

# Membership Application Form



## Information about your business:

Company name

Trading name *(if different)*

Registered office address

Trading address *(if different)*

Telephone number

Email address

Website

Facebook

Twitter

## Contact Names / Email Addresses / Mobile Telephone Numbers:

1. Business Owner

2. Partners

3. Directors

4. Company Secretary

5. Technical

6. Marketing

7. Sales

8. Training

9. Accounts

Company Status: Sole trader/partnership/limited company/plc/individual *(please delete as necessary)*

Company registration number *(if limited company)*

Date your business started

Number of employees

**Financial Information:**

Company Turnover for last Financial Year £

Are you VAT Registered? Yes / No If Yes, VAT Registration Number

Turnover for tile related business £

Do you hold a Tax Exemption Certificate? Yes / No If Yes, what type?

**Insurance Cover:**

Employers Liability £ Renewal Date

Public Liability £ Renewal Date

Vehicle(s) (if applicable) Registration: Renewal Dates

NB: TTA would like to share information with its Partner Jelf, who will be able to provide you with details about your Member benefits in relation to Insurances. If you do not wish us to share this information, please let us know.

**Training Information:**

Do you have a training programme? Yes / No How many Apprentices do you employ?

How many of your staff are currently undertaking an NVQ?

**What NVQ(s) are your staff doing?**

Wall and Floor Tile Fixing	Yes/No	How many staff?		Retail	Yes/No	How Many staff?	
Warehousing	Yes/No	How many staff?		Logistics	Yes/No	How many staff?	
Business Admin	Yes/No	How many staff?		Other, please state			

**Customer Care Policy:**

It is a requirement that all TTA Members operate a Customer Care Policy. Please confirm if you have this. Yes / No  
If YES, please provide a copy of your Customer Care Policy with your application.  
If NO, you confirm your willingness to conform to TTA Customer Care Policy by signing the Membership Application Form.

Signed: Name (Please PRINT):

Position: Date:

**References:**

Please provide details (Name, Address, Tel No, Email) of 2 contacts who can be contacted for a reference. These can be a client, contractor, architect, or supplier you have dealt with in the past 2 years. *Please Note: TTA reserves the right to undertake site visits to check workmanship.*

1.

2.

The Tile Association requires that every application be proposed by a current TTA Member, who will be contacted for a reference.

**Proposer:**

Name:

Company:

Email Address: Telephone Number:

**In applying for membership, I/we confirm that I/we will abide by the Memorandum and Articles of the Association, that I/we abide by all UK and EU legislation required to run the business, and that I/we will abide by the Association Code of Practice.**

**By signing this application form, I/we give consent for a credit check to be carried out if considered necessary by The Tile Association.**

**I/We enclose:**

1. Payment Options	a) Cheque – enclosed
	b) Debit / Credit Cards <i>(2% fee applied to Credit Cards) – - Payments can be made over the telephone</i>
	c) BACS; Bank: HSBC    Account Number: 20087947    Sort Code: 40-20-80
	d) Direct debit arrangements are available to Members. Please contact us to discuss this further.

NB: As part of your Membership you are entitled to receive complimentary copies of 'Tile and Stone Journal' each month and the TTA's on-line magazine 'Tilezine', and your details will be held on our databases for this purpose. If you DO NOT wish to receive either of these please tick the relevant box below to opt-out.

I DO NOT wish to receive copies of Tile and Stone Journal

I DO NOT wish to receive copies of Tilezine

**Common Criteria - All Members agree to abide by the following ....**

- Provide full company name, address etc as listed on the Application Form
  - Provide appropriate referees, including TTA proposer
  - Minimum 50% of business is tiling products / fixing related
  - Provide evidence of Employer Liability and Public Liability cover
  - Agree to TTA performing Credit Checks on the company as appropriate
  - Comply with all relevant and current UK and EU Legislation pursuant to their business
  - Abide by TTA Customer Care Policy in absence of Company's own policies
  - Abide by TTA Terms and Conditions of Sale
  - Agree to supply Trade and Market Statistics as requested
  - Subscription fees based on tile/tiling business turnover - Except for Independent Fixers and Tile Agents who have set annual fees.
  - Agree to not copy other member's designs/artwork/ images/concepts
  - Promote Membership of The Tile Association to associates, colleagues, contacts and clients
  - Encourages and provides staff training; eg "Investors in People"
  - Provides goods and services in line with BS5385 / BS8000 and their parts
  - Ensures good working practices in accordance with HSE guidelines on its premises
  - Displays and provides appropriate technical information to staff and clients
  - Advertising complies with current legislation
  - Have link to TTA Websites prominently displayed on own website
  - Trading for minimum 2 years - Except for Independent Fixers when this is Fixing for minimum 2 years
  - Eligible to vote at AGM
  - Use of TTA logo for their marketing / PR activity
- NB: Any application which could affect the reputation of the TTA may be refused.*

In the event of your application not being approved your payment will be returned to you. The decision of the TTA as to membership is final and, in the case of rejection, no correspondence will be entered into.

We apply for admission into the Membership of The Tile Association and we certify that the above particulars are correct. We enclose a set of the last year's trading accounts (please note these will be handled in confidence by staff only). In the event of this application being approved, we agree to support the aims and objectives of TTA and to pay the annual subscription and associated levies authorised from time to time so long as we remain in membership.

Please note that under our Terms and Conditions, if you wish to resign your membership, you must serve written notice of your intention to resign at least one month prior to the start of the new subscription year on 1st January, otherwise you will be liable for the full amount of your subscription for the forthcoming year.

Signed:	Name (Please PRINT):
Position:	Date: