

# MEMBERSHIP APPLICATION FORM



Car Wash Association

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	
<b>PLEASE PROVIDE DETAILS OF THE PERSON TO BE RECORDED AS THE MAIN POINT OF CONTACT FOR THIS MEMBERSHIP:</b>						
IF YOU GIVE US INFORMATION ON BEHALF OF SOMEONE ELSE, YOU CONFIRM THAT THE OTHER PERSON(S) HAS APPOINTED YOU TO ACT ON THEIR BEHALF AND HAS AGREED THAT YOU CAN: GIVE CONSENT ON THEIR BEHALF TO THE PROCESSING OF THEIR PERSONAL DATA; RECEIVE ON THEIR BEHALF ANY DATA PROTECTION NOTICES; GIVE CONSENT TO THE TRANSFER OF THEIR PERSONAL DATA ABROAD; AND GIVE CONSENT TO THE PROCESSING OF THEIR SENSITIVE PERSONAL DATA IF REQUIRED IN ORDER TO PROVIDE THE SERVICES ACCESSED THROUGH MEMBERSHIP						
MAIN CONTACT				JOB TITLE		
MAIN EMAIL				MOBILE TEL		
WEBSITE						

**HOW WE USE YOUR INFORMATION/DATA**

INFORMATION, INCLUDING ALL PERSONAL DATA, WILL BE HELD IN THE STRICTEST CONFIDENCE AND WILL NOT BE DIVULGED TO ANY THIRD PARTY FOR COMMERCIAL/MARKETING PURPOSES. RELEVANT DATA PROVIDED WILL BE RECORDED ON OUR SECURE DATABASE AND WILL ONLY BE USED FOR LEGITIMATE BUSINESS PURPOSES AND IN ORDER TO: MAINTAIN YOUR MEMBERSHIP RECORDS, MANAGE SUBSCRIPTIONS, PROCESS PAYMENTS AND PROVIDE THE RANGE OF SERVICES AVAILABLE TO YOU THROUGHOUT THE TERM OF YOUR SUBSCRIPTION(S).

**FOR MORE INFORMATION SEE OUR PRIVACY POLICY AVAILABLE ONLINE AT [WWW.RMIF.CO.UK](http://WWW.RMIF.CO.UK) OR ON REQUEST**

THE RMI IS A MEMBERSHIP ORGANISATION CREATED TO REPRESENT THE BEST INTERESTS OF ITS MEMBERS AND TO DISSEMINATE INFORMATION. AN INTEGRAL PART OF YOUR MEMBERSHIP WILL BE OUR COMMUNICATION WITH YOU, WHERE WE, THE RMI, AND YOUR ASSOCIATION – THE CAR WASH ASSOCIATION (CWA) – WILL:

- KEEP YOU UP TO DATE ON INDUSTRY MATTERS AND NEWS, THROUGH THE MEMBER NEWSLETTER PETROL HEADS UP (PHU), CAR WASH NEWS AND OTHER E-MAIL AND POSTAL COMMUNICATIONS
- SEEK YOUR OPINION ON GOVERNMENT ISSUES AND LOBBYING WE CARRY OUT ON YOUR BEHALF
- INVITE YOU TO PARTICIPATE IN SURVEYS OR OTHER RESEARCH SPECIFIC TO YOUR SECTOR
- INVITE YOU TO RELEVANT REGIONAL MEETINGS AND WORKSHOPS
- INFORM YOU OF AVAILABLE TRAINING RELEVANT TO YOUR BUSINESS, INCLUDING ON-SITE TRAINING AND COURSES CARRIED OUT BY THE RMI ACADEMIES
- CONTACT YOU (BY TELEPHONE/EMAIL/LETTER) TO ENSURE YOU ARE AWARE OF THE SERVICES AND BENEFITS AVAILABLE TO YOU THEREBY ENSURING YOU RECEIVE VALUE FOR YOUR SUBSCRIPTION
- PROVIDE YOU WITH DETAILS OF OUR BUSINESS PARTNERS' PRODUCTS AND SERVICES THAT MIGHT BE OF USE TO YOUR BUSINESS – WE WOULD NEVER PASS YOUR DETAILS TO ANY BUSINESS PARTNER/THIRD PARTY UNLESS YOU SPECIFICALLY ASK US TO
- ENSURE THAT YOU ARE KEPT UP TO DATE WITH THE LATEST MEMBER SERVICES AND BENEFITS AVAILABLE TO YOU

OF COURSE YOU CAN CHOOSE TO NOT RECEIVE ANY OF THESE TYPES OF COMMUNICATIONS WITH THE EXCEPTION OF THOSE REQUIRED IN ORDER FOR US TO FULFIL OUR CONTRACTUAL OBLIGATIONS TO YOU – TO DO SO PLEASE CALL THE MEMBER HELPLINE 0845 305 4320 OR EMAIL [MEMBERSHIPADMIN@RMIF.CO.UK](mailto:MEMBERSHIPADMIN@RMIF.CO.UK). PLEASE BEAR IN MIND THAT SHOULD YOU CHOOSE TO OPT OUT OF ANY OF THESE COMMUNICATIONS, YOU MAY MISS INFORMATION AND IMPORTANT NEWS, AND OF COURSE DETAILS OF MEMBERSHIP SERVICES WHICH COULD BE OF SIGNIFICANT BENEFIT TO YOUR BUSINESS

ACTIVITIES				
CARWASH	JET wash	HAND wash	AUTOMATED	ELECTRIC
			(i) Roll-over (ii) Conveyor	

OFFICE COMPLETION ONLY	
MEMNUM	APPLICATION PROCESSED
DATE	PROCESSED BY

## 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 RMI'S CODE OF CONDUCT AND CODE OF PRACTICE. 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 BYE-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 OTHER OR PREVIOUS MOTOR TRADE BUSINESS WHICH THEY HAVE/HAD AN INTEREST OR INVOLVEMENT IN:**

ANY CONVICTIONS RELATING TO THE RUNNING OF A BUSINESS, MOTOR TRADE OR OTHERWISE:

YES  NO

ANY TRADING STANDARDS INVESTIGATIONS, UNDERTAKINGS OR CONVICTIONS:

YES  NO

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.

<b>SIGNED</b>	<b>JOB TITLE</b>
<b>PRINT NAME</b>	<b>DATE</b>

## CWA MEMBERSHIP CONTRACT

PLEASE NOTE THAT AS A CONDITION OF THIS CONTRACT YOU CANNOT CANCEL YOUR MEMBERSHIP TO THE RMI DURING THIS PERIOD, AND SHOULD YOU AT ANY TIME DURING THIS SUBSCRIPTION YEAR, OR DURING ANY SUBSEQUENT SUBSCRIPTION YEAR, CANCEL THE DIRECT DEBIT WITH YOUR BANK OR OTHERWISE DEFAULT ON YOUR 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 RMI FOR THE MINIMUM PERIOD OF THE INITIAL SUBSCRIPTION YEAR. THEREAFTER THE RENEWAL DATE WILL BE 1<sup>ST</sup> \_\_\_\_\_ (MONTH) EACH YEAR. I UNDERSTAND IF ELECTING TO PAY BY DIRECT DEBIT, AND/OR AN INSTALMENT PLAN, THE MEMBERSHIP SUBSCRIPTION IS AUTO-RENEWABLE AND THAT IF I WISH TO CANCEL MEMBERSHIP I SHOULD DO SO IN ACCORDANCE WITH THE CONDITIONS BELOW. IF UTILISING 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 CWA FOR FUTURE SUBSCRIPTION YEARS, I MUST DO SO IN WRITING TO THE 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 RMI/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	@ £	£
<b>SUB TOTAL</b>		£
+ VAT		£
<b>TOTAL PAYABLE</b>		£
PAYMENT METHOD	CHEQUE <input type="checkbox"/> CREDIT CARD <input type="checkbox"/> INSTALMENT PLAN <input type="checkbox"/>	<b>TOTAL CHEQUE FORWARDED</b> £

**NOTE 1:** CHEQUES MUST BE MADE PAYABLE TO RMIF

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

**APPLICATION PAPERWORK, DOCUMENTATION AND PAYMENT MUST BE RETURNED TO:**  
**MEMBERSHIP ADMINISTRATION DEPARTMENT, RMI, 2-3 ALLERTON ROAD, RUGBY CV23 0PA**

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

MEMBER NUMBER	
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**DIRECT DEBIT INSTALMENT TERMS & CONDITIONS** I HEREBY AGREE TO SUBSCRIBE TO MEMBERSHIP OF THE RMI 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/CREDIT CARD AND THE BALANCE OF THE SUBSCRIPTION WILL BE TAKEN BY DIRECT DEBIT IN INSTALMENTS, ACCORDING TO MY CHOSEN INSTALMENT PLAN SHOWN ABOVE.

I CONFIRM THAT I HAVE AGREED TO SUBSCRIBE TO THE RMI 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 SUBSEQUENT 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 SUBSEQUENT 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 RMI 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

**INSTALMENT PLANS - 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 5<sup>TH</sup> 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 IN WRITING 10 WORKING DAYS IN ADVANCE OF THEIR ACCOUNT BEING DEBITED OR AS OTHERWISE AGREED.