



# Application for Membership

We hereby apply for membership of Commercial Interiors UK and agree to be bound by the Code of Practice and constitution of Commercial Interiors UK. Please complete this form in FULL preferably on screen using Word or in BLOCK capitals.

## 1. COMPANY DETAILS

You can use pdf reader  
to input data on-screen

Company name:

Trading name:

Parent holding company:

Company Address:

Town:

County:

Postcode:

Telephone:

Email:

Website:

Annual Contract Turnover:

Number of staff (incl. Partners & Directors):

Company Registration Number:

Company VAT Number

Description of Business:

Principal applicant: Mr  Mrs  Miss  Ms

Other title:

Name:

Job title:

Direct Telephone:

Email:

Name of Managing Director:

## 2. MEMBERSHIPS & ACCREDITATIONS

Please list memberships of national and regional bodies

### Memberships

- ACID  
 FIRA  
 Chamber of Commerce

### Accreditations

- ISO 9001      Quality Assurance  
 ISO 14001      Environmental Management  
 BS8555      Environmental Management  
 FISP      Furniture Sustainability Programme  
 LEED Certified      Green Building Certification  
 ISO 45001      Occupational Health & Safety Management  
                  Planet Mark Certified      Commitment to Reducing Carbon

Other memberships. Please give details:

Please give details of any other accreditations or industry awards you have received:

## 3. KEY CONTACTS

Please list all the following key contacts for our records

	TITLE	NAME	EMAIL
Your key contact for CIUK			
Managing Director			
Marketing Contact			
Financial Accounts Contact			
Export Contact			

## 4. MEMBERSHIP CATEGORY

Please select your category

CONTRACT SALES TURNOVER £m	ANNUAL	SELECT CATEGORY
Design Practice	£ 958.00	<input type="checkbox"/>
Less than £1m	£1,107.00	<input type="checkbox"/>
£1-3	£1,657.00	<input type="checkbox"/>
£3-5	£2,041.00	<input type="checkbox"/>
£5-7	£2,552.00	<input type="checkbox"/>
£7-10	£3,195.00	<input type="checkbox"/>
£10-25	£3,972.00	<input type="checkbox"/>
£25-50	£4,456.00	<input type="checkbox"/>
£50+	£5,178.50	<input type="checkbox"/>

## 5. Commercial Interiors UK MEMBERSHIP CODE OF PRACTICE & UNDERTAKING

### 1. The Eligibility of Companies to join Commercial Interiors UK

Any company engaged in commercial furnishing design, manufacture, supply and associated activities operating in the United Kingdom, the Channel Islands, the Isle of Man and the Republic of Ireland shall be considered for membership of the Association and must have been trading as a registered company for 2 years in the commercial sector, or in exceptional circumstances at least 12 months.

### 2. Commercial Interiors UK Code of Practice

The full code of practice is available to download at [www.commercial-interiorsuk.com](http://www.commercial-interiorsuk.com)

#### 2.1 Financial Status

Members will operate within the requirements of UK legislation on the Solvency Act.

#### 2.2 Administration Systems

Members will have in place a documented administration system. Registration under ISO 9001 will confirm this but other methods are acceptable.

#### 2.3 Compliance with Legal and Technical Standards

All products and services supplied to the market must conform fully with the legal and technical standards required for the territory into which they are directly supplied. It is for the member to understand these requirements.

#### 2.4 Environment and Sustainability

The Commercial Interiors UK Environmental strategy describes how members should manage their approach to sustainability. Compliance within legislation is mandatory.

#### 2.5 Employment, Education, Equal Opportunities and Training

Conformance to legislation in all these aspects is mandatory. Further, members will ensure all staff receives the necessary training to undertake their duties. Each member of staff will have a contract of employment.

#### 2.6 Health and Safety

Members will observe the law with regard to health and safety legislation.

#### 2.7 Marketing, Advertising and Promotions

Members will adhere to legal and ethical guidelines for the use of advertising, social media and the Commercial Interiors UK Logo.

#### 2.8 Intellectual Property and Design Right

No member will knowingly plagiarise the designs, brands, know how or matters of intellectual property of other companies. Members will make every effort to protect their designs by the appropriate legal method.

#### 2.9 Insurance

To protect clients using a members services appropriate and sufficient insurance will be maintained to cover public liability, product performance and for the company's day to day operation.

#### 2.10 Client References

Members will maintain and keep up to date a register of client references of their work.

#### 2.11 Customer Service Policy

A comprehensive system will be in place to ensure clients receive the best possible service. In particular a fully documented procedure for dealing with customer complaints will be in place. All staff will be trained in its implementation.

#### 2.12 Conditions of Sale

A member will have in place a full set of conditions of sale. As an example of the minimum requirement the Commercial Interiors UK Conditions of sale are available for use by members and referenced by clients.

#### 2.13 Infringements and Enforcement of Code

Should a client consider the performance of a member falls below standard they should refer to the full code of practice. If after consultation with the member and the matter remains unresolved Commercial Interiors UK can be approached for consultation. In circumstances where it is concluded a breach of the code may have occurred Commercial Interiors UK will investigate.

### 3. Code of Practice

We have read, understand and adhere to the Commercial Interiors UK Code of Practice  
please tick box.

### 4. Company Accounts

Please attach your most recent company accounts  
Confirm company accounts attached.

### 5. Headed Paper

Please attach a sheet of your headed paper  
Confirm headed paper attached.

### 6. Undertaking

Membership renewal is automatic and members are invoiced automatically prior to the renewal date, with payment due on the renewal date. For resignation of membership, we require three months notice in writing prior to renewal date.

Company

We confirm that the information given is correct and agree to be bound by the code of practice, rules and constitution\* of Commercial Interiors UK and other regulations of the Association for the time being in force.

\*available on request or at [www.commercial-interiorsuk.com](http://www.commercial-interiorsuk.com)

Signed (Director)

Position

Date (ddmmyy)







Please forward this completed form along with any supporting documentation to:

Karen Temple - Office Manager  
West Suite  
Acorn House, Straight Bit  
Flackwell Heath  
Buckinghamshire HP10 9LS  
or email  
[info@commercial-interiorsuk.com](mailto:info@commercial-interiorsuk.com)

Data will be held on the Association's computerised membership database and supplied to third parties at its discretion.

If you do not wish the details of your company to be passed on please tick box.

Commercial Interiors UK OFFICE USE ONLY

Commercial Interiors UK Board Approval

**PLEASE ENSURE YOU HAVE READ, SIGNED AND RETURNED THE CODE OF PRACTICE WITH YOUR APPLICATION FORM TO ENABLE CIUK TO PROCESS YOUR APPLICATION**