

# ARP Affiliate Membership

## Application Form

### AFFILIATE MEMBERSHIP

Affiliate Membership of Association of Relocation Professionals is open to those organisations that provide products or services that may be of use to either relocation specialists or to their clients, (with the exception of real estate agents).

### AS AN AFFILIATE MEMBER YOU WILL:

- Be entitled to a listing in the Association's Handbook.
- Be given the opportunity to advertise at member's rates in all ARP publications and on the website.
- Be given the opportunity to submit a profile of your organisation in the Association's Newsletter.
- Receive the Association's Newsletter.
- Be invited to attend all relevant meetings, seminars and conferences at Members' rates. Be given the opportunity to sponsor publications and events, where applicable.
- Be given the opportunity to make presentations at events where speakers are required in your given specialist area.

### REQUIREMENTS FOR ADMISSION AS AN AFFILIATE MEMBER

- To have traded for two years or more .
- To complete the attached application form
- To provide the names of two client referees or to be nominated as an Affiliate Member by a Full Member of the Association of Relocation Professionals.
- To adhere to the Association of Relocation Professional's Rules of Conduct. Please sign the attached copy and return together with your application.

### COST

One off Application Fee	£100.00 + £15.00 VAT	Total £115.00	<input type="checkbox"/>
Subscription Fee (1 to 5 employees)	£250.00 + £37.50 VAT	Total £287.50	<input type="checkbox"/>
Subscription Fee (6 to 10 employees)	£500.00 + £75.00 VAT	Total £575.00	<input type="checkbox"/>
Subscription Fee (11 + employees)	£750.00 + £112.50 VAT	Total £862.50	<input type="checkbox"/>

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### SECTION 1 ~ GENERAL INFORMATION

**1.1** Company or Trading Name : \_\_\_\_\_  
Full Name : \_\_\_\_\_  
Position : \_\_\_\_\_  
Address : \_\_\_\_\_  
Country : \_\_\_\_\_ Telephone No/s : \_\_\_\_\_  
Fax No : \_\_\_\_\_ Email : \_\_\_\_\_  
Website: \_\_\_\_\_ VAT number : \_\_\_\_\_

### SECTION 2 ~ TRADING INFORMATION

**2.1** How long has your organisation been offering relocation related services? \_\_\_\_\_  
**2.2** How long has your organisation been trading? \_\_\_\_\_  
**2.3** Please state the geographical area in which you offer your services: \_\_\_\_\_  
**2.4** Please give a brief description of the services provided: \_\_\_\_\_  
**2.5** Please list other organisations of which your firm is a member: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOMINATED BY: \_\_\_\_\_ a Full Member of the ARP  
OR CLIENT REFEREES

1) Company Name : \_\_\_\_\_  
Contact Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Address : \_\_\_\_\_  
Email: \_\_\_\_\_

2) Company Name : \_\_\_\_\_  
Contact Name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Address : \_\_\_\_\_  
Email: \_\_\_\_\_

# ARP Affiliate Membership

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I / We:

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Of:

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apply for AFFILIATE MEMBERSHIP of the Association of Relocation Professionals and agree to abide by the rules of conduct and objectives of the Association.

I/We declare that my/our income is derived from private individuals and/or corporate bodies and that my/our activities are aimed at providing relocation related services and that those services are solely provided in the best interests of my/our clients.

I/We hereby indemnify and hold harmless the Association of Relocation Professionals against any claims arising from my/our activities.

I / We enclose the relevant subscription and enrolment fee, together with all VAT payable.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Any false declaration on the application for membership or any failure to abide by the rules of conduct of ARP will result in immediate termination of membership and the forfeit of any membership and/or enrolment fees paid.

Membership will become valid after Affiliate Membership is confirmed and full payment has been received.

**PLEASE NOTE THAT ALL MATERIAL AND INFORMATION SUPPLIED WITH THIS FORM WILL BE TREATED IN THE STRICTEST CONFIDENCE IN COMPLIANCE WITH THE ARP's GUIDELINES ON BUSINESS SENSITIVE INFORMATION**

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### RULES OF CONDUCT

- ✘ Every member shall be actively involved in offering services that facilitate the relocation of individuals and/or companies.
- ✘ Every member shall abide by the rules of the Association.
- ✘ Every member must actively participate in and successfully complete an accreditation process that has the full backing of the Association either on an individual or corporate level.
- ✘ Members must have both Professional Indemnity and Public Liability Insurance.
- ✘ A member shall not seek business or conduct business by improper or illegal means.
- ✘ Members shall not misrepresent Association, themselves or the services which they offer.
- ✘ Members will promote and protect their client's best interest and will not accept instructions from clients whose requirements cannot possibly be met by the member.
- ✘ Members shall not either act as selling or letting agents, nor will a principal, partner or director be involved in the day to day business of a selling or letting agency.
- ✘ Members shall declare to their clients any payment the member receives from any third party suppliers, following the introduction of the client to such supplier.
- ✘ Members shall ensure each client is aware of the terms and conditions upon which the member's services are being supplied.
- ✘ All members will indemnify and hold harmless the Association against any claims arising from their activities.
- ✘ When holding client's monies, members will hold such monies in a separate bank account and will maintain and produce at the Association's request clear records of that account.
- ✘ Members shall not misrepresent their class of membership nor claim membership when their membership has ceased.
- ✘ Should they be in breach of the Association's Rules of Conduct members shall abide by the findings of the Association's Disciplinary Committee.
- ✘ In the event of a member becoming bankrupt, insolvent or making an arrangement with their creditors their membership of the Association will be withdrawn.








Signed : \_\_\_\_\_ Date \_\_\_\_\_

Trading Name : \_\_\_\_\_

# ARP Affiliate Membership

## Checklist

Have you included.....

-  Two client references or a member nominee
-  Proof of trading
-  Proof of public liability and professional indemnity insurances where necessary
-  Copies of your publicity material
-  Brief CV of the director(s)
-  Signed rules of conduct
-  Your fee (tick as appropriate)

Either

-  Administration Fee

Or

-  Administration Fee + Subscription