

**Office use only** Processed by:

Membership Number: .....

Renewal Month: .....

## Membership Application

Name of company: .....

Company address: .....

Postcode: .....

Tel: .....

Fax: .....

Mobile: .....

Company email: .....

Number of Employees: .....

Company website: .....

Full-time: .....

Part-time: .....

Company Twitter feed URL: .....

Business Start Date: .....

Company Facebook feed URL: .....

Company LinkedIn feed URL: .....

Name of membership contact: .....

Job title: .....

Email: .....

Direct Dial: .....

Mobile: .....

**Key Contacts:** (please list if different from membership contact)

Managing Director: .....

Email: .....

Finance contact: .....

Email: .....

HR contact: .....

Email: .....

Sales & Marketing contact: .....

Email: .....

Training contact: .....

Email: .....

### Application Declaration

I, the undersigned, have completed this form to the best of my knowledge and ability and confirm the information supplied is accurate at the date of completion.

I hereby make an application for Membership of Herefordshire & Worcestershire Chamber of Commerce. I agree to be bound by the Articles of Association and the Terms and Conditions as stated overleaf.

I have completed the 'payment details' form and understand that payment is due for an annual period, commencing on the first day of the month of application. Payments are non-refundable upon cancellation within a membership year. I understand that if I pay by Direct Debit, my account will be debited on or around the 24th of the month of application and subsequent months as applicable.

I understand that I am not eligible for Membership benefits until my payment has been received by Herefordshire & Worcestershire Chamber of Commerce.

Herefordshire & Worcestershire Chamber of Commerce take part in surveys which inform local, regional and national policy. I understand that from time to time, I may be asked for my contribution in completion of these surveys.

### Data Protection Notice

Herefordshire & Worcestershire Chamber of Commerce [the Chamber] is registered under the Data Protection Act 1998 and takes the processing of your personal data very seriously. Please take your time to read this notice so that you are fully aware of what you are consenting to. Please contact us if you are unsure about any part of this notice by telephone 01905 673 600 / 01432 803 236 or email enquiries@hwchamber.co.uk. The Chamber's Data Protection Officer can be contacted at the registered address at the foot of this form. The Chamber's privacy policy can be viewed on the Chamber website at [www.hwchamber.co.uk](http://www.hwchamber.co.uk)

The Chamber is responsible for the protection of all personal data supplied on this form. I understand and consent that the data here supplied will be held on the Chamber's database. The details provided on this form will be used by the Chamber to inform me of associated Membership services and will be included in both local and regional directories and shown on Chamber event delegate lists as appropriate.

The Chamber operates in a broad business network and can offer its members beneficial connections with additional partners and fellow members. The list of Chamber partner organisations can be viewed on the Chamber website at [www.hwchamber.co.uk](http://www.hwchamber.co.uk).

Please tick if you would prefer your details **NOT** to be:

passed to Chamber partner organisations and fellow members

Signature: .....

Position: .....

Name: .....

Date: .....

Business nature:

Primary reason for joining:

**Sector** (Please tick one)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Aerospace and Defence     | <input type="checkbox"/> Financial Services  | <input type="checkbox"/> Public Sector                    |
| <input type="checkbox"/> Agriculture and Farming   | <input type="checkbox"/> Food and Drink      | <input type="checkbox"/> Real Estate                      |
| <input type="checkbox"/> Automotive                | <input type="checkbox"/> Health and Care     | <input type="checkbox"/> Retail and Consumer Goods        |
| <input type="checkbox"/> Building and Construction | <input type="checkbox"/> ICT                 | <input type="checkbox"/> Science and Technology           |
| <input type="checkbox"/> Business Services         | <input type="checkbox"/> Legal Services      | <input type="checkbox"/> Transport Logistics and Shipping |
| <input type="checkbox"/> Education and Training    | <input type="checkbox"/> Manufacturing       | <input type="checkbox"/> Travel Leisure and Tourism       |
| <input type="checkbox"/> Engineering               | <input type="checkbox"/> Marketing and Media | <input type="checkbox"/> Voluntary                        |
| <input type="checkbox"/> Environmental             | <input type="checkbox"/> Power and Utilities |   |

Would your business like to be added to our list of members available for press comment?  Yes  No

Would your business like to receive a copy of the 'Member of' logo? (For use on corporate stationery etc.)  Yes  No

**Areas of interest:** (Please tick)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Networking and Profile   | <input type="checkbox"/> Legal Advice and Protection   | <input type="checkbox"/> Finding New Premises  |
| <input type="checkbox"/> Training and Development | <input type="checkbox"/> Funding and Accessing Finance | <input type="checkbox"/> Engaging with Schools |
| <input type="checkbox"/> Marketing and PR         | <input type="checkbox"/> Business Information          |  |
| <input type="checkbox"/> Human Resources          | <input type="checkbox"/> Policy and Representation     |  |

**Are you an:** (Please tick)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Active Exporter | <input type="checkbox"/> Potential Exporter | <input type="checkbox"/> Non - Exporter |
|--|---|---|

**Which of the following would you like to receive?** (Please tick)

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Business Direction (bi-monthly) | <input type="checkbox"/> Members Newsletter  | <input type="checkbox"/> Policy Newsletter                       |
| <input type="checkbox"/> Networking Calendar             | <input type="checkbox"/> Training Newsletter | <input type="checkbox"/> International Trade Training Newsletter |

**I wish to apply for the following Membership** (Please tick)

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Charity (Social/Community Enterprises with a charity status and less than 50 employees excluding volunteers. Excludes all public and private educational establishments) |  |  |
| <input type="checkbox"/> 1 - 5 Employees  | <input type="checkbox"/> 50 - 100 Employees  | <input type="checkbox"/> Strategic       |
| <input type="checkbox"/> 6 - 10 Employees   | <input type="checkbox"/> 101 - 199 Employees | <input type="checkbox"/> Patron          |
| <input type="checkbox"/> 11 - 49 Employees  |  | <input type="checkbox"/> Patron Platinum |

**My method of payment is:** (Please tick) **at the VAT inclusive rate of £** ..... **per annum**

- |  |   |                                 |
|--|---|---------------------------------|
| <input type="checkbox"/> Direct Debit Monthly  | <input type="checkbox"/> Automated Bank Payment | <input type="checkbox"/> Cheque |
| <input type="checkbox"/> Direct Debit Annually | <input type="checkbox"/> Credit Card            |                                 |

**Terms and Conditions**

Upon application to Herefordshire & Worcestershire Chamber of Commerce, members are bound by the Articles of Association. The following sections pertaining to application, renewal, resignation and payments are highlighted as follows:

Persons eligible for membership are noted in section 5.1 and 5.2 of the Articles of Association.

The annual subscriptions payable by members shall be such sums as may, from time to time, be determined by the Board, and shall become due and payable in each year on the last day of the month in which application was made or on such other date or dates as may be determined by the Board, from time to time (Articles of Association section 9).

No member whose subscription is in arrears shall be entitled to exercise the rights of membership and unless the Board otherwise determines, any member whose subscription shall be more than

three months in arrears shall ipso facto cease to be a member and his name shall be struck off the register of members (Articles of Association section 12).

Resignation of members. Section 13 of the Articles of Association notes that any member wishing to resign from Herefordshire & Worcestershire Chamber of Commerce must give written notice to that effect to the Secretary at least one month before the date upon which the subscription for the following year shall become due. If no such notice is received, the member shall be liable for the ensuing year's annual membership sum, and the debt will be legally recoverable by Herefordshire & Worcestershire Chamber of Commerce.

Once resigned from membership of Herefordshire & Worcestershire Chamber of Commerce, all stationery displaying the Herefordshire & Worcestershire Chamber of Commerce logo must be destroyed.

**Please return, together with the Membership payment details form to: Herefordshire & Worcestershire Chamber of Commerce, Severn House, Prescott Drive, Worcester, WR4 9NE**