



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?

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Commissioning Specialists Association

Please give a brief History about your Company

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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

Commissioning Specialist Association GDPR Privacy Notice

Issue No: 001
Issue Date: 02/05/2018

The Commissioning Specialist Association is an association for the commissioning industry within the construction world.

Its membership comprises commissioning industry companies, individual commissioning engineers and associated companies (such as equipment manufacturers, instrument suppliers, etc.), who have a vested interest in ensuring that the commissioning function in today's complex buildings is carried out to a uniformly high standard.

By choosing to join the Association as a member you need to be made aware that we collect and process your personal data for the following purposes:

- To email you CSA press releases, publications and our quarterly newsletter Index
- Stored on our databases, to enable us to email you
- The data we store is; your address, telephone number, CV, company of employment, achievements, grades and certificates gained with the Association
- Your information is also stored on our financial database to enable us to invoice you throughout the year for your membership and any related fees
- Your information is retained for CSA membership purposes only and is not shared with any third parties.

By consenting to this privacy notice you are giving us permission to process your personal data specifically for the purposes identified.

Consent is required for the Commissioning Specialist Association to process personal data, but it must be explicitly given.

If we ask you for sensitive personal data we will always tell you why and how the information will be used.

You may withdraw consent at any time to stop receiving communications from us, you will be able to do so by writing to us or emailing us. Details of contact are on our website.

We take your privacy seriously and will only use your personal information to administer your account and to provide the products and services you have requested from us.

However, from time to time we would like to contact you with details of other products, services we provide. If you consent to us contacting you for this purpose please tick to say how you would like us to contact you:

Post **Email** **Telephone**

Please tick to confirm:

I agree

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

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
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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
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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
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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