

BPMA MEMBERSHIP APPLICATION FORM

Please ensure that you have read and understood the BPMA membership rules and criteria before submitting this form. All fields **MUST** be completed

Section 1 - Company Details

Company Name: _____

Company Registration Number: _____

Date of Incorporation: _____

UK Registered Address: _____

Trading Address: (if different from above) _____

Corporate Structure: Plc Partnership Limited Co. (please tick one)

Sole Trader Other (please specify)

If Sole Trader, please confirm name of business owner: _____

Telephone Number: _____

Main Contact Name: _____

Main Contact Email: _____

Main Contact Number: _____

If overseas please confirm UK Agent Name: _____

UK Agent Email: _____

Company Websites: _____

Number of staff: Under 5 5-10 11-25 26-50

51-100 100+

Please list any catalogue groups, buying groups or franchises you may be part of:

Application Criteria

The notes in the column provide further details on the application criteria. We strongly advise that you read them when completing the form.

Section 1

Companies applying for membership must have a UK company registration number, be in partnership or a sole trader who are actively and commercially involved in the promotional merchandise industry. Overseas companies must have a UK registered address or a UK based sales agent in place.

Companies need to have traded in the UK for a minimum of 1 full year.

Company name provided must be the name registered on Companies House. Those with a trading name must apply as Company name A T/A Company XYZ.

The Application Process

On receipt of the application form the BPMA will check company data against Companies House and validity of referees. Credit checks will be carried out and references obtained including a proposer and seconder to support the application (See sections 2 & 3).

Once all checks have been carried out by the BPMA Executive Team the application will be put forward to the board for approval and board ratification. Upon ratification, a membership invoice will be raised.

The Executive Team will contact you to obtain further information about your business to complete your industry profile record.

Once payment has been received or a direct debit has been set up, membership to the association is awarded.

A welcome email will be sent containing your membership number and access to the many member benefits.

Vetting Process & Board Approval

Applications will be submitted to the board of directors for approval providing that the applicant:

- Meets all criteria of the application
- Is capable of meeting its obligations under the code of conduct and disciplinary code

On approval by the board the membership will be granted. Membership will commence upon payment of membership invoice only.

The board shall not be bound to give any reason for accepting or refusing a membership application to the association.

Section 1 - Company Details (continued)

Do you have any of the following memberships?

Sedex PSI PPAI FSB

Other (please specify) _____

Do you have any of the following accreditations?

ISO 9001 ISO 14001

Other (please specify) _____

Please identify the business type that best describes your trading status:

Distributor: A reseller of a range of products sold to a range of customers for a commercial profit.

Trade Exclusive Supplier: An organisation that either imports or manufactures products and supplies promotional merchandise exclusively through the distributor channel.

Multi Channel Supplier: An organisation that either imports or manufactures products and supplies promotional merchandise through a variety of routes to market.

Service Provider: An organisation that supports or supplies to the promotional merchandise industry but is neither a supplier nor distributor of products.

What percentage of company turnover is derived from promotional merchandise? _____

Section 2 - Membership Tier

Membership Options – please select the membership level that is accurate for your business:

Accredited Membership

Accredited members must:

- Have traded in the promotional merchandise industry for a minimum of 1 year
- Have at least 1 year's full set of trading accounts
- Prove that the company has over £100,000 annual turnover in promotional merchandise
- Have a registered office in the UK or a sole trader, with a UK address and bank account
- Be able to nominate BPMA members to propose and second their application
- Supply two credit references from BPMA Members - these could be the same as the Proposer and Second
- Have an acceptable credit rating
- Attend the BPMA New Member Orientation Seminar

Associate Membership

Associate members meet the criteria of Accredited membership, except:

- Your company cannot prove that it has over £100,000 turnover in promotional merchandise
- If your company credit rating is below an acceptable level but has an action plan to improve this

Application Criteria

The notes in the column provide further details on the application criteria. We strongly advise that you read them when completing the form.

Section 2

Credit reference, Proposer & Second

See Section 3

Credit Rating

The BPMA will conduct a credit check on the company and will deem if the rating is acceptable or not.

Credit checks are carried out on the company and directors. Accounts may also be requested to support your application.

Upon membership approval you will be monitored by our credit management provider to ensure the company status and financial position remains acceptable for membership.

New Member Orientation Seminar

A half-day free to attend seminar presented by the CEO of the BPMA. Attendance is required once your membership has been accepted.

Seminars run every 3 months, attendance required in the first 6 months of joining the association. Visit bpma.co.uk/events for more details.

Associate Members

- Will be given a development programme reviewed by the Executive Team annually to help associate members succeed to an Accredited Member
- Must become an Accredited Member after a maximum of 3 years as an Associate Member
- Will be assigned a BPMA Board Director to act as a mentor with scheduled quarterly conversations/meetings

Overseas Companies

- A UK registered office is required OR a UK based sales agent
- All pricelists, quotations and invoices to be in GBP
- Payments are to be made to and from a UK bank account
- A UK address must be used in all UK marketing and communications
- Supply the BPMA with UK billing address, contact name and email for invoices
- Meet the criteria of Accredited or Associate Membership

Membership Band & Fees

Membership fees are determined by company annual turnover.

Please select your membership band from the table below.

Membership applications are also charged a one off £75+VAT joining fee.

Membership Band	Company Turnover Bracket	Annual Fee
<input type="checkbox"/> Band 1	£0 - £250,000	£345 ^{+VAT}
<input type="checkbox"/> Band 2	£250,001 - £500,000	£445 ^{+VAT}
<input type="checkbox"/> Band 3	£500,001 - £1,000,000	£525 ^{+VAT}
<input type="checkbox"/> Band 4	£1,000,001 - £2,000,000	£625 ^{+VAT}
<input type="checkbox"/> Band 5	£2M +	£995 ^{+VAT}

Section 3 - References

Please note that data provided in this section will be used to obtain a reference on your business to support your application only and will not be used for marketing purposes, unless the contact is already on the BPMA database.

Please provide contact details of 2 BPMA members that can act as a proposer and seconder to support your application. (Can be the same contacts used for credit references)

Name: _____

Company Name: _____

Email: _____

Name: _____

Company Name: _____

Email: _____

Please provide contact details of 2 BPMA members that can be contacted to obtain a credit reference.

Name: _____

Company Name: _____

Email: _____

Name: _____

Company Name: _____

Email: _____

I can confirm that the above contacts can also supply credit references to support the application.

Section 2 - continued

Membership Fees

The BPMA operate on a 1st June common renewal date. Fees shown in the table are fees you will be charged on 1st June of each year. Membership fees shown are current, 1st June 2019 fees but may be subject to change.

Your first membership invoice will be a pro-rata fee for the membership band you have selected. A member of the Executive Team will confirm these costs during the application process.

Direct Debit

Please note that it is mandatory for all members to setup a direct debit with the BPMA on an annual or monthly payment plan. All monthly direct debits will incur an annual £25+VAT administration fee.

Application Criteria

The notes in the column provide further details on the application criteria. We strongly advise that you read them when completing the form.

Section 3

References

The BPMA will obtain credit references from the BPMA member contacts you provide. We will also request that they propose/second and support your application to the association.

If you cannot supply BPMA member contacts to act as referees for your application please contact that BPMA so that they can advise on suitable alternatives that may be accepted.

Section 4 - Code of Conduct & Disciplinary Code

Please read the code of conduct and disciplinary code below, by applying and signing to become a member of the BPMA you will be agreeing to abide by the codes on behalf of your company.

Code of Conduct:

With membership comes responsibility and accountability. Our industry supplies a multi-disciplined industrial landscape which, in turn, has to abide by legal and ethical practice guidelines. In order to fulfil the standards expected of members, this Code of Conduct is set out to re-enforce a qualitative and enhanced value-chain perception of our association and, as such, is not open to re-interpretation or alteration.

All BPMA members are, without exception, required to comply with the following Code of Conduct:

1. Members must display, demonstrate and represent their products and services in a fair and transparent manner and avoid deceptive, misleading and unethical practices (which includes all supply-chain partners/contractors).
2. Members must not disparage fellow members in any circumstance or in any format. Concerns or queries can be channelled through the BPMA executive team in the first instance.
3. Members must conduct their business at all times in a manner which upholds the reputation of the Association itself, and the promotional merchandise industry per se.
4. Members must abide by all rulings of the Advertising Standards Authority, the Committee of Advertising Practice, and all relevant regulatory bodies supported by the BPMA (which directly affect the promotional merchandise industry).
5. Members must take adequate steps to ensure that all products and services comply with applicable legislative requirements including safety laws, regulations, and guidelines in each relevant market. The BPMA deem avoidance / non-compliance to be indefensible within the terms of this code.
6. Members are as equally responsible for the conduct of their (non-member) supply chain partners and contractors as they would be for themselves. All relevant legal and social guidelines must be adhered-to.

This will specifically (but not exclusively) relate to the following areas ;

- Product Safety
- Hours of Work/Wages
- Freedom of Association
- Working Environment/Conditions
- Abuse of Labour/Child Labour
- Environmental Issues
- Discrimination

7. Members must give complete respect and confidence to any confidential information which comes into their possession in the course of their work. Whilst any issue concerning redress for breach of confidentiality is strictly within legal boundaries, members are encouraged to put any concerns to the executive team in the first instance.
8. Members must comply with any decision reached by **a)** the Board of the BPMA, or **b)** any committee of the BPMA regulated by the procedures of the association. Failure to do so may result in disciplinary action including membership removal.
9. All members acknowledge that payment within in agreed terms is an essential part of good trading practice within our industry. Therefore members should understand that regular abuse of terms will potentially result in revocation of BPMA membership, an action which the member must fully endorse and uphold.

The BPMA Board of Directors are empowered to enforce this Code of Conduct and to consider any complaint made against a member company, and to act accordingly. The BPMA expects its members to be responsible, ethical, and to competitively trade in a genuine and transparent manner at all times.

Disciplinary Code:

1. In the first instance, a complaint under the Code of Conduct will be considered by the CEO who will make a decision as to whether a prima facie case* is made out.
2. If a prima facie case is made out, the CEO will write to the other party asking for a written response within 14 days.
3. The papers will then be handed to the Board who will at their next meeting make a decision on the complaint. The Board may ask for the attendance of either or both parties if they consider it appropriate to resolving the complaint.

Initials: _____

Date: _____

Information Supplied

I confirm I have read the criteria applicable to my application and the information I have given on this form is correct.

I confirm I have read the code of conduct and disciplinary code and agree to abide by them.

Signature: _____

Name: _____

Date: _____

Email: Enquiries@bpma.co.uk - please scan and email for speed, alternatively:

Post: BPMA, Fetcham Park House, Lower Road, Fetcham, Leatherhead, Surrey, KT22 9HD

Using Corporate and Personal Data

1. It is necessary for the BPMA to hold personal data provided on this form for your company on its CRM database.

The data will be used for marketing purposes by the BPMA to keep member companies informed of industry news, events, member benefits and services and will allow the Trade Association to deliver its services and communications efficiently and effectively.

2. All personal data will be used in a business to business capacity only and will be used in ways expected by an industry trade association and which will have minimal privacy impact.

3. The BPMA will not share your information with 3rd party contacts for marketing purposes. Minimal data is shared with member benefit providers.

For more information explaining how we use personal data please see our privacy policy. bpma.co.uk/privacy-policy

4. The Board, if they find the complaint justified, may admonish the member and ask for such remedial action as seems appropriate. If the Board considers the breach sufficiently serious, or there have been repeated breaches in the past, they may order suspension or expulsion from the Association.

In the case of expulsion, the member may appeal to an independent appeal tribunal to be appointed by the chairman of the Association.

5. All costs of any appeals will be borne by the member company.

6. In the event of a member being expelled the Board will inform other BPMA Members by publishing the name of the member in the BPMA communications explaining which section of the code has been broken.

***NB:** For the purposes of the Policy the meaning of "a prima facie case" means: - A case that has been supported by sufficient evidence for it to be taken as proved in the absence of adequate evidence to the contrary.