



# Application for Membership

We hereby apply for membership of the British Contract Furnishing Association and agree to be bound by the Code of Practice and constitution of the BCFA. Please complete this form in FULL preferably on screen using Word or in BLOCK capitals.

**Please ensure that you sign the undertaking at the end and include payment to enable us to process your application.**

## 1. COMPANY DETAILS

You can use pdf reader to input data on-screen

Company name:

Trading name:

Parent holding company:

Company Address:

Town:

County:

Postcode:

Telephone:

Fax:

Email:

Website:

Annual turnover:

Number of staff (incl. Partners & Directors):

UK Company Registration number:

Date of Registration:

Description of Business:

Principal applicant: Mr  Mrs  Miss  Ms

Other title:

Name:

Job title:

Direct Telephone:

Email:

Name of Managing Director:

## 2. REFEREES

Please give names, addresses and telephone numbers of four referees, one should be a member of the BCFA, two should be contract customers and the other your bank.

Bank:

Address:

Postcode:

Contact Name:

BCFA Member Company Name:

Contact Name (Director):

Position:

Telephone:

Email:

Customer Company Name 1:

Contact Name:

Telephone:

Email:

Customer Company Name 2:

Contact Name:

Telephone:

Email:

## 3. MEMBERSHIPS & ACCREDITATIONS

Please list memberships of national and regional bodies

### Memberships

- ACID
- FIRA
- Chamber of Commerce

### Accreditations

- ISO 90001      Quality Assurance
- ISO 14001      Environmental Management
- BS8555      Environmental Management
- EMAS      Environmental Management
- Investors in People      Personal Development
- BS OHSAS 18001      Occupational Health & Safety

Other memberships. Please give details:

Please give details of any other accreditations or industry awards you have received:

#### 4. PAYMENT MUST BE INCLUDED

**Payment methods:**

Please tick the appropriate boxes

**Cheque**   
 Payable to BCFA

**BACS payment**   
 Nat West  
 Sort code: 60-02-20  
 Account no: 05023564  
 Account Name: British Contract Furn

**By Card**

Card type: Debit  VISA  MasterCard

Card no

|                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |                      |
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Expiry Date (ddmmyy)

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Name on card

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| <input type="text"/> |
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Tel no. for card holder

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3 Digit Security Code

Or please provide name and contact number to confirm

Name:

T:

| CONTRACT SALES<br>TURNOVER £m | ANNUAL | SELECT<br>CATEGORY       |
|-------------------------------|--------|--------------------------|
| Associate Member<br>£350-500K | 395    |                          |
| Design Practice               | 795    | <input type="checkbox"/> |
| Less than £1m                 | 920    | <input type="checkbox"/> |
| £1-3                          | 1375   | <input type="checkbox"/> |
| £3-5                          | 1695   | <input type="checkbox"/> |
| £5-7                          | 2120   | <input type="checkbox"/> |
| £7-10                         | 2650   | <input type="checkbox"/> |
| £10-25                        | 3180   | <input type="checkbox"/> |
| £25-5                         | 3700   | <input type="checkbox"/> |
| £50+                          | 4300   | <input type="checkbox"/> |

|                     |       |
|---------------------|-------|
| Annual Subscription | £     |
| Joining Fee         | £ 250 |
| Total               | £     |
| VAT at 20%          | £     |
| Grand Total         | £     |

## 5. BCFA MEMBERSHIP CODE OF PRACTICE & UNDERTAKING

### 1. The Eligibility of Companies to join the BCFA

Any company engaged in contract furnishing design, manufacture, supply and associated activities operating in the United Kingdom, the Channel Islands, the Isle of Man and the Republic of Ireland shall be considered for membership of the Association and must have been trading as a registered company for 2 years in the contract sector, or in exceptional circumstances at least 12 months.

### 2. BCFA Code of Practice

The full code of practice is available to download at [www.thebcfa.com](http://www.thebcfa.com)

#### 2.1 Financial Status

Members will operate within the requirements of UK legislation on the Solvency Act.

#### 2.2 Administration Systems

Members will have in place a documented administration system. Registration under ISO 9001 will confirm this but other methods are acceptable.

#### 2.3 Compliance with Legal and Technical Standards

All products and services supplied to the market must conform fully with the legal and technical standards required for the territory into which they are directly supplied. It is for the member to understand these requirements.

#### 2.4 Environment and Sustainability

The BCFA Environmental strategy describes how members should manage their approach to sustainability. Compliance within legislation is mandatory.

#### 2.5 Employment, Education, Equal Opportunities and Training

Conformance to legislation in all these aspects is mandatory. Further, members will ensure all staff receives the necessary training to undertake their duties. Each member of staff will have a contract of employment.

#### 2.6 Health and Safety

Members will observe the law with regard to health and safety legislation.

#### 2.7 Marketing, Advertising and Promotions

Members will adhere to legal and ethical guidelines for the use of advertising, social media and the BCFA Logo.

#### 2.8 Intellectual Property and Design Right

No member will knowingly plagiarise the designs, brands, know how or matters of intellectual property of other companies. Members will make every effort to protect their designs by the appropriate legal method.

#### 2.9 Insurance

To protect clients using a members services appropriate and sufficient insurance will be maintained to cover public liability, product performance and for the company's day to day operation.

#### 2.10 Client References

Members will maintain and keep up to date a register of client references of their work.

#### 2.11 Customer Service Policy

A comprehensive system will be in place to ensure clients receive the best possible service. In particular a fully documented procedure for dealing with customer complaints will be in place. All staff will be trained in its implementation.

#### 2.12 Conditions of Sale

A member will have in place a full set of conditions of sale. As an example of the minimum requirement the BCFA Conditions of sale are available for use by members and referenced by clients.

#### 2.13 Infringements and Enforcement of Code

Should a client consider the performance of a member falls below standard they should refer to the full code of practice. If after consultation with the member and the matter remains unresolved the BCFA can be approached for consultation. In circumstances where it is concluded a breach of the code may have occurred the BCFA will investigate.

### 3. Code of Practice

We have read, signed and enclose a signed copy of the BCFA Code of Practice **please tick box.**

### 4. Company Accounts

Please attach your most recent company accounts **Confirm company accounts attached.**

### 5. Headed Paper

Please attach a sheet of your headed paper **Confirm headed paper attached.**

### 6. Undertaking

Membership renewal is automatic and members are invoiced automatically prior to the renewal date, with payment due on the renewal date. For resignation of membership, we require three months notice in writing prior to renewal date.

Company

We confirm that the information given is correct and agree to be bound by the code of practice, rules and constitution\* of the BCFA and other regulations of the Association for the time being in force.

\*available on request or at [www.thebcfa.com](http://www.thebcfa.com)

Signed (Director)

Position

Date (ddmmyy)







Please forward this completed form along with payment and any supporting documentation to:

**Anita Petersen**  
 Membership Manager  
 British Contract Furnishing Association  
 Project House  
 25 West Wycombe Road  
 High Wycombe  
 Buckinghamshire HP11 2LQ  
**or email**  
 Anita@thebcfa.com

Data will be held on the Association's computerised membership database and supplied to third parties at its discretion.

If you do not wish the details of your company to be passed on **please tick box.**

BCFA OFFICE USE ONLY

BCFA Board Approval

PLEASE ATTACH YOUR BUSINESS CARD HERE

|  |                  |
|--|------------------|
| <p>1. What are you looking for from your membership i.e. your main reason for joining?</p>   |                  |
| <p>2. We encourage our members to share their expertise through networking &amp; mentoring in areas such as digital marketing or customer service engagement. What areas of expertise will you bring to the association?</p>   |                  |
| <p>3. What proportion of your turnover is contract (not for domestic use)?</p>   |                  |
| <p>4. What routes to market do you use for your contract business – via commercial designers specifiers/direct to clients/distributors/ third party manufacturers? Please provide examples of projects for which you have been specified.</p>                        |                  |
| <p>5. Do you have any development plans for your web site particularly for your contract business?</p>   |                  |
| <p>6. What processes take place at your factory/offices?</p>   |                  |
| <p>7. Do you import? From where?</p>   |                  |
| <p>8. Do you export? Which markets?</p>  |                  |
| <p>9. Have any of the present directors been declared bankrupt or been disqualified as Directors? If so please provide details</p>   |                  |
| <p>10. Has the company in the last five years been involved in any action with a competitor on breach of design right, copyright, either as offender or defender? If so please provide details without breaching any legal agreements that you may have reached.</p> |                  |
| <p>11. How did you hear about the BCFA?</p>  |                  |
| <p>Signature</p>   | <p>Job Title</p> |
| <p>Company Name</p>  | <p>Date</p>      |