Application for leasing broker membership

British Vehicle Rental and Leasing Association

Application for Leasing Broker Membership

BVRLA
bvrla.co.uk

Having read the Conditions of Membership accompanying this application form, we wish to apply for Leasing Broker Membership of the BVRLA.

Trading name:

Registered business name:

Principal trading address:

Postcode:

Main tel:

Main fax:

Company email:

Website:

Date of incorporation:

Registered number:

Date trading commenced:

Data Protection registration no:

Consumer Credit Licence no:

Name and address of bankers:

Name and address of any holding company:

Ultimate parent company:

Membership of other trade associations *(please state which)*:

Managing director or principal:

Main contact name:

Position:

Direct tel:

Email:

Is head office administration only: **Yes / No**

Total number of operating locations:

Please list all operating locations, including full address and telephone numbers *(please continue on a separate sheet, if necessary)*:

Please give the number of staff you employ:

	Sales	Operations	Total
Full time			
Part time			
Total			

Are your accounts prepared separately from any other business? **Yes / No**

What was your turnover in your last financial year? **£** _____

What percentage of your turnover comes from each of the following areas?

Hire Purchase %	Contract Hire %	Contract Purchase %	Finance Lease %	PCP %	Fleet Management %

The applicant MUST be proposed and seconded by existing corporate members of the BVRLA, each of which must have a direct funding relationship with the applicant.

1st Referee: _____

Company: _____

Address: _____

2nd Referee: _____

Company: _____

Address: _____

Please enclose the following documentation to support your application:

1. **Standard contract form**
2. **Standard contract for service, maintenance and repair (SMR)**
3. **A copy of the consumer credit licence**
4. **Company literature, eg brochures**

We confirm that the information given in this application form refers accurately to our business activities and understand that such information, together with sample documents submitted, will be treated in complete confidence by the BVRLA.

We confirm that we will abide by the conditions of membership of the BVRLA and the BVRLA Code of Conduct.

Signature: **Name:** _____

Position: _____ **Date:** _____

The membership subscription will be invoiced after your company has been inspected and once your application is accepted by the BVRLA Membership Panel.

Annual Leasing Broker Membership is £630 plus VAT. This is subject to change by the Committee of Management at its discretion.

There is a one-off inspection fee of £115 plus VAT.

Please make your cheque payable to 'BVRLA' and enclose it with this application form.

Your completed application form should be returned to:

June Dyer
BVRLA
River Lodge, Badminton Court
Amersham
Bucks HP7 0DD

All queries concerning this form and BVRLA membership should be directed to membership administrator June Dyer:

Tel 01494 545714

Fax 01494 434499

Email june@bvrla.co.uk

Additional Membership Information

Please list the names, titles and contact details of all senior management within your company.

Continue on a separate sheet if necessary.

Name: _____ title: _____

tel: _____ email: _____

Name: _____ title: _____

tel: _____ email: _____

Name: _____ title: _____

tel: _____ email: _____

Name: _____ title: _____

tel: _____ email: _____

Name: _____ title: _____

tel: _____ email: _____

Please tell me more about…

Please tick the boxes below if you would like to receive more information about our services, products and publications.

To help us further, please fill in the name, telephone number and email address of the person(s) we should contact regarding that service.

☐ **Seminars and training**

Name: _____
tel: _____
email: _____

Name: _____
tel: _____
email: _____

☐ **BVRLA events**
Our Annual Dinner, Industry Conference, Golf Day and forums on residual value and remarketing, and service, maintenance and repair

Name: _____
tel: _____
email: _____

Name: _____
tel: _____
email: _____

Conditions of Leasing Broker Membership

BVRLA
bvrla.co.uk

1 Only companies engaged in the business of acting as a broker for the leasing of motor vehicles are eligible for leasing broker membership. Applications should be made on this form and should be supported by evidence as requested by the association. The minimum standards are those laid down by the association in the *Code of Conduct for Leasing Broker Members* and the association may refuse any application without disclosing the reason.

2 The applicant must make its leasing broker services generally available to consumers and/or businesses.

3 The applicant undertakes to comply fully with the BVRLA's *Code of Conduct for Leasing Broker Members* (available from the BVRLA website), including the inspection of its place(s) of business in accordance with the BVRLA's Quality Assurance Scheme.

4 Failure to comply with the *Code of Conduct for Leasing Broker Members* and conditions of leasing broker membership may render members liable to expulsion from the association

5 Applicants must state if they are a subsidiary or holding company (as defined in Section 736 & 736A of the Companies Act 2006) and name any companies with which they are associated in this way. The applicant MUST be proposed and seconded by existing corporate members of the BVRLA, each of which must have a direct funding relationship with the applicant.

6 All applicants who are acting as leasing brokers for consumer leasing will need to provide a copy of their Professional Indemnity Insurance Certificate.

7 A leasing broker member which is an unincorporated body shall, as soon as possible, notify the association of any change in its principals.

8 **BVRLA Membership Cancellation Policy**
Should you wish to cancel your leasing broker membership of the BVRLA then you must provide written notice of cancellation to the BVRLA's registered office. Your cancellation request will only be processed upon receipt. Cancellation of your subscription will not remove your responsibility to pay for any outstanding membership fees and products or services you may have requested, and no refund will be made for any fees paid.

If you are three months or more in arrears of payment of joining fees, entrance fees or membership subscription, then you may not exercise your rights to cancel, or in any way benefit as a leasing broker member and you will not be exempt from liabilities in accordance with our Articles of Association.

Members who do not wish to renew their subscription must ensure that written notice of cancellation is provided at least three months prior to the expiry date of their subscription.

No leasing broker member shall be entitled to the privileges or the services of the association if their subscription is more than one month overdue.

If a leasing broker member of the BVRLA goes into administration/bankruptcy, their leasing broker membership will be terminated automatically.

Leasing broker membership of the BVRLA cannot be transferred without the permission of the BVRLA.

9 Leasing broker members shall have the right to receive notices of, and to attend, general meetings of the association but shall not be entitled to vote.

10 Leasing broker members shall not be entitled to any of the rights or privileges, nor be subject to any of the obligations or liabilities, of corporate membership.

11 Leasing broker members undertake to complete and return statistical questionnaires, as appropriate, on the understanding that they will be treated in complete confidence by the association and/or its appointed agencies.

12 The full requirements of leasing broker membership are detailed in the association's Memorandum and Articles, which may be studied (and from which extracts may be taken) at the association's registered office.

13 Leasing broker members should be aware that their details may be entered into a directory published by the association. Any members not wishing to be included in such a listing should indicate so by ticking the box below.

I do not wish my company details to be published by the BVRLA. ☐

14 Leasing broker members must monitor the training requirements of their staff and provide induction training for all staff during the first 12 months of their employment. In addition, leasing broker members must monitor and record the quality of their staff training and produce these records upon reasonable request. Staff should be trained to a standard at least as high as that provided by the BVRLA's accredited training programmes, details of which are available on the BVRLA website.

15 Leasing broker members will refer unresolved disputes to the BVRLA Conciliation Service and make it clear in their complaints procedure that unresolved disputes can be referred to the BVRLA. Members will assist with the investigation of complaints and are bound by the decision reached by the Conciliation Service.

REGISTERED OFFICE
British Vehicle Rental and Leasing Association Ltd, River Lodge, Badminton Court, Amersham, Buckinghamshire HP7 0DD
COMPANY REGISTRATION NUMBER: 924401

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