

APPLICATION FOR MEMBERSHIP – SPECIALIST CONTRACTORS

Please read the application notes carefully to ensure the company can meet the AIS membership criteria before applying.

SECTION A – Company Details

Company _____

Address _____

_____ Post Code _____

Tel _____ Fax _____

Email _____ Website _____

SECTION B - Plc / Limited Company / LLP

Company Registration No _____ Date established/No. of years trading _____

Briefly describe the company's activities/products/services:

SECTION C - Partnership / Sole Trader

Date established/No. of years trading _____

Tick this box and enclose with application form:

Your last two sets of year end accounts.

Briefly describe the company's activities/products/services:

SECTION D – Trade References

Provide names and contact details of two companies you buy commercial interior products / services from and from whom we can obtain independent trade references:

1. Company Name _____ Contact Name _____

Email _____ Fax No _____

2. Company Name _____ Contact Name _____

Email _____ Fax No _____

SECTION E – Membership Job Vetting (MJV)

Provide details of two contracts completed in the last 12 months and preferably in the same area, which can be inspected by AIS (by prior appointment) in order to assess your standard of workmanship:

- 1. Company Name _____ Address _____
 _____ Post Code _____
- 2. Company Name _____ Address _____
 _____ Post Code _____

Supply the name and telephone number of **your** company representative that we can make viewing arrangements with and whom will be present during the inspection.

Name _____ Tel _____
 Mobile _____ Email _____

SECTION F – Subscription Payment Method

The company agrees to pay its subscriptions in accordance with AIS payment terms. Please indicate below your membership subscription payment method by ticking the appropriate box below:

- By quarterly Direct Debit : Completed Direct Debit form is enclosed
- BACS : Our payment of £ _____ has been made on _____

To: **Barclays Bank plc: Account name:** Association of Interior Specialists

Account number: 60657425 **Sort code:** 20 77 62

- By cheque : Our cheque for £ _____ is enclosed

(SEE REVERSE OF APPLICATION NOTES FOR APPLICABLE PRO RATA PAYMENT, WHICH INCLUDES THE NON REFUNDABLE ADMIN FEE OF £250 + VAT)

SECTION G – MemberGetMember Scheme

If an AIS member was instrumental in you applying for membership put their AIS membership number and company name in the section below.

Membership No.....

Company:.....

SECTION H - Declaration

The company (as per section A) understands the AIS membership criteria and agrees to be bound by the Association’s Code of Conduct and Memorandum and Articles of Association, and to complete the AIS membership survey every two years. It accepts that annual membership renewal is automatic, unless three months notice has been given, and that membership is not transferable. Should the company not be accepted for membership, it accepts that the decision of AIS is final and acknowledges that it may reapply in the future.

I, the undersigned, confirm I have read and understood the above declaration and am authorised to apply for AIS membership on behalf of the company.

Signed on behalf of the Company _____ Print Name _____

Position in Company _____ Date _____

Specialist Contractor – Membership Application Notes

Before applying for membership please note:

1. The company must have been trading for a minimum of two years
2. The company must have two years trading accounts (for Plc/Ltd/LLP filed with Companies House)
3. The company must be financially solvent (AIS credit checks all applicants)
4. AIS must be able to obtain positive trade references
5. Workmanship meets commercially acceptable standards

SECTION A – Company Details

SECTION B AND C – Proof of financial solvency and probity

- AIS credit checks all companies applying for membership.
- **For Plc/Ltd/LLP** – The company must have two years trading accounts filed with Companies House.
- **For Partnerships and Sole Traders** – You must enclose your last two sets of year end accounts.

SECTION D – Trade References

- Trade references are required from **TWO OF YOUR MAIN SUPPLIERS – eg for specialist contractors your main suppliers of interiors products**. We recommend you check with your referees before hand, as some companies refuse to give trade references.

SECTION E – Membership Job Vetting (MJV)

- AIS will inspect one contract completed by the company to determine that workmanship meets commercial acceptable standards. A second contract may be inspected should the AIS representative deem it necessary.

SECTION F – Subscription Payment Method – (subscriptions are on a pro-rata basis see reverse)

Note: Applications cannot be processed without either payment or a completed Direct Debit Form.

- **Direct Debit** – Complete and enclose the DD form. Once accepted an invoice and confirmation of Direct Debit amounts will be sent. The first instalment will be taken approximately 10 days after acceptance.
- **BACS** – Pay the relevant subscription amount plus one off admin fee of £250 + VAT to AIS using the account details on the application form. Once accepted a receipted invoice will be sent.
- **Cheque** – Enclose a cheque for subscription plus one off admin fee of £250 + VAT. Once accepted a receipted invoice will be sent.

Note: If for any reason the company is not accepted for membership the subscription will be refunded less the £250 + VAT administration fee.

SECTION G – MemberGetMember Scheme

- If an AIS member was instrumental in you applying for membership put their AIS membership number and company name on your application form and on acceptance of your application they will receive a discount voucher.

SECTION H – Declaration

- By submitting an application for membership, you confirm that you have read and understood the declaration as outlined on the application form on behalf of the company and that you are authorised to apply for AIS membership on its behalf.



Association of Interior Specialists

Olton Bridge, 245 Warwick Road, Solihull, West Midlands B92 7AH

Tel 0121 707 0077 **Fax** 0121 706 1949

Email info@ais-interiors.org.uk **Web** www.ais-interiors.org.uk

Registered in England No. 3403977 Limited by guarantee

CONTRACTOR

AIS Pro Rata Contractor Membership Fees

AIS subscription year runs from 01 January to 31 December

Month of Joining	Subscription Amount + VAT	Non refundable Admin charge + VAT	TOTAL AMOUNT DUE INC VAT
January	685.00	250.00	£1,122.00
February	627.92	250.00	£1,053.50
March	570.83	250.00	£985.00
April	513.74	250.00	£916.49
May	456.66	250.00	£847.99
June	399.58	250.00	£779.50
July	342.50	250.00	£711.00
August	285.42	250.00	£642.50
September	228.33	250.00	£574.00
October	171.25	250.00	£505.50
November	114.17	250.00	£437.00
December	57.08	250.00	£368.50

Note: If for any reason the company is not accepted for membership the subscription will be refunded - less the £250 + VAT administration fee

AIS Code of Conduct

On being accepted into the Association, all members agree to subscribe to and abide by the terms of the AIS Code of Conduct, which establishes a minimum standard of conduct for members in order to raise and maintain industry standards.

The AIS code of conduct requires members:

- To conduct business in a manner that will reflect credit on the Association, the industry and themselves.
- To adopt and commit to the principles and practices laid down by AIS.
- To act with integrity towards others and exercise high standards of business practice and workmanship.
- To be committed to training its workforce.
- To ensure that they are conversant with and adhere to the relevant current British, European and International Standards and other relevant technical standards, regulations and practices.
- In so far as they are able, to ensure that their products or systems are tested and/or comply with the recognised standards specified by the client or statutory authorities.
- Not knowingly mislead others by fact or implication as to the performance of their products or systems.
- To hold required levels of statutory or appropriate insurance.
- To operate an effective health and safety policy and have a current health and safety policy statement.
- To keep records of all RIDDOR reportable accidents and provide annual accident statistics to AIS.
- To have and implement an appropriate environmental policy statement.
- To be vetted in accordance with AIS vetting procedures and allow AIS to inspect a current project (contractor members only) when required.
- To display wherever practical the AIS member logo on its premises, website, business stationery and brochures and make this Code of Practice available for inspection.

Instruction to your Bank or Building Society

Please fill in the

**Association of Interior Specialists Ltd
Olton Bridge
245 Warwick Road
Solihull
West Midlands B92 7AH**

Originator's Identification Number

4	0	7	2	1	2
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Name(s) of Account Holder(s)

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Reference Number

A	I	S	0	0			
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Bank/Building Society Account Number

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Branch Sort Code

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Instruction to your Bank or Building Society

Please pay the Association of Interior Specialists Ltd Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with the Association of Interior Specialists Ltd and, if so, details will be passed electronically to my Bank/Building Society.

Name and full postal address of your Bank or Building Society

To: The Manager Bank/Building Society

Address

Signature(s)

Date

Banks and Building Societies may not accept Direct Debit Instructions for some types of accounts



This guarantee should be detached and retained by the Payer.

The Direct Debit Guarantee



- ◆ This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- ◆ If the amounts to be paid or the payment dates change the Association of Interior Specialists Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- ◆ If an error is made by the Association of Interior Specialists Ltd or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- ◆ You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.