

Application for Membership



Albany House
14 Shute End
Wokingham
Berks
RG40 1BJ

0800 243 919

Please tick type of Application being applied for

| | | |
|--------------|--|--|
| Distributor | | Complete sections 1, 3, 4 and 5 |
| Associate | | Complete sections 1, 4 and 5 |
| Manufacturer | | Complete sections 1, 2, 4 & 5 and here |
| | | <u>Accreditation Scheme</u> |
| | | Plastic Sack |
| | | Soft Tissue |
| | | MOPs |
| | | Distributor |

To be completed by ALL applicants – Section One

| | | | |
|--|-----------|-----------|--|
| Name of person making Application | | | |
| Name of Company | | | |
| Nature of Business | | | |
| Website address | | | |
| Trading Address | | | |
| | | | |
| | | Post Code | |
| Telephone | | Fax | |
| Email | | | |
| Registered office | | | |
| | | | |
| | | Post Code | |
| Registered Company Number | | | |
| VAT Registration Number | | | |
| Proprietor, Partners and Director Names and email addresses Please indicate with a * those directly engaged in the business | | | |
| Name: | Position: | Email: | |
| Name: | Position: | Email: | |
| Name: | Position: | Email: | |
| Marketing Contact Name: | | Email: | |
| Purchase Ledger Name: | | Email: | |
| Have any of the Directors/Principal Officers been convicted of any offence covered by Companies Act? YES / NO | | | |
| Names of Associate / Subsidiary / Parent Companies | | | |
| Date the Applicant Company started the Business | | | |
| Bankers Name and Address | | | |

Manufacturer Applications only – Section Two

Is the business registered to ISO9000
If yes Certificate Number

YES / NO

Date

Is the business registered to any other quality Standard
If yes name and Certificate Number

YES/NO

Date

Annual Turnover in the UK Away from Home Market. £.....m. Please indicate approximate figure
Please attach letter from Accountant confirming previous years annual turnover **

Number of Sales personnel employed

What percentage of business is via Distributors?

How many Distributors do you supply through?

Distributor Applications only – Section Three

What value of product/public liability cover do you have

Is this reviewed and renewed annually

Geographical area covered

Annual Turnover in the UK Away from Home Market. £.....m. Please indicate approximate figure
Please attach letter from Accountant confirming previous years annual turnover **

Names of three principal Suppliers that we can approach for references

Name: Company: Email

Name: Company: Email

Name: Company: Email

Reason for Membership:

Are you a member of any other Trade Association:

All Applicants - Section Four

ALL MEMBERS: We apply for membership of the Cleaning & Hygiene Association and will forward our cheque for admission and first year subscription (see attached fee structure) plus VAT once invoiced

ALL MEMBERS: We understand that in the event of our NOT being elected to Membership this amount will be refunded

DISTRIBUTORS: We accept and agree to abide by the Accredited Distributor Scheme Standard and Code of Practice and commit to stock CHSA accredited products and **attach our Request for Audit**

MANUFACTURERS: We accept and agree to abide by the relevant Manufacturing Standards and Code of Practice and (if applying for PSAS, STAS or MOPS) **attach our Request for Audit**

Signed:

Name:

Position:

Date:

Code of Practice – Section Five

The eligibility criteria for membership of the Cleaning and Hygiene Suppliers Association (“CHSA”), as set out in its Articles of Association, require a member to be “well established” in the cleaning and hygiene industry and to maintain a high standard in the conduct of its business”. By adhering to this Code of Practice members demonstrate their high standards in the conduct of their businesses and their continuing eligibility for membership of CHSA. **Failure to observe the Code of Practice and associated Articles of Association may cause the member to have their membership terminated.**

Members of the CHSA accept this Code of Practice and agree:

1. To observe this Code of Practice and to comply with the terms of all CHSA accreditation schemes to which we are a party and to comply with changes to this Code of Practice which are notified to us.
2. To conduct business dealings in an open, honest, fair and proper manner and in accordance with the laws, rules and regulations of the UK and EU.
3. Not knowingly, recklessly or negligently to be party to any improper business practices of any customer or supplier.
4. To ensure all public statements made by and on behalf of the member are decent, honest and truthful and is in the spirit of the Association.
5. To ensure no false or exaggerated claims are made verbally, in literature or in any other way
6. To apply the highest ethical standards and never knowingly operate business or communicate in such a way as to bring the cleaning and hygiene industry into disrepute
7. To provide evidence on request for product and service claims, particularly with reference to certifications and accreditations
8. To ensure that customers are kept advised of the effect of changes in product formulations likely to lead to different in-use handling or Health and Safety instructions
9. To offer for sale sound quality cleaning materials, chemicals, specialist machinery equipment to enable customers to achieve their required levels of hygiene and cleanliness
10. **Distributor Members:** to comply with the terms of all CHSA Accreditation Schemes of which they are a member and to stock a comprehensive range of materials and equipment in sufficient quantities to meet reasonable short notice requirements and accreditation.

Manufacturer Members: to comply with the terms of all CHSA Accreditation Schemes of which they are a member

11. To take all reasonable care to procure that the packaging of products supplied by the member (whether as a manufacturer or a distributor) contains accurate and permanent labelling of the contents as to the quantity, dimensions and other information required by the CHSA Accreditation Scheme Standards
12. To provide proper training for sales and back-up staff to enable them to give professional advice on the use of materials and equipment offered for sale.
13. To refrain from making inaccurate, misleading or malicious statements, whether deliberate or not, concerning a competitive product or service.
14. To be mindful of EU competition law and neither discuss an item at a CHSA event nor collude with other members in such a way that could breach EU competition law.

15. To investigate any complaint raised by a customer and if the complaint is justified to take all necessary action required to rectify the situation.
16. To accept the Council of the Association, or suitable person appointed by Council, as arbitrator when so requested and to abide by the decision of such arbitration.
17. To maintain adequate insurance cover for Product and Public Liability.
18. To pay all membership fees (including those applicable to any accreditation scheme to which we are a party) as and when requested by the CHSA.
19. That the CHSA may publicise details of our expulsion (should that occur).

We agree to abide by the CHSA Code of Practice (version 1) .

Signed

Name:

Position:

Company

Date

Version 1

THE ASSOCIATION IS A COMPANY LIMITED BY GUARANTEE AND MEMBERS ARE LIABLE FOR A SUM OF UP TO £10 SHOULD THE ASSOCIATION BECOME BANKRUPT OR GO INTO LIQUIDATION.