The digital pre-application (DPA) process
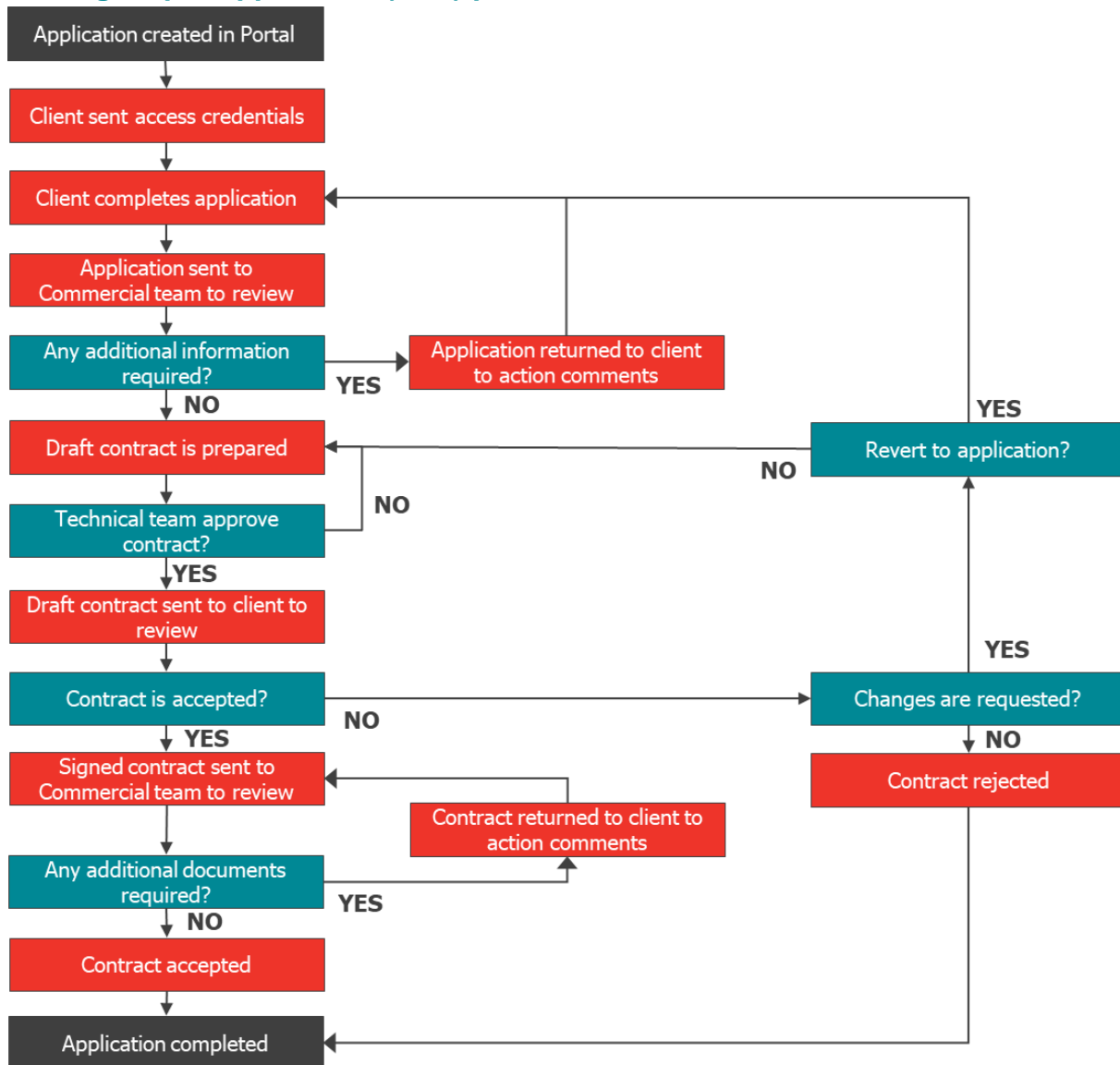
The draft application is created on the DPA platform when the application is progressed past the qualification stage by the Primary owner of the application in the BSI Commercial team.

The client's nominated primary contact is emailed a link to the application on the portal. If they have not accessed the portal before, access credentials are sent in a separate email.

The client's Primary contact completes the initial application on the portal and submits the application for review. If additional users have been created then they can also amend the application but the Primary contact will ultimately be responsible.

The application is sent to BSI to review. If any additional information, certificates or supporting documentation are required, the application is returned to the Primary contact with comments requesting the additional information to action.

Once all of the required information is received, BSI creates a draft contract which is then sent to the client to review. The client can accept the contract, reject it or requests changes be made at either the draft contract stage or revert to the initial application stage to make changes.

If the client accepts the contract, they sign the contract, scan a copy and send it with any supporting documentation to be reviewed. If any additional documentation is required the Commercial team can return comments requesting any additional documentation.

When the signed contract and any supporting documentation are provided, the contract can be accepted, the application is completed and the client is informed via email.