

APPLICATION FOR MEMBERSHIP – SUPPLIERS

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 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 – Compliance with membership requirements

All applicants - confirm the following by ticking the boxes below

- All products manufactured or sold comply with the relevant current, statutory and applicable standards.
- Technical support and installation guides (where appropriate) are available.

SECTION F – Confirmation of possession of the two items listed

All applicants – confirm the following policies are in place by ticking the boxes below:

- Waste Management Policy in compliance with national and local regulations.
- Policy statement/procedure on customer care/deliveries.

SECTION G – Confirmation of possession or evidence of working towards the six items listed

All applicants – confirm you have possession of, or evidence of working towards the following by ticking the appropriate boxes below:

C **WIP** (C = Completed) (WIP = Work in progress)

- ISO 9000 Quality Standard or equivalent / in-house procedure.
- ISO 14001 – compliant environmental policy statement (eg BS8555 stage one) to include the companies recycling policy for manufacturing, packaging and products and its energy saving policy.
- Clear product storage recommendations.
- A product sustainability and life cycle cost policy/statement.
- A COSHH statement for your product range.
- A published 'Commitment to Supply' (eg Terms and Conditions of Sale).

SECTION H – Confirmation of your agreement to submit, provide or report

All applicants – confirm your agreement to the following by ticking the boxes below:

- Provide test data to substantiate performance claims on request.
- Promote the benefits of AIS membership to customers.
- Report any new UK company acquisition to AIS once the legal transfer to the company is complete.
- Provide evidence of any of the above on request within 10 working days.

SECTION I - Subscription Payment

The company agrees to pay its subscriptions in accordance with AIS payment terms. 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 J – 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 K - Declaration

We hereby understand the AIS membership criteria and apply for membership of the Association of Interior Specialists, and agree to be bound by its Code of Conduct and Rules, and agree to complete the AIS membership survey every two years. We accept that annual membership renewal is automatic, unless three months notice has been given in accordance with the AIS Memorandum and Articles of Association. Should we not be accepted for membership, we accept that the decision of AIS is final and acknowledge that should we so wish, we may reapply in the future.

Signed on behalf of the Company _____ Print Name _____

Position in Company _____ Date _____

Supplier – 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

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** – we recommend you check with your referees before hand, as some companies refuse to give trade references.

SECTION E – Compliance with membership requirements

- Failure to tick all boxes may lead to a delay in processing you application.

SECTION F and G – Confirmation of possession or evidence of working towards the eight items listed

Failure to tick all eight boxes may lead to a delay in processing your application.

- **Quality Standard** – This can be in the form of ISO9000 / equivalent national standard or an in-house system that provides a similar process and / or way of managing manufacturing / sourcing of products from ordering of raw materials / bought in products through receipt, manufacturing processes / picking to despatch and customer receipt.
- **Environmental policy statement** – This can be in the form of an ISO14001 compliant policy statement (eg BS8555 stage one) / equivalent national standard and must include a recycling policy for manufacturing, packaging and products together with an energy saving policy.

SECTION H – Confirmation of your agreement to submit, provide or report

Failure to tick all four boxes may lead to a delay in processing your application.

SECTION I – 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 J – 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 K – Declaration agreement

- 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.

SUPPLIERS

AIS Pro Rata Membership Fees 2012

AIS subscription year runs from January to December

Month of Joining	Subscription Amount + VAT	Non refundable Admin charge + VAT	TOTAL AMOUNT DUE INC VAT
January	1350.00	250.00	£1,920.00
February	1237.50	250.00	£1,785.00
March	1125.00	250.00	£1,650.00
April	1012.50	250.00	£1515.00
May	900.00	250.00	£1,380.00
June	787.50	250.00	£1,245.00
July	675.00	250.00	£1,110.00
August	562.50	250.00	£975.00
September	450.00	250.00	£840.00
October	337.50	250.00	£705.00
November	225.00	250.00	£570.00
December	112.50	250.00	£435.00

Note: If for any reason you/your company are not accepted for membership your cheque will be refunded - less the £250 administration fee

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.

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.