

# We're looking forward to getting to know you.

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## Retail membership application form

Please complete all sections of this application form in BLOCK CAPITALS and return to Membership Department, British Independent Retailers Association (bira), 225 Bristol Road, Edgbaston, Birmingham, B5 7UB. Alternatively, complete the form online at bira.co.uk.

Internal use only: Membership Number

### Business details

Business name: ..... Trading name (if different): .....

Date established: ..... Company Registration No.: .....

Business address: .....

County: ..... Postcode: .....

Tel: ..... Mobile: ..... Fax: .....

Business email: ..... Web address: .....

Twitter handle: @ ..... Facebook page: / .....

Annual turnover (most recent year ex VAT): £ ..... No. of outlets inc. principle location: .....  
(Please provide full details of all branches separately)

Stock value: .....

No. of employees - Full time: ..... Part time: ..... (including working Proprietors, Partners and Directors)

Company type (tick one):  Ltd  Partnership  LLP  Sole Trader  Other (please specify): .....

### Current providers:

Business insurance: ..... Renewal date: .....

Telecoms: ..... Electricity: .....

Gas: ..... Card payments: .....

Business banking: ..... Auto enrolment provider: .....

### Your details

Title: ..... Forename: ..... Surname: ..... DOB: .....

Your position: ..... Your email: .....

### Home details (please include home address of one Proprietor, Partner or Director)

Title: ..... Forename: ..... Surname: .....

Home Address: .....

County: ..... Post Code: .....

Tel: ..... Mobile: ..... Email: .....

Please send all correspondence to:  Business address  Home address

Please note we will contact you for additional information as required.

**bira**

## Retail membership details

To be eligible for retail membership your company must be trading as a retailer from a business rated shop, showroom, warehouse or yard and sign a declaration to this effect (this membership application form constitutes such a declaration), and undertake to comply with the Constitution and Rules of bira, along with the trading Terms & Conditions.

Please tell us your main retail activity:.....

## Your member benefits

Please indicate below which services are of particular interest to you and your business:

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Legal protection              | <input type="checkbox"/> Loans & Savings      | <input type="checkbox"/> Utilities             | <input type="checkbox"/> Debt collection                      |
| <input type="checkbox"/> Commercial & general law      | <input type="checkbox"/> Insurance            | <input type="checkbox"/> Branded carrier bags  | <input type="checkbox"/> Rating appeal service                |
| <input type="checkbox"/> Employment law & HR           | <input type="checkbox"/> Retail point of sale | <input type="checkbox"/> Shop fitting          | <input type="checkbox"/> Asbestos consultancy                 |
| <input type="checkbox"/> Health & safety               | <input type="checkbox"/> Oxford Summer School | <input type="checkbox"/> Financial planning    | <input type="checkbox"/> Waste Management                     |
| <input type="checkbox"/> Tax & VAT                     | <input type="checkbox"/> Retail training      | <input type="checkbox"/> Tax free bikes        | <input type="checkbox"/> Hotel discounts                      |
| <input type="checkbox"/> Legal one2one service         | <input type="checkbox"/> Business banking     | <input type="checkbox"/> Point of sale finance | <input type="checkbox"/> Events                               |
| <input type="checkbox"/> Card processing               | <input type="checkbox"/> Royalty free-music   | <input type="checkbox"/> Mobile marketing      | <input type="checkbox"/> Trade magazines                      |
| <input type="checkbox"/> Buying group                  | <input type="checkbox"/> Fuel card            | <input type="checkbox"/> Office equipment      | <input type="checkbox"/> Lobbying and industry representation |
| <input type="checkbox"/> Auto enrolment pension scheme | <input type="checkbox"/> Accountancy service  | <input type="checkbox"/> Business stationery   |   |
|  | <input type="checkbox"/> Telecoms             | <input type="checkbox"/> Medical insurance     |   |

## Annual subscription rates - tick one

Your annual turnover	Fee ex VAT	Your annual turnover	Fee ex VAT
<input type="checkbox"/> Up to £200,000	£205.00	<input type="checkbox"/> £1,000,001 to £3,000,000	£675.00
<input type="checkbox"/> £200,001 to £500,000	£315.00	<input type="checkbox"/> £3,000,001 to £10,000,000	£813.00
<input type="checkbox"/> £500,001 to £1,000,000	£505.00	<input type="checkbox"/> Over £10,000,000	£1112.00

Please note - Annual turnover may be checked against Companies House records.

2018 member subscription rates listed. All membership fees are subject to VAT at 20% and all membership periods are for 12 months and run from the first day of the month in which membership commences.

## Where did you hear about membership?

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Regional Membership Manager | <input type="checkbox"/> Email          | <input type="checkbox"/> Website        | <input type="checkbox"/> Search engine          |
| <input type="checkbox"/> Exhibition/Event            | <input type="checkbox"/> Recommendation | <input type="checkbox"/> Direct mail    | <input type="checkbox"/> Other (please specify) |
|  | <input type="checkbox"/> Magazine       | <input type="checkbox"/> Telephone call | .....   |

## bira members' privacy policy

The information provided will be used to administer your membership of bira and any divisions, subsidiary companies and all third parties (henceforth referred to as "the Group"), manage your access to membership benefits, including those provided by subsidiary companies and all third parties, and provide you with information (by post, fax, email, telephone or SMS) which we believe may be of interest or benefit. Your business name, trading location and contact details may also be included in any listing of members produced by the Group on its websites, in the members' handbook or summary of members issued to Members or Associate Members of the Group. By paying your membership subscription you accept the above.

## General Data Protection Regulation (GDPR) 2016

bira and all subsidiary companies and all divisions comply with the requirements of the General Data Protection Regulation (GDPR) 2016. For information about the data we hold on you or to amend that data, please contact the Membership Subscriptions Team Leader, bira, 225 Bristol Road, Edgbaston, Birmingham, B5 7UB.

## Authorisation

Signature .....

Date .....

NB: The signatory above must be a Director/Partner/Owner with suitable authority to sign for or on behalf of the organisation.



Internal use only: Event code

Internal use only: Source

## Payment details - tick 1 of 4

**Pay by  
annual  
Direct Debit  
and save 5%**

### 1. Direct Debit

To pay by Direct Debit complete the form on the reverse or call 0121 446 6688 opt.1

**NB** - To receive a 5% discount on your annual subscription fee, pay your Direct Debit annually.

### 2. Debit or credit card

Call the Membership Team on 0121 446 6688 opt.1 or tick the box and we'll give you a call when we receive the form

### 3. BACS

For a BACS payment, please use the details below:

Name of bank: Lloyds    Sort Code: 30-19-14    Account number: 03741315    Reference: (Your company name)

### 4. Cheque

Please make your cheque payable to bira and send to:  
Membership Department  
British Independent Retailers Association (bira)  
225 Bristol Road  
Edgbaston  
Birmingham  
B5 7UB

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## We can't wait to welcome you on board!

Once you have completed this application form please detach this section and keep it for your own records (important Direct Debit information on reverse) and return the application form to:

**Membership Department  
British Independent Retailers Association (bira)  
225 Bristol Road  
Edgbaston  
Birmingham  
B5 7UB**

The bira membership team will process your application form and confirm your payment, then we'll be in touch to welcome you on board.

## Looking for alternative ways to join?


Join and pay online at:

 **[bira.co.uk](http://bira.co.uk)**

Email your application form to:

 **[membership@bira.co.uk](mailto:membership@bira.co.uk)**

Call us on:

 **0800 028 0245**

Alternatively, you can request a visit from a Regional Membership Manager. Simply email [membership@bira.co.uk](mailto:membership@bira.co.uk) or call 0800 028 0245 to make an appointment.

# Direct Debit form



**Pay by  
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## Instruction to your bank or building society to pay by Direct Debit.

Please fill in the form and send to: Membership Dept, bira, 225 Bristol Road, Edgbaston, Birmingham, B5 7UB.

Tick below to indicate when you would like bira to collect your payment:

- Monthly  Annually (receive a 5% discount on your subscription)

Name and full postal address of your bank or building society:

To: The manager:..... Bank/Building Society:.....

Address:..... Postcode:.....

Name(s) of account holder(s):.....

Business trading name:.....

Service user number:  Bank/Building Society account number:

Branch sort code:  Reference (for office use only):.....

Instruction to your bank or building society: Please pay bira Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I/we understand that this Instruction may remain with bira and, if so, details will be passed electronically to our bank/building society.

Signature(s)

Date

.....

...../...../.....

bira application form 2016 104810/16

**Detach and retain this section - Detach and retain this section - Detach and retain this section - Detach and retain this section**

# Direct Debit information



## Important notes

The subscriptions payable for membership are determined using the value of annual turnover (excluding VAT). In the instance of a new business, a reasonable estimate will be used. The subscription is subject to VAT, and a VAT invoice will be forwarded following payment. The tax will normally be recoverable by VAT registered businesses. A renewal reminder will be issued a few weeks prior to the due date. You can contact the membership team for a copy of the bira Constitution and Rules as they will apply to all members. The bira Board of Management's right to refuse membership is final. No refund or part refund will be given should a member decide to cancel membership.

## The Direct Debit Guarantee

This guarantee should be detached and retained by the Payer:

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit bira will notify you fourteen working days in advance of your account being debited or as otherwise agreed. If you request bira to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by bira or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when bira asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify bira.