



Industry Partner Membership Application Form

Membership level applied for:

Industry Partner

Associate Industry Partner

Company details

Company name: _____

Trading name: _____
 (You can only use the British Institute of Interior Design Membership for the company stated here.)

Company address: _____

Company Registration No. _____

Telephone: _____ Facsimile: _____

Email: _____ Website: _____

Contact name: _____

Direct line: _____ Direct email: _____

How did you hear about the British Institute of Interior Design?

- Exhibition
- Media/Press
- Colleague/word of mouth
- Website
- Other (Please specify) _____

Trade names and related companies

Directors/Partners

--	--	--	--

Has the company or any of the directors/partners or principle share holders ever been subject to any of the following:

	Yes	No	
County Court Judgment	<input type="checkbox"/>	<input type="checkbox"/>	Month and Year trading began
Bankruptcy	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ruled as unfit to run a company	<input type="checkbox"/>	<input type="checkbox"/>	Current number of staff employed
Been banned from being a director	<input type="checkbox"/>	<input type="checkbox"/>	(include part-time and contract staff)
Entered into an arrangement with creditors	<input type="checkbox"/>	<input type="checkbox"/>	_____

For each of the last five financial periods for which information is currently available, please provide the following information:

Year/Period Ending					
Turnover	£	£	£	£	£
Net Trading Profit	£	£	£	£	£
Net Assets	£	£	£	£	£

Please send a copy of your full accounts for the last financial year



Insurance

- Public Liability Insurance (including Products Liability)
I confirm that the company has the appropriate insurance and I have enclosed a copy of the current certificate
- Employers Liability Insurance
I confirm that the company has the appropriate insurance and I have enclosed a copy of the current certificate

Application Notes:

Please tick boxes to confirm documents have been included with your application

- All documentation should be addressed to Membership Manager, British Institute of Interior Design, 109–111 The Chambers, Chelsea Harbour London SW10 0XF.
- Complete the form in full and return together with your Application Fee of £100 + VAT (£120 incl. VAT) to the British Institute of Interior Design.
- Send full accounts for the last financial year.
- You must have Public, Product and employers Liability if you produce and sell products. Please send a copy of your current certificates.
- You must have at least two good references from appropriate professionals who have used your products and services. Photocopy the enclosed Trade Reference Form and send directly to your chosen referees with a stamped envelope addressed to the British Institute of Interior Design. References returned via the applicant company will be rejected.
- You must attach a single A4 presentation sheet setting out why you should be accepted as an Industry partner. (You can format this sheet in anyway you wish; only one sheet will be accepted).
- If you are a company that offers interior design services you may be refused membership if we consider that your Industry Partner membership might imply that you have achieved designer membership.
- The Industry Partners committee and the Council of the British Institute of Interior Design reserve the right to refuse any application without explanation. An indication of why you have been unsuccessful will be provided at the discretion of the Industry Partners Committee. There is no appeal process but you can apply again 12 months after rejection.

Omission of any requested documentation will delay the processing of your application

Declaration

I, the undersigned, wish to be admitted as an Industry Partner of the British Institute of Interior Design and declare that the information given is true in every aspect. I will uphold the standards of the British Institute of Interior Design and will abide by their code of conduct.

Signature: _____

Name (in print): _____

Position in Company: _____

Date: _____

The Institute reserves the right to reject any application without giving a reason for its decision.

Data Protection

In compliance with the Data Protection Act, we must point out that the information on this form will be kept on a database. The data will be used for automatic processing for annual membership, information distribution and supplied to 3rd parties at our discretion.

If you do not wish details of your company to be passed on, please tick here



Industry Partner Reference Form

Applicant Company: _____

Referee details

Company Name: _____

Company address: _____

Telephone: _____ Facsimile: _____

Email: _____ Website: _____

Contact name: _____

Direct line: _____ Direct email: _____

Please state your professional qualifications for recommending this supplier as a high quality Industry Partner to the Institute.

Please mark the following:

	Poor	Fair	Good	Excellent	Outstanding
Quality of product	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enquiry handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Service delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Value for money	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional comments:

Signed: _____ Print: _____

Date: _____

Please return directly to: Membership Manager

British Institute of Interior Design, 109-111 The Chambers, Chelsea Harbour, London SW10 0XF