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Approved ✓
Insured ✓
Registered ✓
The National Trade Register



MEMBERSHIP AGREEMENT APPLICATION

Between The National Trade Register and the Applicant/Subscriber

Applicant/Subscriber details

Full Member (**Sample**)

LIMITED COMPANY ... SOLE TRADER ... PARTNERSHIP ...

Company/Trading Name

Name of Directors, Proprietors or Partners

.....

Address

.....

Postcode.....

Main Contact Name

Tel number (office)..... Fax number

Mobile

Email address.....

Website (if any).....

Type of Business..... Trading Area

Number of employees Are you VAT Registered? (Yes/No) number.....

Start date Initial period Sales ID Number

Home Connect Yes/no Business Connect (Yes/No)

Home Connect areas

Business Connect areas

Assessment Details

It is essential that all questions are answered truthfully, to the best of your knowledge and that you disclose all facts that The National Trade Register might regard as relevant to acceptance or assessment of risk. If you have any doubts whether any facts are relevant, please contact The National Trade Register office. Failure to disclose such information may mean that certain benefits will not be provided.

Declaration. In submitting an applicaion to join The National Trade Register you are hereby providing consent for us to carry out any relevant searches on any or all individuals or trading styles of your business at any home or business address associated with the company, with any credit reference agency that we deem appropriate. Such credit agencies may keep record of that search and may share information with other parties. The National Trade register may store your information digitally and by doing so is bound by the Data Protection act, in submitting your application you understand and agree to The National Trade Register storing such information. A full copy of our data protection policy is available on request

Year Business was established

Business Turnover / last year

Expected Turnover / This year

Are you a member of any trade body? (if yes please give details)

.....

Qualifications/details

.....

Have you ever been refused or expelled from any trade body? Yes / No

Public / Employers Liability Insurance details – Amount of cover PL EL

Policy Number PL Policy Number EL

Renewal Date Premium Insurance Co / Broker

Types of work undertaken Home connect members Type of work / services/ products/ Business Connect

EmergencyboardingUp & TemporaryWorks	Yes / No	List Services 1
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Underpinning & Subsidence Repairs	Yes / No	2
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Brickwork & Blockwork	Yes / No	3
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Roofing	Yes / No	4
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Joinery	Yes / No	5
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Plasterwork	Yes / No	6
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Plumbing	Yes / No	7
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Electrical	Yes / No	8
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Glazing	Yes / No	9
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Decorating	Yes / No	10
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Tiling	Yes / No	11
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Drainage	Yes / No	12
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Others please state

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Do you hold a current CIS tax registration certificate Yes / No Type

Do you have a company health & safety policy Yes / No

Do you offer an insurance-backed guarantee Yes / No

References

References.....For References may we telephone the person.....Yes/No.....

1)Name.....Address.....

.....Post Code.....

Telephone Number

2)Name.....Address.....

.....Postcode.....

Telephone Number.....

3)Name.....Address.....

.....Postcode.....

Telephone Number.....

SET UP DETAILS

Brief description of company, these details will be displayed within your free website (max 30 words)

.....
.....
.....

Main areas of specialisation (to be displayed on website)

1

2

3

4

Preferred website address i.e. www.myhomeconnect.co.uk/.....

www.mybusinessconnect.co.uk/.....

Preferred e-mail address i.e.@myhomeconnect.co.uk

.....@mybusinessconnect.co.uk

0870 call management system number (office allocation)

Code of Conduct

Members of The National Trade Register have agreed to abide by the following Code of Conduct:

1. To conduct themselves in a courteous & professional manner.
2. Prior to commencing work, to issue a detailed written estimate or quotation including settlement terms together with details of any stage payments that may be required.
3. Not to involve the customer in additional cost without consultation and agreement from the customer and to confirm such alterations in writing.
4. To hold relevant public liability insurance cover and to ensure that it is current and paid up.
5. To ensure that all work is undertaken or closely supervised by suitably qualified or experienced personnel.
6. To advise customers of start and finish dates and to keep the customer informed of any potential delays as they become apparent.
7. The National Trade Register accepts no liability for its members work and the member shall not in any way lead the customer to believe otherwise

Mediation & Arbitration

1. Should a dispute arise between the customer and the member, The National Trade Register offers the parties mediation to a reasonable level and thereafter an adjudication facility.
2. The member and customer will in such circumstances co-operate with The National Trade Register or its appointed agent and abide by their decision.
3. If a member refuses to abide by the decision of The National Trade Register, the member is liable to immediate expulsion without refund of subscription and the immediate withdrawal of the benefits of belonging.
4. The National Trade Register shall be entitled at its sole discretion to provide the customer with any findings made during the mediation/arbitration process and such other assistance as it thinks fit in any legal proceedings brought by the customer against our member.

SAMPLE ONLY