

**Head Office**  
Trafalgar House  
Thames Industrial Park  
East Tilbury  
Essex  
RM18 8RH  
Tel 0870 760 7259  
Fax 0870 760 7741

**Approved** ✓  
**Insured** ✓  
**Registered** ✓  
**The National Trade Register**



## MEMBERSHIP AGREEMENT APPLICATION

Between The National Trade Register and the Applicant/Subscriber

### Applicant/Subscriber details

### Trade Division (**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 Commission Work Yes / No

Home 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 application 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

EmergencyboardingUp & TemporaryWorks Yes / No

Underpinning & Subsidence Repairs Yes / No

Brickwork & Blockwork Yes / No

Roofing Yes / No

Joinery Yes / No

Plasterwork Yes / No

Plumbing Yes / No

Electrical Yes / No

Glazing Yes / No

Decorating Yes / No

Tiling Yes / No

Drainage Yes / No

Others please state .....

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.....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

## 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 it's 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**