

PETROL RETAILERS ASSOCIATION APPLICATION FOR MEMBERSHIP



PRIVATE & CONFIDENTIAL (WHEN COMPLETED)

COMPANY DETAILS:		MEMBERSHIP NO:	
FULL TRADING NAME			
ADDRESS 1			
ADDRESS 2			
ADDRESS 3			
TOWN	COUNTY	POSTCODE	
TEL (INC STD)	FAX (INC STD)		
COMPANY INFO	LTD <input type="checkbox"/> PLC <input type="checkbox"/> S/TRADER <input type="checkbox"/>	CO START DATE	TURNOVER
	PARTNERSHIP <input type="checkbox"/>		
	SINGLE SITE <input type="checkbox"/> GROUP <input type="checkbox"/>	NO OF BRANCHES	NO OF EMPLOYEES
MAIN CONTACT			JOB TITLE
MAIN EMAIL			MOBILE TEL
WEBSITE			

ADDITIONAL CONTACT DETAILS				
TITLE	FIRST NAME	SURNAME	JOB TITLE	EMAIL
FUEL BRAND	FUEL VOLUME		(MILLION LITRES) 1 2 3 4 5 6	INDEPENDENT <input type="checkbox"/> LICENSEE <input type="checkbox"/>

BASIC RULES & QUALIFICATION OF MEMBERSHIP

MEMBERSHIP OF THE RMI is conditional upon all eligible premises under common ownership, directorship or control being declared and enrolled into membership and commits each member to adherence to the Federation's Code of Conduct and to the Code of Practice for the Motor Industry. Members should notify the RMI as soon as is practical of the acquisition or disposal of any sites in order that any such sites may be removed from or added to their group membership.

THE PREMISES from which the business is operated must be suitable for the purpose of the activity(ies) concerned. They must be clean and smart with the registered title prominently displayed. There must be adequate access for customers and where appropriate, off street parking. They shall comply with relevant legislation and by-laws, and display the Federation membership sign.

THE BUSINESS must be equipped and staffed to an extent appropriate for the activities and the scale thereof, undertaken on behalf of the public sector and/or, where appropriate, the trade.

SPLIT SITES In circumstances where part of a motor trade business premises is leased or licenced to a third party who himself is engaged in an activity eligible for membership, it shall be obligatory for both the applicant and the third party to be members of the Federation.

THE APPLICANT must permit inspection of his business premises and activities by a member of the Federation's staff prior to election to membership, and subsequently as required.

MEMBERSHIP IS NOT TRANSFERABLE when a company is taken over or sold to a new owner who is not already, in their own right, in membership. The RMI should be notified as soon as is practical of any such changes to the company. Likewise, if a Member company should go into receivership, administration or liquidation, the RMI should be notified. In such instances, membership will then be terminated.

DECLARATION

Please provide details below of any matter, favourable or adverse, relating to the business, its Directors, Partners or Proprietors, which might be relevant to this application eg:

- Name and address of any previous motor trade business in which they have had an interest, or in which they have been involved
- Details of any convictions relating to the running of a business, motor trade or otherwise
- Details of any Trading Standards Department or Office of Fair Trading investigations, undertakings or convictions

FAILURE TO DISCLOSE RELEVANT INFORMATION WITH THIS APPLICATION MAY BE GROUNDS FOR REJECTION. FAILURE TO INFORM THE RMI OF ANY RELEVANT MATTERS ARISING DURING THE COURSE OF MEMBERSHIP MAY BE GROUNDS FOR TERMINATION OF MEMBERSHIP. SHOULD ANY ADVERSE INFORMATION BE BROUGHT TO THE ATTENTION OF THE RMI DURING THE COURSE OF MEMBERSHIP THE RMI RESERVES THE RIGHT TO REFER ANY SUCH MATTER TO THE NATIONAL DISCIPLINARY COMMITTEE FOR INVESTIGATION.

I/we hereby apply on behalf of this business for membership of the Retail Motor Industry Federation and agree to abide by the aims and policy of the Federation as laid down from time to time by the Council of the Federation and understand that membership is in accordance with the basic rules and conditions outlined in this application form.

I/we hereby recognise and accept the Federation's right to reject this application for any reason and that I/we would not be advised of such reason in the event of this application being rejected.

SIGNED	JOB TITLE
PRINT NAME	DATE

PRA MEMBERSHIP CONTRACT



MEMBERSHIP OF THE PRA IS PROVIDED THROUGH AN ANNUAL SUBSCRIPTION. IT IS A CONDITION OF THIS CONTRACT THAT YOU AGREE YOU CANNOT CANCEL YOUR MEMBERSHIP TO THE RMI DURING THE SUBSCRIPTION PERIOD, AND SHOULD YOU AT ANY TIME DURING THE INITIAL SUBSCRIPTION YEAR, OR DURING ANY FUTURE SUBSCRIPTION YEAR, CANCEL THE DIRECT DEBIT WITH YOUR BANK OR OTHERWISE DEFAULT ON INSTALMENT PAYMENTS, YOU WILL BECOME LIABLE TO PAY THE RMI THE OUTSTANDING BALANCE OF THAT YEAR'S SUBSCRIPTION FEE.

Upon completion and signature of this Application I hereby agree to subscribe to the PRA for the minimum period of the initial subscription year. Thereafter the renewal date will be 1st _____ (MONTH) each year. I understand that subscriptions paid by direct debit, and/or an instalment plan, are auto-renewable and that if I wish to cancel membership I should do so in accordance with the conditions below. If paying through an instalment plan, I understand that this is conditional upon my acceptance of the Direct Debit Instalment Terms & Conditions.

CANCELLATION OF MEMBERSHIP I understand that if I wish to cancel membership to the PRA for future subscription years, I must do so in writing to the PRA Membership Administration Department at the Rugby office **ONE MONTH PRIOR TO THE ANNUAL SUBSCRIPTION RENEWAL DATE** and also cancel the direct debit instruction at my bank. I acknowledge that if I fail to do so and a direct debit payment is taken, the money will be non-refundable by the PRA and it will be deemed that membership has been renewed for that year. Full subscription terms & conditions are available upon request, and can be found on the reverse of all pro formas and VAT invoices.

SUBSCRIPTION FEE (IND OR H/O)		£
BRANCH(ES) SUBSCRIPTION FEE	@ £	£
BRANCH(ES) SUBSCRIPTION FEE	@ £	£
SUB TOTAL		£
+ VAT		£
TOTAL PAYABLE		£
PAYMENT METHOD	CHEQUE <input type="checkbox"/> CREDIT CARD <input type="checkbox"/> INSTALMENT PLAN <input type="checkbox"/>	TOTAL CHEQUE FORWARDED £

NOTE 1: CHEQUES MUST BE MADE PAYABLE TO RMIF

NOTE 2: INSTALMENTS ARE ONLY AVAILABLE BY DIRECT DEBIT AND ARE AVAILABLE AT NO EXTRA COST. PAYMENT OF 1ST INSTALMENT IS DUE WITH APPLICATION BY CHEQUE OR CARD – PLEASE ENSURE DDI IS SIGNED BY AUTHORISED SIGNATORY AND ALSO DATED

APPLICATION PAPERWORK, DOCUMENTATION AND PAYMENT MUST BE RETURNED TO:

MEMBERSHIP ADMINISTRATION DEPARTMENT, RMI, 2ND FLOOR CHESTNUT FIELD HOUSE, CHESTNUT FIELD, RUGBY, CV21 2PA

ENCLOSURES WITH APPLICATION (PLEASE TICK): DD INSTRUCTION ADDITIONAL BRANCH FORMS (IF GROUP) CHEQUE

DIRECT DEBIT INSTALMENT TERMS & CONDITIONS I hereby agree to subscribe to membership of the PRA and that the subscription will be payable in ___ instalments by direct debit annually (until altered/cancelled). At the point of joining, the first instalment will be payable by cheque and the balance of the subscription will be taken by direct debit in instalments, according to my chosen instalment plan.

I confirm that I have agreed to subscribe to the PRA for the minimum period of the initial subscription year ending ____/____/____ (DD/MM/YYYY).

I understand and agree that I cannot cancel my membership to the RMI during this period and should I, at any time during this subscription year, or during any future subscription year, cancel the direct debit instruction with my bank or otherwise default on instalment payments, I will become liable to pay to the RMI the outstanding balance of that year's subscription fee.

I understand that the subscription is renewable annually and, for future years, I will receive written notification prior to the renewal date, including the dates and amounts of the direct debit instalments for the forthcoming year. Cancellation of membership should be in accordance with the PRA requirements detailed above. The Terms shall be construed in accordance with the laws of England and the parties hereby submit to the exclusive jurisdiction of the English Courts.

SIGNED	JOB TITLE
PRINT NAME	DATE

NOTIFICATION OF DIRECT DEBIT DATES & AMOUNTS Following receipt of this application and the first subscription instalment, a VAT invoice & schedule of payments will be sent to the Member, detailing the dates and amounts of forthcoming instalments for the initial year. A renewal pro forma with schedule of payments is sent to each member approx 2 months prior to each renewal. Direct Debits are taken by the RMI on the 5th of the applicable month(s) or closest working day after. If the amount to be paid or the payment date changes, Retail Motor Industry Federation will notify the Member 10 working days in advance of their account being debited or as otherwise agreed.

DATA PROTECTION: INFORMATION IS TREATED IN STRICTEST CONFIDENCE. RELEVANT DATA WILL BE RECORDED ON OUR DATABASE, AND IS MAINLY USED BY THE PRA FOR ADMINISTRATION AND MARKETING PURPOSES. **PLEASE INDICATE YOUR PREFERENCES BELOW:**

- Would you like to receive the PRA'S E-Newsletter "Petrol Heads Up" by email? YES NO
- Would you like the PRA to keep you up to date with the latest member offers? YES NO
- Would you like to receive selected communications from PRA business partners on their products and services? YES NO
- [Group members only] – exclude Branches from PRA mailings? YES NO

OFFICE COMPLETION ONLY

MEMNUM	APPLICATION PROCESSED BY	DATE
CERTIFICATE <input type="checkbox"/>	CONFIRMATION LETTER <input type="checkbox"/>	COPY APP TO MEMBER <input type="checkbox"/>
	VAT INVOICE <input type="checkbox"/>	

