

01 / PREPARE FOR PRIVATE REVIEW

Applicant details & scope

Tick each item when ready. Where a requirement does not apply, explain why; do not invent or substitute a credential.

Applicant / firm: _____

Category / base state: _____

Application reference (after submission): _____

Identity, contact and coverage

- ☐ Individual or firm name and applicant type are accurate.
- ☐ Professional category, email and phone/WhatsApp are complete.
- ☐ Base state and states/locations covered are clearly listed.
- ☐ Relevant years of experience are stated accurately.

Professional competence

- ☐ Specialisations and scope of services are clearly described.
- ☐ Supporting evidence matches the services I propose to provide.
- ☐ Professional references and their contact details are ready.
- ☐ Relevant disciplinary disclosures and conflicts of interest are declared; write "None" only if accurate.

Important: An application is not accreditation, employment, approval or a guarantee of work.
Nationwide coverage does not guarantee assignments or availability.

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Credentials & evidence

Prepare clear, readable documents. Only the appropriate authority or approved assessment can establish eligibility.

Registration and practising authority

- ☐ Applicable regulator or professional body is identified.
- ☐ Registration or practising–licence number is supplied where applicable.
- ☐ Licence issue and expiry dates are accurate and supported.
- ☐ Association membership is not presented as statutory registration or authority to practise.
- ☐ If no single statutory licensing body applies, I have explained this and supplied relevant evidence for management assessment.

Business and insurance

- ☐ Business registration details are supplied where applicable.
- ☐ Professional indemnity insurer, policy details and expiry are supplied where applicable.
- ☐ Expired or missing applicable credentials are disclosed, not represented as current.

Private uploads

- ☐ I have selected 1–4 supporting documents.
- ☐ Every file is PDF, JPG or PNG and no larger than 5 MB.
- ☐ Scans are readable and substantiate the credentials and scope stated in my application.

Management records credential sources, checker/date, competence, references and relevant disclosures. Receiving a document is not independent confirmation.

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Consent & next steps

Finish the application carefully and retain your reference for follow-up.

Before submission

- ☐ I have reviewed the privacy and application/engagement terms.
- ☐ I confirm that my information is accurate and authorise checks with relevant bodies and references.
- ☐ I understand that application information and credential files are private and not published through intake.
- ☐ I have checked all fields and documents before submitting.
- ☐ After submission, I will keep the unique application reference.

After submission: be ready to respond

- ☐ Provide missing information or clarification requested by the team.
- ☐ Clarify professional scope, references, applicable expiry dates and disclosed conflicts.
- ☐ If considered for engagement, clarify fee basis, availability, referral/fee-sharing arrangements (including "none") and signed engagement terms.

Management decides eligibility. Referral to management vetting is not approval. Only approved, current professionals should be introduced to clients; a separate scope, quotation, acceptance and authorised written instructions are required before work.

Source: Substrat Professional Partners Guide, 27 October 2026, pages 3–5 and 8–9; supplied Professional Partners & Asset Verification Network specification, §§2–5 and 7–8. This checklist creates no new price, deadline or practising requirement.

Application: substratasset.com/professional-partners

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