

KM/LP/NSI 005 17

27 February 2017

**To: All NACOSS Gold, Fire Gold, Systems Silver and Fire Silver Approved Companies using Certificates of Compliance Paper Pads**

Dear Colleague,

**TRANSITION TO E-CERTIFICATES AND PHASING OUT OF PAPER CERTIFICATES**

This a reminder to all that NSI will accept returns of issued paper certificates **only until 31<sup>st</sup> March 2017**, after which date only e-certificates will be available for purchase and issue.

In February 2016 an NSI circular letter (NSI 002 16) was sent to all companies using 3 part paper certificates, in which was explained reasons behind plans to phase out paper certificates. Whilst there were some queries at the time, this change has been taken on by the vast majority of approved companies very smoothly, and indeed some have commented how the paperless world works better for them.

Key dates for approved companies, affected by the change are:

- 30<sup>th</sup> of November 2016 – the last date of purchase for paper certificates from NSI
- 31<sup>st</sup> March 2017 - the last date returns of completed paper certificates will be accepted by NSI.

The attached instruction sheet explains in more detail how to purchase and issue certificates on-line via the NSI Website, for your information.

In the coming year NSI will be looking for other opportunities to go paperless and will be in touch with more news when the time comes.

If you have any question about the final steps of this e-certificates transition, please contact me by phone or email at [kevin.mcevoy@nsi.org.uk](mailto:kevin.mcevoy@nsi.org.uk)

In the meantime thank you for your cooperation in this transition away from 3 part paper certificates.

Yours sincerely,



Kevin McEvoy  
Management Accountant