

# We're looking forward to getting to know you.

**Pay by annual Direct Debit and save 5%**

## Associate membership application form

Please complete all sections of this application form in BLOCK CAPITALS and return to Membership Department, British Independent Retailers Association (bira), 225 Bristol Road, Edgbaston, Birmingham, B5 7UB. Alternatively, complete the form online at bira.co.uk.

**Internal use only:** Membership Number

### Business details

Business name:..... Trading name (if different):.....

Date established:..... Company Registration No.:.....

Business address:.....

County:..... Postcode:.....

Tel:..... Mobile:..... Fax:.....

Business email:..... Web address:.....

Twitter handle: @..... Facebook page: /.....

Annual turnover (most recent year ex VAT): £..... No. of outlets inc. principle location:.....  
(Please provide full details of all branches separately)

Stock value:.....

No. of employees - Full time:..... Part time:..... (including working Proprietors, Partners and Directors)

Company type (tick one):  Ltd  Partnership  LLP  Sole Trader  Other (please specify):.....

### Current providers:

Business insurance:..... Renewal date:.....

Telecoms:..... Electricity:.....

Gas:..... Card payments:.....

Business banking:..... Auto enrolment provider:.....

### Your details

Title:..... Forename:..... Surname:..... DOB:.....

Your position:..... Your email:.....

### Home details (if different to business address for contact purposes)

Title:..... Forename:..... Surname:.....

Home Address:.....

County:..... Post Code:.....

Tel:..... Mobile:..... Email:.....

Please send all correspondence to:  Business address  Home address

**Please note we will contact you for additional information as required.**

## Associate membership

We have a variety of Associate Membership categories, please indicate below which category applies to you:

- |   |                        |
|---|------------------------|
| <input type="checkbox"/> bira direct - centrally invoiced supplier* (please note: a separate application form will be supplied) | <b>£435.00 ex. VAT</b> |
| <input type="checkbox"/> Supplier to independent retail sector*   | <b>£453.00 ex. VAT</b> |
| <input type="checkbox"/> bira approved service partner  | <b>£453.00 ex. VAT</b> |
| <input type="checkbox"/> Industry organisation  | <b>£453.00 ex. VAT</b> |
| <input type="checkbox"/> Other - please state   | <b>£453.00 ex. VAT</b> |

2018 member subscription rate listed. The fee is subject to VAT at 20% and membership periods are for 12 months and run from the first day of the month in which membership commences.

**\*Acceptance of bira Associate Membership does not automatically guarantee bira direct supplier or bira approved service partner status. A member of our team will be in touch regarding the next steps for these membership categories.**

### Where did you hear about membership?

- |   |   |                                      |   |
|---|---|--------------------------------------|---|
| <input type="checkbox"/> Regional Membership<br>Manager | <input type="checkbox"/> Email          | <input type="checkbox"/> Website     | <input type="checkbox"/> Search engine          |
| <input type="checkbox"/> Exhibition/Event               | <input type="checkbox"/> Recommendation | <input type="checkbox"/> Direct mail | <input type="checkbox"/> Other (please specify) |
| <input type="checkbox"/> Magazine                       | <input type="checkbox"/> Telephone call | .....                                |   |

### bira members' privacy policy

The information provided will be used to administer your membership of bira and any divisions, subsidiary companies and all third parties (henceforth referred to as "the Group"), manage your access to membership benefits, including those provided by subsidiary companies and all third parties, and provide you with information (by post, fax, email, telephone or SMS) which we believe may be of interest or benefit. Your business name, trading location and contact details may also be included in any listing of members produced by the Group on its websites, in the members' handbook or summary of members issued to Members or Associate Members of the Group. By paying your membership subscription you accept the above.

### Data Protection Act 1998

bira and all subsidiary companies and all divisions comply with the requirements of the Data Protection Act 1998. For information about the data we hold on you or to amend that data, please contact the Membership Subscriptions Team Leader, bira, 225 Bristol Road, Edgbaston, Birmingham, B5 7UB.

### Authorisation

Signature

.....

Date

...../...../.....

NB: The signatory above must be a Director/Partner/Owner with suitable authority to sign for or on behalf of the organisation.

### Your member benefits

Please indicate below which services are of particular interest to you and your business:

- |   |   |  |  |
|---|---|--|--|
| <input type="checkbox"/> Legal one2one service            | <input type="checkbox"/> Fuel card            | <input type="checkbox"/> Office equipment      | <input type="checkbox"/> Trade magazines                         |
| <input type="checkbox"/> Card processing                  | <input type="checkbox"/> Accountancy service  | <input type="checkbox"/> Business stationery   | <input type="checkbox"/> Lobbying and industry<br>representation |
| <input type="checkbox"/> Auto enrolment pension<br>scheme | <input type="checkbox"/> Telecoms             | <input type="checkbox"/> Medical insurance     |  |
| <input type="checkbox"/> Loans & Savings                  | <input type="checkbox"/> Utilities            | <input type="checkbox"/> Debt collection       |  |
| <input type="checkbox"/> Insurance                        | <input type="checkbox"/> Branded carrier bags | <input type="checkbox"/> Rating appeal service |  |
| <input type="checkbox"/> Business banking                 | <input type="checkbox"/> Shop fitting         | <input type="checkbox"/> Asbestos consultancy  |  |
| <input type="checkbox"/> Royalty free-music               | <input type="checkbox"/> Tax free bikes       | <input type="checkbox"/> Hotel discounts       |  |
|   | <input type="checkbox"/> Mobile marketing     | <input type="checkbox"/> Events                |  |

Internal use only: Event code

Internal use only: Source

## Payment details - tick 1 of 4

### 1. Direct Debit

To pay by Direct Debit complete the form on the reverse or call 0121 446 6688 opt.1

**NB** - To receive a 5% discount on your annual subscription fee, pay your Direct Debit annually.

### 2. Debit or credit card

Call the Membership Team on 0121 446 6688 opt.1 or tick the box and we'll give you a call when we receive the form

### 3. BACS

For a BACS payment, please use the details below:

Name of bank: Lloyds    Sort Code: 30-19-14    Account number: 03741315    Reference: (Your company name)

### 4. Cheque

Please make your cheque payable to bira and send to:  
Membership Department  
British Independent Retailers Association (bira)  
225 Bristol Road  
Edgbaston  
Birmingham  
B5 7UB

**Pay by  
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## We can't wait to welcome you on board!

Once you have completed this application form please detach this section and keep it for your own records (important Direct Debit information on reverse) and return the application form to:

**Membership Department  
British Independent Retailers Association (bira)  
225 Bristol Road  
Edgbaston  
Birmingham  
B5 7UB**

The bira membership team will process your application form and confirm your payment, then we'll be in touch to welcome you on board.

## Looking for alternative ways to join?

Join and pay online at:

 [bira.co.uk](http://bira.co.uk)

Email your application form to:

 [membership@bira.co.uk](mailto:membership@bira.co.uk)

Call us on:

 **0800 028 0245**

Alternatively, you can request a visit from a Regional Membership Manager. Simply email [membership@bira.co.uk](mailto:membership@bira.co.uk) or call 0800 028 0245 to make an appointment.

# Direct Debit form



**Pay by  
annual  
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## Instruction to your bank or building society to pay by Direct Debit.

Please fill in the form and send to: Membership Dept, bira, 225 Bristol Road, Edgbaston, Birmingham, B5 7UB.

bira will collect your payment annually and will apply a 5% discount on your subscription.

Name and full postal address of your bank or building society:

To: The manager:..... Bank/Building Society:.....

Address:..... Postcode:.....

Name(s) of account holder(s):.....

Business trading name:.....

Service user number:  Bank/Building Society account number:

Branch sort code:  Reference (for office use only):.....

Instruction to your bank or building society: Please pay bira Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I/we understand that this Instruction may remain with bira and, if so, details will be passed electronically to our bank/building society.

Signature(s)

Date

...../...../.....

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**Detach and retain this section - Detach and retain this section - Detach and retain this section - Detach and retain this section**

# Direct Debit information



## Important notes

The subscription rate is subject to VAT, and a VAT invoice will be forwarded following payment. The tax will normally be recoverable by VAT registered businesses. A renewal reminder will be issued a few weeks prior to the due date. You can contact the membership team for a copy of the bira Constitution and Rules as they will apply to all members. The bira Board of Management's right to refuse membership is final. No refund or part refund will be given should a member decide to cancel membership.

## The Direct Debit Guarantee

This guarantee should be detached and retained by the Payer:

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit bira will notify you fourteen working days in advance of your account being debited or as otherwise agreed. If you request bira to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by bira or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when bira asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify bira.