

## **Application for the Inventory Membership Scheme - Existing Members (AP108)**



We operate a professional inventory membership scheme, which allows the creation and registration of inventories. It is also designed to provide support, monitoring of standards and the provision of Professional Indemnity (PI) and Public Liability (PL) Insurance for our inventory provider members.

### **1. Introduction**

---

Please read and fully complete this application, providing us with all of the required information required. Insufficient and missing information will result in applications being delayed.

#### **Fees**

Initial application for accreditation - FREE. Subsequent annual renewal is free of charge if you have submitted 25 inventories or more in the previous accreditation year. If you have submitted less than 25 inventories in the previous accreditation year then the renewal fee is £95.00 +VAT

Fees are as specified on our website which may change from time to time.

## 2. Applicant Information

Please complete in block capitals

Title	<input type="text"/>	Forename(s)	<input type="text"/>
Surname	<input type="text"/>		
Home Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Post Code	<input type="text"/>
Email Address	<input type="text"/>		
Date of Birth	<input type="text"/>	Mobile No	<input type="text"/>
Telephone No	<input type="text"/>	Fax No	<input type="text"/>

## 3. Invoice Address Please note this is the name your account will be set up under

As above  **Please complete in block capitals**

Company Name	<input type="text"/>		
Company Registration Number	<input type="text"/>		
	<small>Please write N/A in the box if you are a sole trader.</small>		
Trading Address	<input type="text"/>		
	<input type="text"/>		
Post Code	<input type="text"/>	Email Address	<input type="text"/>
Telephone No	<input type="text"/>	Mobile No	<input type="text"/>
	Fax No	<input type="text"/>	
Invoice email Address	<input type="text"/>		

## 4. User Profile

Elmhurst Energy will provide members with a user profile that allows access to the relevant Elmhurst Energy software.

If you already have access to Elmhurst software, please provide your user number (please do not include your password).

e.g. 1000-0001     -

## 5. Are you a fit and proper person?

As you are already a DEA member with us we will already hold on file a copy of your Basic Disclosure Certificate. Elmhurst may be in contact from time to time to ensure documentation remains current.

## 6. Insurance

---

Public Liability and Professional Indemnity Insurance for the Certificate you issue and the work you do in producing an Inventory, is included as part of your accreditation.

## 7 . Competency

---

To be eligible to join the Elmhurst Energy Inventory Scheme you are required to have attended an Elmhurst Inventory Course and successfully completed the assessment process. Alternatives may be accepted.

## 8. Declaration

---

### Terms and Conditions

Please visit the Elmhurst website to read the Elmhurst Energy Systems Ltd Standard Terms and Conditions. [www.elmhurstenergy.co.uk/information-for-members-prospective-members](http://www.elmhurstenergy.co.uk/information-for-members-prospective-members).

### Applicant Declaration:

By signing this document I declare that all the information provided is accurate and truthful. If successful, I promise to abide by the Elmhurst Energy Code of Conduct and will ensure any Terms, Conditions and Standards that are currently defined and may be specified in future, are followed.

If successful in my application I also agree to visit the Elmhurst Energy website on a regular basis (at least monthly) to ensure that I remain aware of any changes to the Terms, Standards or Codes that apply to the Elmhurst Energy Systems Accreditation Scheme. [www.elmhurstenergy.co.uk](http://www.elmhurstenergy.co.uk).

### Bill Payer's Authorisation:

I confirm that I have discussed this application with the applicant and agree that I will pay all resultant charges and fees on their behalf.

Applicant's Signature	<input type="text"/>	Date	<input type="text"/>
Bill Payer's Signature	<input type="text"/>	Date	<input type="text"/>
Bill Payer's Name and Position	<input type="text"/>		
Company or Organisation	<input type="text"/>		