



STRICTLY CONFIDENTIAL

APPLICATION FOR ORDINARY MEMBERSHIP

AUTOMATIC DOOR SUPPLIERS ASSOCIATION

**The Director
Automatic Door Suppliers Association
411 Limpsfield Road
Warlingham
Surrey CR6 9HA**

Dear Sir

I / We wish to apply for membership of the Automatic Door Suppliers Association and, if elected, agree to co-operate in the working of the Association and to observe its Objects and Rules for the time being in force, a copy of which I / We have already seen.

I / We understand that this application is subject to the approval of the Executive Council whose decision is final.

Yours faithfully

Signature

Status

Name and address of firm or company

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Telephone number

The name and status of the person who will deal with matters as the duly authorised representative of the firm or company:

Name:

Status:.....

Dated:

ELIGIBILITY FOR MEMBERSHIP

(i) A person, firm or company operating within the United Kingdom shall be eligible for Ordinary membership provided that the Executive Council is satisfied that he or it is engaged in the manufacture and / or installation of automatic doors or is the main or primary supplier of such doors and is financially sound and is in all other respects suitable for membership.

Application for Ordinary membership shall be made to the Executive Council on the form provided by the Association. The Director shall, subject to the provisions of Rule 10 (d) place such application before the Executive Council. The decision of the Executive Council as to whether an application shall be granted shall be final and binding and the Executive Council shall not be obliged to give any reason for its decision.

(ii) In order to be eligible for Ordinary membership applicants should normally be required to satisfy the Executive Council that they comply with the following guidelines:

- That they provide swing, sliding or revolving door operating systems which are suitable for high activity applications such as supermarkets and airports.**
- That they have competent full-time authorised technicians exclusively engaged in the fixing and servicing of automatic door systems and installations.**
- That they ensure compliance with BS 7036:1996 on completion of all installations and servicing and with all other relevant standards and regulations.**

For the purpose of assessing the applicant's eligibility for Ordinary membership, answers should be given to the questions set out below. The replies will be treated with the strictest confidence.

Name and address of firm or company:

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Principals

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1. Date of the formation of the firm or company and full particulars of the nature of the business and the address where this is carried on, if different from above:

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2. Please state whether your firm or company is associated with, controls, or is controlled by, any other firm or company.

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3. If so, please state the names, addresses and types of business and relationship with the above firm or company.

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4. The number of personnel normally employed

(a) By the applicant:

(b) By associated firms or companies:

5. The number of directly employed full-time authorised technicians exclusively engaged in fixing and servicing automatic door systems and installations:

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6. (a) What arrangements and facilities do you offer for the service and repair of operators that you install:

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(b) What is your normal response time for maintenance enquiries:

24 hours.....

48 hours.....

Other.....

7. The number of operators installed by you in each of the preceding two years:

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8. (a) Are your operators manufactured by you?

(b) Are you an exclusive / sole importer?

(c) What other arrangements do you have for the supply of operators e.g., distributors?

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9. What experience have your principals had in the manufacture / supply / installation of automatic doors?

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10. Are you a member of any other trade association? If so, please give details.

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I / We signify that to the best of my / our knowledge, the information given above is correct and that no Director or Principal has been made bankrupt or within the last three years come to any arrangement or composition with his creditors.

Signed.....

Status.....

Date.....

PHOTOGRAPHS OR BROCHURES

When assessing an applicant's suitability for membership, it is helpful to Council to see photographs of completed projects or, possibly, publicity brochures, These will be returned, if required, once the application has been considered.

ACCOUNTS

All applications must be supported by the applicant's latest published accounts. These will remain confidential to the Director and will be returned, if required, once the application has been considered.