

NATIONAL INSULATION  
ASSOCIATION

# Membership Renewal/Application Form

Please complete and return this form (together with associated documentation and payment) to  
NIA, 2 Vimy Court, Vimy Road, Leighton Buzzard, Bedfordshire LU7 1FG. Any member wishing to apply in more than one category  
of membership must complete multiple applications and payments.

We wish to \* **RENEW**  **APPLY**  for membership of the National Insulation Association as a:

Manufacturer / System Designer  Installer  Associate

\* The NIA reserve the right to request a copy of your last years trading accounts on renewal.  
(Please tick appropriate box)

## 1. General Information

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Tel No: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

## 2. Key Contact Details

Key Contact: \_\_\_\_\_

Position: \_\_\_\_\_ Direct Dial No. \_\_\_\_\_

E-mail: \_\_\_\_\_

## 3. Activities

Cavity Wall Insulation  Loft Insulation  Draught Proofing

Solid Wall Insulation  Roof Insulation  Floor Insulation

Acoustic/Sound Insulation  Cavity Wall Insulation Removal  Scheme Manager

Other (please state): \_\_\_\_\_

Each application for membership must be one of the following categories: Manufacturer/System Designer, Installer or Associate Member. Those who wish to be members in more than one category must make multiple applications and payments. (Please complete one section from 5, 6 or 7)

4.

**SUBSCRIPTION RATES 2010/2011:**

20%

Manufacturer/System Designer (Turnover over £5m)	£3136.95 + Vat = <b>£3764.34</b>
Manufacturer/System Designer (Turnover £5m or less)	£2090.95 + Vat = <b>£2509.14</b>
Installer (Multi Depot)	£1044.95 + Vat = <b>£1253.94</b>
Installer (Single Depot)	£ 795.95 + Vat = <b>£955.14</b>
Associate	£2090.95 + Vat = <b>£2509.14</b>

♦ The fees quoted are based on VAT at 17½%.

Please note these may change in accordance with any mandatory revised VAT rates.

Please tick the areas that your Company covers:

Scotland  Northern Ireland  North East  North West & North Wales  Midlands   
 South East  South West & South Wales  Isle of Wight  Isle of Man

**5. Manufacturer/System Designer**

Product Types: \_\_\_\_\_

Brands: \_\_\_\_\_

Relevant Product Accreditation: \_\_\_\_\_

Approximate turnover. (Please tick appropriate box)

Up to £1 million  Up to £5 million  £5 - £10 million  Over £10 million

**Insurance Information:**                      **Employer's liability**                      **Public liability**                      **Product liability**

1. Name of insurer

2. Policy number

3. Limit of indemnity\*

£

£

£

4. Period of insurance

5. Renewal date

\* The minimum limit of indemnity required for public / products' liability insurance is £3 m any one incident or series of incidents.

Note: We retain the services of our appointed insurance broker to carry out a system of checks on members insurance arrangements and one of their representatives will contact you in due course.

**6. Installer**

No of Depots: 1  2-6  Over 6

Should you require any additional depots included on our website, please provide detail on a separate sheet.

Should you require NIA information to be sent to alternative depots, other than those named under the **Communications** section, please provide details on a separate sheet.

**Cavity Wall Insulation:** Glass Wool  Rock Wool  Foam  e.p.s beads

**Loft Insulation:** Blown Wool: Glass  Rock  Quilted: Glass  Rock  Blown Cellulose

Other (Please specify) \_\_\_\_\_

**Draught Proofing:**

Product Details: \_\_\_\_\_

**Solid Wall Insulation:** Internal  External

Product Details: \_\_\_\_\_

Category of Work Undertaken: Small (up to 5)  Medium (5 - 40)  Large (over 40)  High Rise (over 5 storeys)



## APPLICATION CHECKLIST

**Before sending your application, please ensure you have enclosed all the appropriate documentation. Failure to do so may result in a delay in processing your renewal or application.**

### Manufacturer / System Designer:

Please provide copies of:

- ✿ Completed Application Form
- ✿ Cheque or confirmation of BACS Payment (inclusive of reference number)
- ✿ Public, Employers and Products or Professional Indemnity Insurance Cover
- ✿ BBA / Related Products Accreditation Certificate
- ✿ JPEG of Company Logo (new applications only)

### EWI & IWI Manufacturers should also provide evidence of:

- ✿ On-site Audit Procedures for EWI
- ✿ ISO 9001 Accreditation
- ✿ ISO 14001 Accreditation (optional)
- ✿ Recognised Training Scheme / Procedure for Installers

### Installer:

Please provide copies of:

- ✿ Completed Application Form
- ✿ Additional Depot Information (if applicable)
- ✿ Cheque or confirmation of BACS Payment (inclusive of reference number)
- ✿ Public & Employers Liability Insurance Cover
- ✿ BBA Certificate
- ✿ Confirmation of CIGA Registration
- ✿ Customer Care Policy

### EWI & IWI Installers should also provide evidence of:

- ✿ Manufacturer / System Designer Members Reference Letter for each Product / System and Type / Category.
- ✿ Training Procedure
- ✿ Health & Safety Policy
- ✿ ISO 9001 Accreditation, or evidence that working towards approval
- ✿ **Large Installer Category only** - Professional Indemnity of £1m

### Loft / Roof only:

- ✿ Completed Application Form
- ✿ Cheque or confirmation of BACS Payment (inclusive of reference number)
- ✿ Public & Employers Liability Insurance Cover
- ✿ Manufacturer Members Reference Letter
- ✿ Customer Care Policy

**Associate**

Please provide copies of:

- ✿ Completed Application Form
- ✿ Cheque or confirmation of BACS Payment (inclusive of reference number)
- ✿ Resume of 100/150 words outlining the interest and aim of Company
- ✿ JPEG of Company Logo

**New Members to also include:**

- ✿ Certificate of Incorporation
- ✿ Statutory Accounts for the last twelve months

**For NIA office use only**

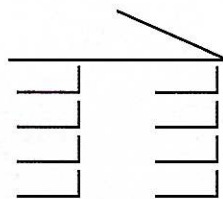
Membership ID:  Password:

**LOG:**

- |                    |                          |                  |                          |
|--------------------|--------------------------|------------------|--------------------------|
| 2009/2010 Database | <input type="checkbox"/> | Certificate      | <input type="checkbox"/> |
| Payment            | <input type="checkbox"/> | Invoice          | <input type="checkbox"/> |
| Company Info       | <input type="checkbox"/> | Insurance Checks | <input type="checkbox"/> |
| Web                | <input type="checkbox"/> | E-briefs         | <input type="checkbox"/> |
| Membership Packs   | <input type="checkbox"/> |                  |                          |

AUTHORISED APPROVAL

Date



**NATIONAL INSULATION  
ASSOCIATION**

National Insulation Association Ltd

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