

APPLICATION FOR MEMBERSHIP



PART 1 APPLICATION

SECTION A: BUSINESS INFORMATION

1 Name of applicant business
Type: PLC/Limited Sole Trader Partnership LLP Other (Please tick)

2 Registered office address

3 Company Registered No (if applicable)

4 Date of Incorporation/Establishment of Company

5 Full names of registered directors (or partners, or proprietor)

Full Names	Designation/Role	Date of Appointment
.....
.....
.....
.....

6 VAT No

7 Trading names/styles (if different from 1 above)

Trading name	Date of 1st use
Trading name	Date of 1st use
Trading name	Date of 1st use

8 Principal place of business (This address will appear in BMF publications and on website entry. This will be the correspondence address unless otherwise requested)

.....

.....

Main business telephone..... Fax.....
Email Website

9 Name of contact to whom correspondence should be sent

Direct dial Direct email..... Direct fax.....

10 Names of additional staff members who you wish to be held on BMF database

Name	Job title	Email
Name	Job title	Email
Name	Job title	Email

11 Name of applicant business' holding company (if applicable)

12 Registered office address of holding company

13 Date holding company incorporated

14 Nature of holding company's business activities

15 Name of applicant business' subsidiary companies

16 Is the applicant business financially controlled by or connected with another firm or company? Yes No (Please tick)
If so, please give details and address of company

.....

.....

SECTION B: NATURE OF BUSINESS

- 1 State the nature of the principal business activities in the marine industry
 - a)
 - b)
 - c).....
 - 2 Provide details of products manufactured or stocked, or details of products handled (if applicable)
.....
.....
 - 3 When did the applicant business commence trading in the marine industry?
 - 4 Does the applicant business trade in any other market outside the marine industry? Yes No (Please tick)
If so, in which markets?
 - 5 Annual turnover of the applicant business in the marine industry (excluding non-marine related turnover).....
Estimated current year Last financial year Previous financial year
 - 6 What percentage of the applicant business' total annual turnover is in the marine industry?.....
 - 7 If the applicant business provides advice in regard to and/or arranges insurance, please state your FSA registered no.....
 - 8 If you are a boatbuilder
Please give type and size of boat
 - Please confirm your registered MIC code
 - If you use a notified body, please identify
- If you are not yet registered for a MIC code please contact the BMF Technical Department on 01784 473377 or email technical@britishmarine.co.uk Please also see guidance notes.**

SECTION C: EMPLOYEES

- 1 Number of employees including directors/partners/proprietor of applicant business
Total marine employees Full time Part time
- 2 Number of outlets operated by applicant business
- 3 State whether any of these outlets are franchised or otherwise owned by or operated separately

SECTION D: DISCLOSURE

- 1 Do any of the directors/partners/proprietors have any interest in any company/business that has a commercial relationship with the applicant business Yes No (Please tick)
- 2 Have any of the applicants' directors/partners/proprietors ever been convicted of theft or fraud, or ever been declared bankrupt, or ever been a director of any company which has been liquidated or to which a Receiver or an Administrator has been appointed, or entered into a Deed of Arrangement Yes No (Please tick)

If the answer is Yes to either 1 or 2 above, provide full details separately and where appropriate provide copies of the relevant Declarations and Certificates of Discharge

SECTION E: BENEFITS

What BMF Services will most benefit the applicant business? (Please tick)

- Legal & Financial
- Technical
- International Business Development
- Training
- Environment & Boating Facilities
- Statistics & Market Research
- Marketing (including BMF publications & website)
- Government Relations
- National Boat Shows Discounts
- Commercial benefits
- Regional & Group Membership

SECTION F: REGIONAL AND GROUP ASSOCIATIONS

Members will be assigned to its most appropriate regional association. The member will also belong to the sector group association most relevant to its trading activities.

Please state your preference for Group Association

- | | |
|---|--|
| <input type="checkbox"/> Association of Canoe Trades (ACT) | <input type="checkbox"/> Association of Pleasure Craft Operators (APCO) |
| <input type="checkbox"/> Brokers Retailers & Brokers Association (BRBA) | <input type="checkbox"/> British Commercial Boatbuilder Association (BCBA) |
| <input type="checkbox"/> British Hire Cruiser Federation (BHCF) | <input type="checkbox"/> British Marine Electronics Association (BMEA) |
| <input type="checkbox"/> British Sailing (BS) | <input type="checkbox"/> British Small Boatbuilders Association (BSBA) |
| <input type="checkbox"/> Broads Hire Boat Federation (BHBF) | <input type="checkbox"/> Canal Boatbuilders Association (CBA) |
| <input type="checkbox"/> Insurance Financial & Legal Service Association (IFLSA) | <input type="checkbox"/> Leisure Boat Builders Association (LBBA) |
| <input type="checkbox"/> Marine Engine and Equipment Manufactures Association (MEEMA) | <input type="checkbox"/> Marine Leisure Association (MLA) |
| <input type="checkbox"/> Marine Trade Association (MTA) | <input type="checkbox"/> Superyacht UK (SYUK) |
| <input type="checkbox"/> Thames Hire Cruiser Association (THCA) | <input type="checkbox"/> The Yacht Harbour Association (TYHA) |

For further information on these associations please visit the website or the Join Us and Go Further brochure.

SECTION G: MARKETING

Where did you get this application form? (Please tick)

- Direct from BMF
- Direct from a group or region association
- Downloaded from BMF website
- At a boat show, if so which show?
- At another event (eg conference, meeting)

SECTION H: REFERENCES

You are requested to submit 3 references from businesses, preferably within the marine industry, with which you have transacted business within the last 12 months in the course of the applicant business. At least one of these should be an existing BMF member, and the others should be from a supplier and a purchaser. A list of BMF members can be found at www.britishmarine.co.uk If you are unable to obtain a reference from a BMF member we will require three trading references and an additional reference from a banker, accountant or solicitor who has provided services for the business. **Please note that references must be from businesses or companies that trade with the applicant company. Personal references and those concerned with past ventures or sister companies are not acceptable.**

Please enclose three *completed* reference forms with your application form and also complete the name and address of your referees below:

Name
Full address
.....
BMF member Yes <input type="checkbox"/> No <input type="checkbox"/> (Please tick)	Contact
Name
Full address
.....
BMF member Yes <input type="checkbox"/> No <input type="checkbox"/> (Please tick)	Contact
Name
Full address
.....
BMF member Yes <input type="checkbox"/> No <input type="checkbox"/> (Please tick)	Contact

SECTION I: ENCLOSURES

Have you enclosed: (Please tick)

- Covering letter
- Brochure/Business literature
- 3 completed trade references
- Administration fee of £50
- If you are a boatbuilder: Copy of RCD Declaration of Conformity (See guidance notes)

Part 2

DECLARATION & COMMITMENT

- 1 We/I on behalf of the applicant business confirm that all of the information we/I have provided both in and with the application is, to the best of our/my knowledge and belief, accurate.
- 2 We/I on behalf of the applicant business undertake and agree:-
 - 2.1 to keep confidential all matters concerned in communications received from the BMF or the Associations which are expressed to be confidential in the communications.
 - 2.2 To immediately notify the BMF in writing of any change to marine activities, ownership, direction, control or operation of the applicant business to those declared on this form.
 - 2.3 To observe and abide by the BMF Code of Practice and any code which shall be adopted by any of the relevant Regional or Group Associations. (available to download from www.britishmarine.co.uk)
 - 2.4 To abide by the Advertising Standards Authority's Code of Advertising Practice.
 - 2.5 To be bound by the complaints and disputes, and disciplinary and appeal procedures of the BMF.
 - 2.6 To comply with the provisions of the Recreational Craft Directive and all legislation relevant to the applicant business' activities.
- 3 We/I on behalf of the applicant business understand and accept that the BMF is not under any obligation to accept the applicant business' application for membership of the BMF and relevant associations.
- 4 We/I on behalf of the applicant business agree to accept the class of membership which shall be determined by the BMF.
- 5 We/I on behalf of the applicant business, understand that the application will not be considered by the BMF until the BMF are in receipt of all components of a full application.

Preferred suppliers of the British Marine Federation may use your data to contact you about products and services that we offer that help you get the most out of your membership eg. Barclays Merchant Services. If you prefer not to be contacted then please tick this box:

The British Marine Federation may pass your information on to carefully selected third parties. If you would prefer your information not to be used in this way, please tick here:

Signed by: _____ For and on behalf of (applicant business) _____

Position held _____ Date _____

This form must be signed by a director/partner/proprietor/company secretary of the applicant business.

GUIDANCE NOTES

PART 1

(Section B) Recreational Craft Directive

Since June 1998 most recreational boats placed on the market or put into service for the first time in the EEA have been required to comply with the Recreational Craft Directive (RCD). The RCD covers boats from 2.5m to 24m length of hull, whether the boat is intended for private use or for hire/charter, and covers all aspects of a boat's design and construction including stability, strength, fuel and electrical systems: in all there are 32 Essential Requirements to be addressed. Documentation for compliance includes a Builders Plate, CIN Number, Declaration of Conformity and Technical File. Applications for membership of BMF should confirm compliance with the RCD where relevant. **Further information is available from the Technical Department on 01784 473377 or technical@britishmarine.co.uk**

(Section B) Definition of Marine Turnover

- a Marine turnover is all turnover relating to invoiced sales and services in connection with the supply of small commercial craft up to 50m in length (i.e not traditional ship building) and all recreational craft including the super and mega yacht categories over 24 metres, together with the supply of associated components, equipment and services, including hauling and storage.
- b Unless the applicant business falls into one of the categories below, Turnover is defined as as the total annual invoice value in pounds sterling of the marine trading activities of audited accounts including a) sales, work done and services rendered and b) all the marine trading turnover of the applicant business, including international trading.

For the purpose of BMF membership, turnover is calculated in different ways for the following categories of business:

Boat Brokers: turnover is total 'commission earned' figures in the accounts, plus the gross sales value of any craft purchased and resold as principals

Insurance Companies & Underwriters: turnover is 10% of premium income (net retained) from the UK boating industry

Insurance Brokers, Agents and Underwriting Agents: turnover is the net retained commission earned from the UK boating industry

Finance Houses: turnover is income arising from the difference between borrowing & lending rates on the UK boating industry

Finance Brokers: the income arising from fees received from financial introductions on the on the amount you lend UK boating industry

Solicitors: turnover is income arising from fees received from the UK boating industry

GENERAL INFORMATION

1 Classes of Membership

Full Membership: Businesses that have completed a three year period of continuous trading within the marine industry.

Associate Membership: Businesses that have served less than a three year period of continuous trading in the marine industry.

Associate members will be upgraded to Full Membership after two years, on receipt of an updated reference, credit check and short telephone interview. Please note that transfer to Full Membership after two years Associate Membership is mandatory.

2 Regional and Group Associations

Membership of the appropriate region and group association runs concurrently with BMF membership. BMF will decide upon your most appropriate group and regional association although the applicant business may request a preferred group association. The cost of membership of the group and region is included in your basic subscription. However, if you wish to join additional associations, there may be an additional minimal charge each per annum. During the application process, the associations concerned are consulted and application submitted for comment. The associations may arrange for the applicant business to be visited by a committee member at this time.

3 Deposit

It has been found necessary to ask for a non-refundable administration fee of £50 from all applicant businesses to cover the cost of application and credit checking.

Once all components for the application has been received by the BMF membership team, we aim to process your application within eight weeks, however, sometimes this may take longer. Please don't hesitate to contact the membership team at any point to check on the progress of your application.

Telephone: 01784 223663 Email: membership@britishmarine.co.uk



REFERENCE REQUEST

Applicant Company Name:		
1	Do you know the applicant sufficiently well to recommend them as members?	
2	How long have you known the directors or proprietors of the above firm?	
3	Have you any connection with the applicant other than the business/trading relationship? If yes, please give details.	
4	Does the applicant, in your opinion meet the criteria as printed below?	
5	How long have you actively traded with the company? (This may be a different length of time to 2 above)	
6	Are their services, products and workmanship, in your opinion, good?	
7	Do you currently a) purchase product or service from them? b) supply product or service to them?	
8	Have you found a) their methods of payment satisfactory (where applicable)? b) business methods satisfactory?	
9	Do you extend credit to the company?	

Any other comments: _____

Your Name	Position
Company	Address
	Tel. No.

Signed: _____ Date: _____

CRITERIA (re: Question 4)

1. An applicant for membership of the British Marine Federation shall be actively carrying on a business whose activities and objects are considered to be associated with or allied to the marine industry in the United Kingdom, the Channel Islands, the Isle of Man or the Republic of Ireland.
2. An applicant shall satisfy the British Marine Federation of it's integrity, suitability and reputation and if a company or partnership of the integrity, suitability and reputation of, as appropriate, it's directors and senior managers or partners.
3. An applicant will conduct itself in accordance with any code of practice adopted by the British Marine Federation and the Association appropriate to the applicant's business activities.



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