

Best Places to Work in Investment

Company Participation Registration Form

REGISTRATION DEADLINE: 9 March 2018

Please complete the following information and submit this form by 9 March. Once Best Companies Group receives this form, you will be sent a confirmation email with detailed information about the survey process.

Company Name: _____

(Name as it should appear in print)

Legal Name of the Company: _____

(If different than listed above)

Registered Company Number: _____

Mailing Address: _____

City/Town: _____

United Kingdom: England Scotland
 Wales Northern Ireland

Post Code: _____

Company Web Site URL: _____

Industry: _____

Primary Contact (This person will be the main contact for questions throughout the entire process and the recipient of all communications (via phone, emails, and letters), employee surveys for distribution, feedback reports, etc.) Please provide a business address. No home addresses, please.

Name: _____

Title: _____

Mailing Address: _____

(No home addresses)

City/Town: _____

United Kingdom: England Scotland
 Wales Northern Ireland

Post Code: _____

Direct Dial Phone Number: _____

Fax Number: _____

Email Address: _____

Secondary Contact (This person will be the contact for questions if the primary contact is unavailable.)

Name: _____

Title: _____

Direct Dial Phone Number: _____

Email Address: _____

Start Here!

Best Companies Group Registration Information

Thank you for your interest in participating in the 2018 "Best Places to Work in Investment" programme. Registration is simple, however we encourage you to read the participation information carefully before submitting your registration form.

To participate, all companies begin by filling out and submitting a registration form by scanning a copy to KHeimbach@bestcompaniesgroup.com.

Registration Deadline: 9 March 2018

Once the registration information is received by Best Companies Group, companies will receive a confirmation email (which will include additional instructions). Participation is free if you are able to utilise our online survey method.

Number of Employees in the UK	# Employees Surveyed	Online Fee
15 - 24 ⁽¹⁾	All	FREE
25 - 99	All	FREE
100 - 199	All	FREE
200 - 499	Up to 250 ⁽²⁾	FREE
500 - 2499	350 ⁽²⁾	FREE
2500 +	400 ⁽²⁾	FREE

Online Survey (Electronic)

(1) To ensure the credibility of the information, companies with 15-24 employees must have an 80% (or better) response rate to be considered for the list.

(2) Employees are randomly selected. Best Companies Group offers the option to survey more employees than the random sample calculated in the above chart, and/or include additional employees in the survey process who work in locations outside of the programme area. Please contact Best Companies Group for details and pricing.

Upon completion of the assessment process, all participating companies will have the opportunity to purchase the Best Companies Group Employee Feedback Report which details the results of their specific survey. Similar reports can cost thousands of pounds if initiated independently.

Once the registration is received, Best Companies Group will send the company (according to the timeline):

The Employer Benefits & Policies Questionnaire (employer questionnaire)

A set of Employee Engagement & Satisfaction Surveys (employee surveys)

Survey instructions

Other supporting information

CEO, President, Manager, Etc. (Highest-ranking position of the nominated workplace.)

Name: _____

Title: _____

Mailing Address: _____

City/Town: _____

United Kingdom: England Scotland
 Wales Northern Ireland

Post Code: _____

Direct Dial Phone Number: _____

Email Address: _____

IT Contact (This person will be the contact for any technical systems questions regarding online surveys - for all employer questionnaires and online surveys for employees - regarding filtering, spam content, white-listing, etc.)

Name: _____

Title: _____

Direct Dial Phone Number: _____

Email Address: _____

Marketing/PR Contact (This person will handle any marketing and/or public relations questions for your company.)

Name: _____

Title: _____

Direct Dial Phone Number: _____

Email Address: _____

Additional Company Information: Total number of employees in the United Kingdom (EXCLUDING temporary/seasonal and per diem employees).

Total Employees: _____

Full-time Employees: _____ Part-time Employees: _____

Online Employee Survey (Electronic)

Name of person completing this registration form:

Name: _____

Title: _____

Email Address: _____

Are you authorised to enter your company into this process: YES NO

Commitment: By submitting this form, our company is entered into the "Best Places to Work in Investment" programme. I am committing to meet all deadlines and complete both portions of the assessment process. If at any point we choose to withdraw from the process, we will notify a representative of Best Companies Group by emailing KHeimbach@bestcompaniesgroup.com immediately. Companies withdrawing after 9 March 2018 will incur a £195 withdrawal fee in addition to the total fees incurred for any special requests (customisation orders, language translations, etc). All fees are non refundable.

Please be aware that as part of the "Best" programme, a certain threshold of employee survey responses must be received in order for the analysts to consider the survey data valid. If a company does not meet this threshold, their full consideration for the "Best" list may be jeopardised, even resulting in elimination. In the rare case a company's response rate is extremely low, a statistically valid Employee Feedback Report (if purchased) will not be presented.

For submission, scan a copy of this form and email it to KHeimbach@bestcompaniesgroup.com

Participation is Free:

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How did you hear about the programme?:

- Investment Week - Ad
 Investment Week - Email
 Investment Week - Website
 Best Companies Group - Email
 Best Companies Group - Letter
 Best Companies Group - Phone call
 BestCompaniesGroup.com - Website
 Internet/Google Search
 Direct mail piece
 Other - Please describe

Does your company need surveys in another language? *

- Spanish-Latin American Spanish-European
 French Chinese Japanese
 Other _____

* Best Companies Group has the ability to survey employees in additional languages. For a fee we can provide the employee survey in another language. If your company needs surveys in a language other than English, please check the box above and you will be contacted with additional information. The fee is £165 per language.

Is your company interested in customising the job role and department category demographics on the employee survey? The fee to customise is £640.

IMPORTANT: If any of the contact information changes at any point in the process, please notify Katrina Heimbach at KHeimbach@bestcompaniesgroup.com immediately.

Best Companies Group ▶▶▶

Email: KHeimbach@bestcompaniesgroup.com