



# TPS Assured application form

## 1) Your organisation/scope of application

*Guidance notes:*

*TPS Assured certification is currently only available to end-user organisations that use outbound telemarketing as part of their own business activities.*

*Organisations that are either a group or subsidiary must specify the scope of their application.*

Company name

Trading name (if applicable)

Head office address

Postcode

Telephone number

Description of Organisation's principal business activities

Group/subsidiary, please specify the scope of the application

(if the organisation is a group or subsidiary please also attach further details of the group structure)

## 2) Designated contact details

Name

Job title

Direct dial tel. no/mobile no.

Email address

Address (if different from above)

### 3) Compliance management executives

Please provide details of the Organisation's representative(s) responsible for telephony compliance management and best practice (if different from the above)

Name

Job title

Name

Job title

Name

Job title

### 4) DMA Membership/TPS Licensees

Is your organisation a member of the DMA? (please tick)

Yes

No

If yes, please provide your membership renewal date:

Is your organisation a TPS Licensee?

Yes

No

If yes, please provide Licensee renewal date

## 5) Outbound telemarketing resourcing

**IMPORTANT: Please answer the following question accurately as this will determine the number and location of audits.**

Please tick one category to describe all the internal or external resources used to conduct your organisation's outbound telemarketing activities in the previous six months (from the date of application):

Please tick one category	Category	Resources used	Name of call centre supplier	Address of call centre(s) where telemarketing activity is taken	Details of calling platform used
<input type="checkbox"/>	<b>a</b>	exclusively used in-house call centre(s)	(N/A)		
<input type="checkbox"/>	<b>b</b>	used a mixture of in-house and external call centre supplier(s)			
<input type="checkbox"/>	<b>c</b>	Exclusively used external call centre supplier(s)			

## 6) Management of external call centres

For organisations that have ticked Category b) or c) in Section 5, please indicate whether Service Level Agreements or any other contractual documentation that is in place with external call centre suppliers to manage your regulatory obligations and best practice requirements.

Please tick	
No <input type="checkbox"/>	
Yes <input type="checkbox"/>	If yes, please attach a copy of documentation

7) Outbound telemarketing campaigns

**IMPORTANT: Please answer the following question accurately as this will determine the specification of the dialler log dumps requested by the Scheme Administrator**

Please provide details of all outbound telemarketing activity for the previous three months (from the date of application)

	Purpose/objectives	Start/ End date/ Ongoing	Average monthly call volume	Resources used – enter category a, b or c from (see 5 above)	For each resource list the source of the calling data: In-house data and/or third-party sourced data
Campaign 1					
Campaign 2					
Campaign 3					
Campaign 4					
Campaign 5					
Campaign 6					
Campaign 7					
Campaign 8					

## 8) Authorised signatory

Please sign below to apply and confirm that you have read, understood and agree to the TPS Assured Terms and Conditions

<b>Name</b>	<input type="text"/>
<b>Position</b>	<input type="text"/>
<b>Signature</b>	<input type="text"/>
<b>Date</b>	<input type="text"/>

## 9) Application submission

Please email your completed application form to [tpsassured@dma.org.uk](mailto:tpsassured@dma.org.uk)