

1st July 2016

Dear Sirs

NASC Full Membership Enquiry (Non Contracting)

We are pleased to enclose an NASC Full Non Contracting membership application form. NASC Membership confers the following benefits:

- 1) Attendance at NASC regional meetings & AGM and circulation of relevant papers
- 2) Use of NASC member services
- 3) Use of NASC logo
- 4) Opportunity to attend NASC events and NASC Annual Ball
- 5) Circulation of NASC newsletters, literature and mail shots
- 6) Opportunity to participate in the work of NASC standing committees
- 7) Complimentary copies of all NASC guidance notes
- 8) 50% Discount on SG4:15 and TG20:13 publications
- 9) Certificate of NASC membership
- 10) Inclusion of company details in NASC annual yearbook & NASC website

NASC annual membership subscription for 2016 is £995 for companies with an annual turnover of less than £1,000,000 in 2014 rising on a sliding scale to £12,800.00 for companies with an annual turnover in excess of £26,600,000.

A non-refundable fee of £500 plus VAT must be forwarded with the completed application pack together with supporting information as requested.

It is essential that all items listed in the section 9 'Checklist' are included with your completed application form. Failure to include all relevant items will result in the return of your application pack for re-submission.

We trust that the above and the enclosed are of interest and look forward to receiving your completed application form, and enclosures together with a non refundable application fee of £500 plus VAT.

Yours sincerely



Jamie McGuire
NASC Membership & Communications Manager



NASC FULL MEMBERSHIP (NON-CONTRACTING) APPLICATION FORM

1. GENERAL

a) Company Name:

Company registration number: Date of registration:

Which of the following applies to the company? (Delete as applicable):

- Public Limited Company
- Limited Company
- Partnership
- Sole Trader

b) Provide full names (on a separate sheet) of all the company's officers i.e. company directors, company secretary, partners and/or proprietor as applicable.

c) Have any of the above officers held any similar positions in scaffolding companies in the last 5 years? If yes, provide details (on a separate sheet).

d) Are any current Officers of the company (and/or persons with a financial interest) currently or previously disqualified from acting as a Company Director? If yes, provide details (on a separate sheet).

e) Principal business address:

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Tel: Fax:

Email address:

Website:

f) Principal contact (for NASC matters):

Name: Position:

Tel: Email:

g) Registered address (if different to principal business address):

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h) Does the company have any subsidiary companies?

If yes, give the names and addresses of these companies (on a separate sheet) indicating telephone, fax numbers and email.

i) Is the company a member of a larger group of companies? If yes, give the name and address of this group (on a separate sheet) indicating telephone, fax numbers and email.

j) Does the company have more than one operating branch? If yes, provide details (on a separate sheet) of company branches (indicating telephone, fax numbers and email address for each branch).

k) Provide copy of Certification of Registration for VAT.

2. NATURE OF BUSINESS

Please tick as appropriate:

- a) Hire only of scaffolding and access material and plant
- b) Sale of scaffolding and access material and plant
- c) Manufacture of scaffolding and access material and plant
- d) Other construction activities (give details)

3. FINANCIAL

a) Indicate the total turnover of scaffolding and access related activities for the last two completed financial years:

Financial Year FROM: TO: TURNOVER:

Financial Year FROM: TO: TURNOVER:

Please provide a copy of full company accounts for these last two completed financial years as prepared and signed by your company accountants/auditors.

b) Please give details of any changes in shareholders and Directors since your last accounting period

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c) Provide details of company accountants/auditors (include name, address and contact name and telephone number):

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4. INSURANCE

a) Indicate the level of Employers Liability Cover (minimum £10m) £.....

b) Indicate the level of Public Liability Cover (minimum £5m) £.....

Enclose copies of current Employers Liability and Public Liability insurance certificates. These must state level of cover, policy number and expiry date.

c) Do you have Professional Indemnity Cover?
If yes, please provide copy of certificate.

d) Vehicle Insurance

Please provide copy of certificate and provide a list of all company vehicles covered by policy.

e) Operators Licence

Please provide copy of certificate and list of vehicles covered.

f) Provide details of your insurance broker

(indicating name, FSA registration number, address, telephone and fax numbers):

5. EMPLOYMENT

a) Members must have an equal opportunities policy statement

Please provide a copy.

b) Members must have a clear policy on substance abuse (drugs, alcohol etc)

Please provide a copy.

6. SECURITY

a) Indicate the principal measures used by the company to secure yards and premises:

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7. REFERENCES (new applicants only)

Please provide two references and indicate company name, address, project name, contact name and contact telephone number:

1.....
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2.....
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8. DECLARATION

Please be aware that failure to meet all parts of NASC Criteria will result in your application not being progressed and returned to you (new applicants only). It is important that applicants can demonstrate that all membership requirements have been continuously met for a minimum of 12 months prior to the date of application. We would strongly advise applicants to delay the submission of their application if they are unable to satisfy this requirement.

I hereby declare that I have checked the information provided is accurate and correct:

Managing Director's Name (print):

Managing Director's Signature:

Date:

9. CHECKLIST

Please ensure that you complete and return the enclosed checklist with all requested enclosures fully cross referenced with this application form (new applicants), or available for inspection during the audit verification visit (existing members).

Failure to include all relevant items will result in the return of this application for resubmission within 28 days. The confederation will be unable to progress the application unless all the required information is received within 28 days. Any resubmitted application will require a further application fee of £250 plus VAT (new applicants only).

- Application fee (£500 plus VAT)
- Details of company officers etc (section 1b & c)
- Details of disqualified officers or persons with financial interest etc (section 1d)
- List of subsidiary companies (section 1h)
- Group details (section 1i)
- Details of company branches (section 1j)
- Certificate of Registration for VAT (section 1k)
- Full set of company accounts for the last two financial years (section 3a)
- Current Employers Liability and Public Liability insurance certificates (section 4a & b)
- Professional Indemnity certificate (section 4c)
- Vehicle insurance certificate and list of commercial vehicles covered (section 4d)
- Operators licence or alternative arrangements (section 4e)
- Equal opportunities policy (section 5a)
- Substance abuse policy (section 5b)