

AZURE SECTION 4 PAYMENT CARD

Process and Criteria for the nomination of specialist Halal meat suppliers

Process

It is expected that most requests for the affiliation of Halal meat suppliers will be made by the voluntary sector or local authority corporate partners.

Anyone making such requests will be required to complete and submit a formal written application to the Cash Payments Team in the UK Border Agency (UKBA), who will check that it has been completed correctly.

Rejected applications will be returned with an explanation as to the reason it was rejected. Accepted applications will be forwarded to Sodexo who will conduct the necessary business checks and initiate the affiliation process.

Any applications accepted by UKBA but subsequently rejected by Sodexo, will be returned to the originator with an explanation of why it failed the 'business test'. The business test will include whether Halal meat is available from affiliated supermarkets within a reasonable distance.

There will be no appeal process. Rejected suppliers are permitted to submit a fresh application at a later date.

Criteria

1. The nominated retailer must provide Halal meat that is not available from existing affiliated supermarkets or stores within a reasonable distance. *(A reasonable distance being within 3 miles – same criteria at the distance for the provision of Post Offices for section 95 support payments).*
2. The cost of the produce will not be a consideration.
3. The nominated retailer must be able to process Visa payments on-line.
4. The nominated retailer must be willing to sign a declaration that all persons employed by them are legally entitled to work in the UK and understand that they may be subject to checks by UKBA.
5. The nominated retailer must be willing to sign an agreement with Sodexo, UKBA's business partner.
6. Important: The nominated retailer must understand that they can only provide service users with Halal meat and any other food items they may sell and **cannot, under any circumstances, issue a service user cash as part of any transaction involving the Azure Section 4 Payment Card.** *(N.B. Transactions may be monitored by UKBA)*

Azure - Section 4 Payment Card Halal Meat Retailer Nomination Form

Please send the completed form to:

**UK Border Agency
Cash Payments Team
8th Floor
Green Park House
29 Wellesley Road
Croydon
Surrey CR0 2AJ**

Your Details	
Name:	
Organisation:	
Contact details (full address and postcode):	
Telephone Number:	
Fax Number:	
E-mail address:	
Date:	
Retailer Details	
Name, address and postcode of retailer being proposed	
Telephone Number:	
Fax Number:	
E-mail address:	
Do you confirm that Halal meat is not available from any Tesco, Asda, Sainsbury's, Morrisons or Co-operative (food) store within a 3 mile radius of your locality?	YES NO (Delete as appropriate)
Does the retailer accept Visa on-line payments? **	YES NO (Delete as appropriate)

Is the retailer willing to sign a declaration that all persons employed by them are legally entitled to work in the UK, and understand that they may be subject to background checks by the UK Border Agency?	YES NO (Delete as appropriate):
Is the retailer willing to enter into a signed agreement with Sodexo?	YES NO (Delete as appropriate):
<p>UK Border Agency use only:</p> <p>Nomination checked by: _____ Date: _____</p> <p>Nomination: Accepted / Rejected (delete as appropriate)</p> <p>Nomination sent to Sodexo for action YES / NO Date: _____</p>	

[N.B. Any further information may be provided on the reverse of this form]