

NAJ MEMBERSHIP

Associate application form



Section one: COMPANY INFORMATION

Please complete this form FULLY in BLOCK CAPITALS and continue on a separate sheet where necessary. Please note that all companies joining the NAJ must have a trading history of one year. All applicants must also send a signed copy of the Guiding Principles and the Customer Charter which are available to download from the 'Join NAJ' section on the NAJ website naj.co.uk

Trading name of business:
Sole Trader Partnership L.L.P. Company (Ltd) P.L.C.

Company name:

Company registration number: VAT number:

Address:

Postcode: Telephone:

Web address:

Business email address:

Full name of person applying (primary contact name for us to use in communications):

Title: Mr Mrs Miss Ms
Proprietor Partner Director Company Secretary

Date of Birth

If you operate on a sole trader basis, please also include your full residential address for the purpose of conducting a credit check.

Email address of the applicant (primary contact for us to use in communications):

Mobile telephone number of the applicant:

Marketing contact: Email address:

Accounts contact: Email address:

Full names of all proprietors / partners / directors (other than that given above):

Please name any company with substantial measure of control in the above business and the ultimate controlling company:

ASSOCIATE APPLICATION FORM



Please state any connections between the proprietor, partners or directors and any other jewellery business within the last five years:

Date business established:

Date acquired by applicant:

Previous trading name(s):

Full name(s) of previous proprietors / partners / directors:

Total number of employees including directors, office, sales and workshop staff:

Full time

Part time (working less than 20 hours)

Turnover	Membership Rate	Tick as appropriate
£0-£250,000	£275+VAT	<input type="checkbox"/>
£251,000 +	£500+VAT	<input type="checkbox"/>

Section two: MARKETING INFORMATION

Does the Applicant belong to any other associations or committees?

If so please state name and period of membership:

Please indicate where you heard about the NAJ:

Please indicate the principal reason(s) why you wish to join the NAJ:

Section three: SERVICE INFORMATION

Please tick all the appropriate descriptions:

Education

Publisher

Agent

Trade press

Trade fair organisation

Training

Insurance brokers

Other (please specify)

Gem laboratory

Trade supplier (e.g. Packaging)

Testing centre

Photography



Service Providers

You may be interested in becoming a NAJ Service Provider, offering discounts to NAJ members. As a Service Provider you will also be listed in our online Members' area and have access to a marketing package that can help promote your services/products to Members. Referral fees may apply.

I would like to be contacted by a member of staff regarding this opportunity

Jewellery Business Network

The Jewellery Business Network provides a unique opportunity for independent jewellery retail owners and directors to meet with like-minded professionals, in a confidential forum that fosters supportive and trusting relationships that enable them to: benchmark their business with other jewellery businesses; develop their strategic thinking; invest in their own professional development and ultimately grow their business.

I would like to be contacted by a member of staff regarding this opportunity

Section four: REFERENCES

Trade references are required from two of the main jewellery industry suppliers you deal with regularly. Please give the following details to whom we may refer:

	Contact name & email address	Company name	Postal address
1.			
2.			

Section five: DATA PROTECTION POLICY

As part of your membership of the National Association of Jewellers we will retain your details for the purpose of sending you information by post, telephone or e-mail about NAJ services and membership benefits. Unless you advise us that you do not wish them to be released, we may also supply your details in response to enquiries, in accordance with our key role of promoting members' services and products, and we may list your details on the NAJ website. We may also disclose your details to third parties who have agreements with the NAJ for the delivery of membership services and benefits. The NAJ and the third parties may contact you by telephone, fax, mail or e-mail. NAJ undertakes not to sell your details for any purpose. If you do not wish your details to be used in accordance with this policy, please advise the NAJ office on 0121 237 1110.

Section six: DECLARATION TO THE NAJ NATIONAL COMMITTEE

- I/We hereby apply to be admitted as a member of the National Association of Jewellers of Great Britain and Ireland, subject to the memorandum and articles and byelaws of the British Allied Trades Federation.
- I/We approve and promise to observe the conditions of membership, bye laws and code of conduct as laid down by the Association and as from time to time amended.
- I/We fully understand that should my/our membership cease for whatever reason(s), I/we will no longer display or use any emblem and title of the association or imply in any way membership of, or approval by, the Association.
- I/We understand that if I/we wish to resign from membership, I will have to give the NAJ three months' notice. The NAJ reserves the right to collect the pro-rata subscription rate within the three month notice period.
- I/We understand that if a complaint is made by any consumer or business against my organisation, this may be investigated by the NAJ compliance officer. The NAJ reserves the right to suspend my membership.
- I/We agree that whilst a member we will pay the subscription for membership as from time to time decided by the National Committee.
- I/We understand that if any information given in this application form is found to be incorrect after membership has been granted, after due consideration by the Association and in its own absolute discretion, the National Committee may decide that the applicant's membership shall cease forthwith, or that it may not be renewed after the current membership period has ended.
- I/We understand that the Association may consult local branches (formally N.A.G) or centres, affiliated associations, banks, credit reference agencies or other sources to establish suitability for membership and give any necessary authority to do so.
- I/We understand that if this membership application is turned down or deferred, the Association will not normally give the reason.



I/We enclose:

Yes

Our completed Direct Debit mandate (downloadable from naj.co.uk/join)

Tick here if you wish to be contacted for payment

(If you do not wish to pay by Direct Debit a member of the team will contact for you for payment once your application has been received)

A company business card

Signed copies of the Guiding Principles and the Customer Charter available to download at naj.co.uk/join

Our application fee of £50 + VAT = £60 (non-refundable in the event of non-election).

You can either complete a payment form if you are not submitting a Direct Debit form available to download from naj.co.uk or enclose a cheque payable to **XXXXXXX**

Note: it is a requirement of membership of the Association that you disclose all criminal convictions (apart from spent convictions) including those of persons involved in the management or control of your business ('connected persons'). If you are aware that you or any connected persons are or have been the subject of a police investigation, then you must also disclose this, even if this does or did not lead to you or such connected persons being prosecuted. If you or any connected persons commit or are found to have committed an act of fraud or dishonesty (whether or not giving rise to legal proceedings), are convicted of a criminal offence or fail to disclose a criminal offence to the NAJ, then your application for membership may be refused or your membership may be terminated with immediate effect.

USE OF PERSONAL INFORMATION

By signing this declaration, I confirm that the information supplied by me in this application is true and complete to the best of my knowledge and I give my consent to British Allied Trades Federation Ltd (BATF) trading as the National Association of Jewellers to verify this information by whatever means deemed necessary. I consent to BATF searching information held by a credit reference agency and I understand that this search will be recorded and information relevant to this risk assessment will be recorded on my membership application file. I agree that information supplied by me will be held in accordance with the Data Protection act 1998 and understand that I have the right to request a copy of all information held about me subject to an administration fee.

I certify the information stated in this application form is accurate and complete in all respects

Signature:

Date:

Please return this form to:

The National Association of Jewellers, Federation House, 10 Vyse Street, Birmingham B18 6LT.

If you would like any assistance please telephone 0121 237 1110 or email join@naj.co.uk

