for holiday or authorised time off you are required to give 28 days notice, in writing, for holidays and as much notice as possible for authorised time off.

This will allow Control to ensure all duties are covered and customer requirements met.

The easy route to ensure authorised time off is to speak with your work colleagues to see if they can cover your shift. So if you contact Control with a solution then your time off can be granted immediately.

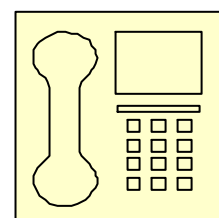
Please note it is against the law to be paid holiday pay when you are actually working!!

## TELEPHONE NUMBERS—AGAIN

A number of our Officers are still not dialling the direct dial number when wanting to speak to Control.

Please note to speak to **Control** dial **0845 130 2992** or **01904 692311**. If your call is not answered after three rings, please hang up and try again later as the Controller will be busy dealing with another call.

To speak to anyone else at Head Office dial 01904 693444.



**For Control dial 0845 130 2992 or 01904 692311**

### Stakeholder Pension Scheme:

Interested in a Stakeholder Pension?

Contact: Jill on 01904 477472