

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:



Section 5 - CHSA Code of Practice

The eligibility criteria for membership of the Cleaning and Hygiene Suppliers Association ("CHSA"), are set out in its Articles of Association and also require members to adhere to this Code of Practice and any Accreditation Scheme of which they are a member. By adhering to this Code of Practice, members demonstrate their high standards in the conduct of their business 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 as applicable and to comply with any changes to this Code of Practice as notified to them from time to time.
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 in the spirit of the Association.
5. To ensure no false or exaggerated claims are made verbally, in literature, electronically 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 or the CHSA into disrepute
7. To hold and provide evidence on request for product and service claims, particularly with reference to legislation, certifications and accreditations
8. To ensure that customers are kept advised of the effect of changes in legislation and product specifications likely to lead to different in-use handling or Health and Safety implications
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 and to take all reasonable care to ensure 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 relevant CHSA Accreditation Scheme Standards
10. To provide proper training for sales and support staff to enable them to give professional advice on the use of materials and equipment offered for sale.

11. To refrain from making inaccurate, misleading or malicious statements, whether deliberate or not, concerning a Competitor, product or service.
12. Not to discuss at any CHSA event, or any other time, any item that might be construed as a breach of UK or EU competition law nor to collude with other member or members in a way that breaches, or may breach UK or EU competition regulations.
13. To investigate in a reasonable timeframe any complaint raised by a customer and if the complaint is justified to take all necessary action required to rectify the situation with the minimum of delay.
14. In the event of a dispute with CHSA about the relevant Standards, Regulations or this Code of Practice, to accept the decision of the Council, or failing resolution by the Council to accept the decision of an independent arbiter, currently the British Cleaning Council.
15. To maintain adequate insurance cover for Product and Public Liability.
16. To pay all membership fees (including those applicable to any accreditation scheme to which the member is a party) as and when requested by the CHSA.
17. That the CHSA may publicise details of the expulsion of any member of CHSA, should that occur.

We agree to abide by the CHSA Code of Practice (July 2017)

Signed

Name

Position

Company

Date

July 2017