



MAKING BUILDINGS WORK

(06/01/16)

STRICTLY PRIVATE & CONFIDENTIAL

PLEASE NOTE APPLICATIONS TAKE UP TO 3 MONTHS TO BE APPROVED

APPLICATION FOR CORPORATE MEMBERSHIP

COMPANY

Name

Main Office Address

.....

Post Code Tel. No. Fax No.

E-Mail Web Site

Please list towns where you have Branch Offices

DIRECTORS/PARTNERS

(Please Note: We require current CV's for all Directors/Partners attached to your application)

Surname	Forenames	Experience/Qualifications
.....
.....
.....

DATE COMPANY WAS ESTABLISHED

AREAS COVERED IN UK

TURNOVER CATEGORY (based on your last audited accounts) - Please tick

Over £750,000 (FM 1) £500,000 - £749,999 (FM2) £250,000 - £499,999 (FM3)

£200,000 - £249,999 (FM4) £150,000 - £199,999 (FM5)

£100,000 - £149,999 (FM6) £50,000 - £ 99,999 (FM7)

Continued overleaf.

Commissioning Specialists Association

COMMISSIONING ACTIVITIES (Please tick)

Heating, Ventilating & Air Conditioning	<input type="checkbox"/>	Combustion Systems	<input type="checkbox"/>
Refrigeration & Heat Rejection	<input type="checkbox"/>	Water Service Systems	<input type="checkbox"/>
Control Systems	<input type="checkbox"/>	BMS Systems	<input type="checkbox"/>
Electrical Systems	<input type="checkbox"/>	Sound Control	<input type="checkbox"/>

Others (please state)

MEMBERSHIP OF OTHER ASSOCIATIONS (Please tick)

BSRIA BSI CIBSE* B&ES * Individuals only

Other (please state)

NUMBER OF ENGINEERS USED

	Sub-contract	Qualifications or experience
Managerial	<input type="checkbox"/>
Project manager	<input type="checkbox"/>
Senior Commissioning Eng.	<input type="checkbox"/>
Commissioning Engineer	<input type="checkbox"/>
Balancing Technician	<input type="checkbox"/>
Intermediate Technician	<input type="checkbox"/>
Trainee/ Assistant	<input type="checkbox"/>
Technical Specialists	<input type="checkbox"/>
Other (please state function)	<input type="checkbox"/>

ABOUT YOUR COMPANY AIMS & OBJECTIVES

Why does your organisation want to join the CSA?

.....

.....

.....

.....

.....

Commissioning Specialists Association

Please give a brief History about your Company

.....
.....
.....
.....
.....
.....

PLEASE ATTACH 2 TRADE REFERENCES TO SUPPORT YOUR APPLICATION

(These references must be on official headed paper, signed by the referee and dated).

To be returned to the: Commissioning Specialists Association
9 Kings Court
Harwood Road
Horsham
West Sussex
RH13 5UR

Please print:

I..... on behalf of.....

do hereby apply for **CORPORATE MEMBERSHIP** of the Commissioning Specialists Association and enclose herewith the application fee. I also confirm that this company will agree to abide by the Articles of the Association, its Constitution & Code of Practice (these are included in the Members Handbook which will be issued to you on acceptance of the company into Membership of the Association. Should you require prior sight of these documents, please contact the Secretary).

Signed..... Date.....

Please delete as appropriate: **Director / Partner**

Corporate Membership applications must be proposed and seconded by a Corporate member of the Association.

Proposed by:
(Sign & Print Name)

Seconded by:.....
(Sign & Print Name)

Company:.....

Company:

Please read the notes overleaf.

Commissioning Specialists Association

Notes:

1. **At least one Director / Partner should have a Grade 4 CSA membership for 3 years**
2. As Corporate Members of the CSA you will agree to abide by the Association's Constitution and Code of Practice.
3. As Corporate Members, you will seek to promote and present a high standard of workmanship to your clients.
4. You must register all your staff who are site technicians and engineers as Individual Members of the Association and to ensure that they hold the appropriate Grade.
5. When using sub-contract labour you will be expected to ensure that they have Individual membership of the Association and that they hold the appropriate Grade.
6. You will be expected to encourage all technicians and engineers to take part in training schemes so that they can achieve their Grades in a satisfactory manner.
7. Your application will not be processed if you do not supply all supporting documentation requested.
8. Should you have any queries regarding this application form, please contact the Secretary of the Association who will be pleased to answer your questions.

Commissioning Specialists Association

ANNUAL SUBSCRIPTION RATES - from January 2015

VAT is charged at 20%

Corporate Membership - companies or individuals employing staff or sub-contractors engaged in commissioning.

FM1	Turnover £750,000 per annum & above	£1,375.00 + VAT
FM2	Turnover £500,000 up to £749,999 per annum	£1,237.50 + VAT
FM3	Turnover £250,000 up to £499,999 per annum	£1,100.00 + VAT
FM4	Turnover £200,000 up to £249,999 per annum	£ 962.50 + VAT
FM5	Turnover £150,000 up to £199,999 per annum	£ 770.00 + VAT
FM6	Turnover £100,000 up to £149,999 per annum	£ 550.00 + VAT
FM7	Turnover £ 50,000 up to £ 99,999 per annum	£ 385.00 + VAT

PLEASE NOTE: THERE WILL BE A 10% INCREASE ON YOUR INVOICE FOR MEMBERSHIP FEES WHICH YOU SHOULD DEDUCT IF PAYMENT IS MADE WITHIN 90 DAYS FROM THE DATE OF INVOICE.

The above fees may be paid by monthly standing order, by arrangement with the Secretary.

Associate Membership - companies manufacturing, specifying or utilising commissioning techniques or equipment.

AM1	Irrespective of turnover	£250.00 + VAT
-----	--------------------------	---------------

Individual Membership - not available to companies or individual sub-contractors operating as a company and employing staff or sub-contractors as commissioning technicians.

IM1	Applicable to individuals only	Prices vary according to Grade
-----	--------------------------------	--------------------------------

Individual Associate Membership – for individuals who are not commissioning engineers but are affiliated through a related trade and have an interest in the CSA.

IAM	Applicable to individuals only	£60.00 + VAT
-----	--------------------------------	--------------

VAT - the Associations VAT number is 566 3468 11

Application Fee - A non-refundable application fee of £75.00 (+ VAT) is payable on submission of the application form for Corporate and Associate applicants.

An application fee of £60.00 (+ VAT) is payable on submission of the application form for Individual Associate applicants.

Where applications for Membership are successful, the application fee will be deducted from the first years subscription.

Payment of fees and subscriptions – Cheque, Credit/Debit Card. please make all cheques payable to:-
COMMISSIONING SPECIALISTS ASSOCIATION