

FAQs

How do I sign my agreement?

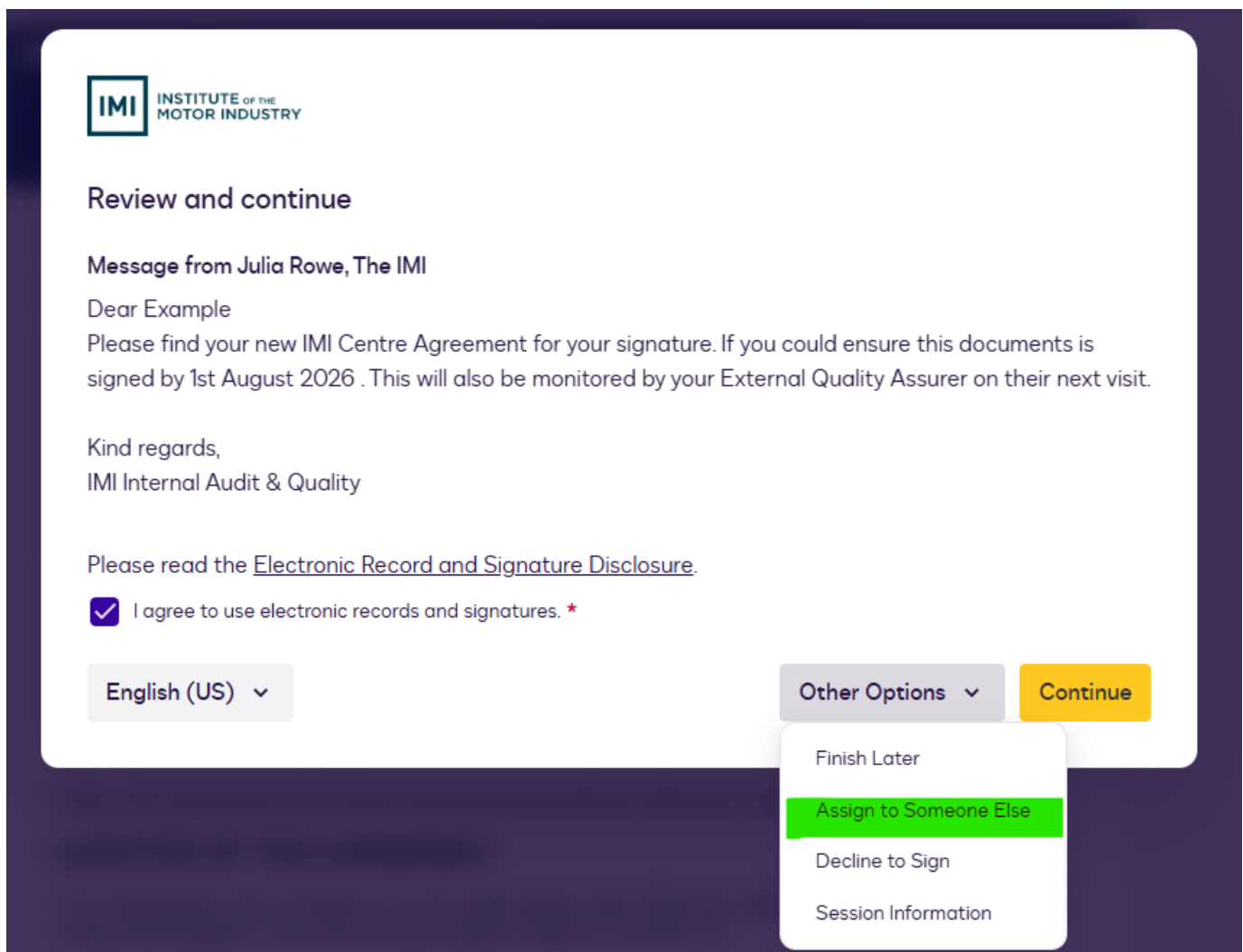
The designated Centre Coordinator within your centre will receive an email from DocuSign inviting them to review and sign the agreement. Select the 'Review Document' button to start the process. [DocuSign Guidance Video](#)


Who should sign the agreement?

Agreements should either be signed by the person who holds the responsibility for the delivery of IMI products within the centre, this will either be the designated Centre Coordinator or Quality/Senior Management.

How do I allocate the agreement to a different member of staff for signature?

Select the 'Review Document' button in the email from DocuSign, then select 'Assign to Someone Else'



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Review and continue

Message from Julia Rowe, The IMI

Dear Example

Please find your new IMI Centre Agreement for your signature. If you could ensure this documents is signed by 1st August 2026 . This will also be monitored by your External Quality Assurer on their next visit.

Kind regards,
IMI Internal Audit & Quality

Please read the [Electronic Record and Signature Disclosure](#).

I agree to use electronic records and signatures. *

English (US) ▾

Other Options ▾ **Continue**

- Finish Later
- Assign to Someone Else**
- Decline to Sign
- Session Information

How long does the agreement last?

The agreement has a 3 year expiration date.

What is an ICO number?

An **ICO number** (or registration reference) is a unique identifier issued by the Information **Commissioner's Office (ICO)**, the UK's independent data protection authority

Legal Compliance: Most UK businesses that handle personal data (like customer names, email addresses, or employee records) are required by law to register with the ICO

See guidance sheet [here](#)

How do I get a copy of the agreement?

Once signed you will receive a PDF copy of the agreement emailed to you. Please save this securely. Copies will not be available in Centres Hub.

What is the deadline for signing the agreement?

All agreements should be signed by 1st August 2026.

What happens if my agreement is not signed by 1st August?

If you have any delays in signing your agreement, please contact us as soon as possible.

Who do I contact if I have any other questions?

Please contact cas@theimi.org.uk