

AG/LP/NSI 020/16

17 November 2016

**To: All NSI approved companies and applicants**

Dear Colleague,

**E-COMMERCE ACCESS**

NSI have been working on a project to improve the audit experience for both our approved companies and our auditors which will be implemented in early January. The final preparation for this project will take place over the Christmas period and will necessitate the closure of the e-commerce site during this period for essential maintenance. This means the company login area will be closed as of midday Friday 23<sup>rd</sup> December and will be operational from start of business (09.00hrs) on Tuesday 3<sup>rd</sup> January.

If you have anything to address via the NSI Company login area; you should schedule your access to avoid this time. We hope, by using this period to make these changes, we will minimise the impact on our approved companies.

If you have any questions regarding this planned maintenance please contact me.

Please note NSI offices will be closed for Christmas from midday Friday 23<sup>rd</sup> December and re-open Tuesday 3<sup>rd</sup> January 2017.

Yours sincerely,



Mrs A Gibson  
Operations Administration Manager  
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