

# CCUA MEMBERSHIP APPLICATION FORM - 2009

<b>Name of company, individual or association applying for membership</b>		
Please include any relevant supporting information about your company, eg. brochure, information pack, website address		
<b>Company/association registered number</b>		
<b>Nature of business:</b> Please indicate by ticking next to appropriate statement below:-		
Public Utility		Solicitors Practice
Banking and Finance		Collection Agency
Retail		Other (please state)
<b>Name of company contact</b>		
<b>Position in Company</b>		
<b>Business Address, direct dial telephone number, fax number</b> and please ensure you include your <b>email</b> address, as most CCUA communication is done via email		
<b>TYPES OF MEMBERSHIP</b>		
<b>COST OF MEMBERSHIP</b>		
<b>TICK BOX</b>		
<b>Level One Membership</b> Large or Multi Centre Organisations, publicly quoted companies etc.	£730.00 + VAT	
<b>Level Two Membership</b> Standard Fee, Organisations with more than one member of staff and other companies or associations	£520.00 + VAT	
<b>Level Three Membership</b> Sole Traders, Individual Consultants (not consultancies) and Individual Members - who are not directors or partnerships, or employed.	£73.00 + VAT	
<b>Level Four Membership</b> Honorary – cannot be applied for Offered by CCUA National Council only		
<b>Level Five Membership</b> Prospective members who do not feel that they accurately fit any of the options one to three can ask the National Council to consider their application on an individual basis.	Negotiable	
<b>IMPORTANT NOTES:</b>		
<p>1) Membership is self-certified. The contact named above should decide into which category of membership the company/individual fits. The CCUA however, reserve the right to challenge any application on the basis of it being unlikely, and may ask for supporting evidence, i.e. audited accounts. All applications should include information about the company, eg. company brochure, website address, a written overview.</p> <p>2) In order to apply for Level Five Membership, a company should write a supporting letter with this application, citing reasons why they feel their application should be considered outside of the normal structure and a subscription fee negotiated. It is important that you should be able to show how you do not fit into the other subscription levels. Supporting evidence about the company will be required.</p> <p>3) You should include your cheque and supporting information when returning this form and add VAT at the appropriate rate. If you are applying at any time during a year (Jan – Dec) you should pro rata the amount above; eg. £625 divided by 12 (months) and multiplied by the amount of months remaining in the current year, eg. 6 = 312.50 + VAT @ 17.5% = £367.19, if you are not applying for a full year.</p>		
<b>DECLARATION:</b> In applying for membership of the CCUA, I understand that I will be invoiced for my annual subscription on the date of joining and thereafter on 1 <sup>st</sup> January each year. The Administrator must receive resignations from the association in writing at least one <b>month</b> prior to the 1 <sup>st</sup> January. Failure to do so will result in the full annual subscription becoming due and payable on the renewal date.		
I undertake, if elected, to observe the rules and regulations of the Association as outlined in the Memorandum and Articles of Association, a copy of which will be sent to you upon your application being approved. I agree that the company name and contact details can be published by the Association on the website or other publication if necessary. If I do not agree to this, I will contact the Administrative Office to inform.		
I have enclosed a cheque for the appropriate amount <b>with VAT added</b> and understand that subscription rates may alter on an annual basis. I have included relevant supporting information or our website address. I wish the National Council to consider my application.		
Signed..... Date.....		

**CCUA, Warwick House, Birmingham Road, Stratford-upon-Avon, CV37 0BP. Tel. 0845 0525336.**

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