



Membership Application

All prospective members must complete this application form and submit it with payment to the membership committee for review. After submission, the membership committee will review the application and notify the prospective member of acceptance or non-acceptance.

- Upon acceptance to the Plymouth Business Network fees are non-refundable. In addition to the fees detailed below, members are expected to pay weekly breakfast meeting fees which are to be paid in advance by standing order.
- In the event of your application being declined your payment will be returned within 21 days of receipt.
- No correspondence will be entered into for reasons of non acceptance.

Please answer all questions using **BLOCK CAPITALS**

APPLICANT'S DETAILS

APPLICANT'S NAME

DATE OF BIRTH

BUSINESS NAME

BUSINESS WEB ADDRESS

BUSINESS ADDRESS

EMAIL

WORK TEL.

HOME TEL.

CATEGORY APPLIED FOR

EXPERIENCE IN FIELD

POSITION IN COMPANY

QUALIFICATIONS/CREDENTIALS REQUIRED IN CATEGORY APPLIED FOR

Please answer the following questions:

- 1 Is the occupation that you have applied for your
 full time or part time occupation?
- 2 How long have you been with the company you are representing today? years
- 3 Are you willing to abide by PBN policies and procedures?
 Yes No

MEMBERSHIP FEE

Initial 6 month membership £70.00

Total payable £70.00

Type of payment Cheque
 Cash
 BACS

SPONSOR

SPONSOR'S NAME (IF APPLICABLE)

BUSINESS REFERENCE 1

NAME

POSITION

BUSINESS NAME

TEL.

EMAIL

BUSINESS RELATIONSHIP

BUSINESS REFERENCE 2

NAME

POSITION

BUSINESS NAME

TEL.

EMAIL

BUSINESS RELATIONSHIP

Upon acceptance to the Plymouth Business Network, I agree to abide by policies and procedures listed on the website **www.plymouthbusinessnetwork.co.uk** during the tenure of my membership. The information, which I have given in my application form, is true to the best of my knowledge. I consent to this information being verified by fair and lawful means, which I understand may involve contacting the references listed above and licensed credit reference agencies. I agree that the information supplied by me will be held in accordance with the Data Protection Act 1998.

APPLICANT'S SIGNATURE

PRINT NAME

DATE (DD/MM/YY)

OFFICE USE ONLY

Start Date / /

Committee Decision Accept Decline

Classification References Payment £ Set up standing order

PBN Reference numbers

PLYMOUTH BUSINESS NETWORK POLICIES AND PROCEDURES

GENERAL POLICIES

1. Only one person from each category or classification is permitted to join Plymouth Business Network. If a category conflict of interest should occur the existing category member's approval will be sought before the application can be processed.
2. Memberships may be cancelled/suspended for failure to adhere/comply with the policies, procedures and the code of practice of the Plymouth Business Network.
3. Members must not invite guests from another trade or profession in a category already represented within the network group unless sanctioned by the member affected.
4. Members may invite the same guest up to 4 times in any 6 month period this may only be waived by the membership committee.
5. Members are expected to make contributions by way of bringing visitors, referrals or testimonials to meetings.
6. Visitors are allowed present their business in the 60 second presentations and to take part in the giving and receiving of referrals to club members and other visitors. Members may appoint a substitute to represent their company if not available to attend.
7. Weekly meetings start at 7.00am and run to 8.30 am. Members are asked to arrive 10 minutes before to book in and stay for the entire meeting.
8. Members are expected to attend 3 out of 4 meetings in a calendar month or send a substitute in their absence.
9. The membership committee reserves the right to replace a member at the end of their current membership and may not offer renewal of membership. Membership renewals are by invitation and not automatic right of the member.
10. The membership committee reserve the right to ask a member to leave/resign from the club if complaints are received from other members of the club about unacceptable attendance, bad service, poor quality of product/service or inappropriate behaviour towards members and visitors.
11. Members who wish to change their classification/category will have to submit a new application to the membership committee.
12. The membership committee are exempt annual subscriptions throughout their term to compensate for the time and effort involved in running the club.
13. Membership fees are not refundable in all circumstances.
14. All new members are to complete an application form with a signed copy of the policies and procedures accompanied by a cheque or BACs payment for £70.00.
15. Membership categories will be classed as vacant if not renewed within 4 weeks after the membership run out date.
16. The policies and procedures will be updated and maintained on the PBN website www.plymouthbusinessnetwork.co.uk: this will be the master copy and will take precedence over all printed copies.

MEMBERS' CODE OF PRACTICE

1. Members agree to follow up received referrals within 7 working days.
2. Members agree to keep all professional qualifications required in the category applied for current during their tenure.
3. All members agree to abide by all of the policies and procedures set out on the Plymouth Business Network website and to conduct themselves in a professional manner.
4. Members agree to provide services at the prices quoted/agreed and complete work/services to the best of their ability.
5. Members agree that if a complaint is made about the quality/standard of work/services provided the member agrees to rectify the problem at no extra charge to the client.
6. Members agree not to pass or disclose personal and confidential information received by members to third parties.
7. All members agree that if they miss 6 consecutive meetings that the membership committee can terminate a membership to Plymouth Business Network immediately without refund.

FEES

1. Initial full membership costs £70.00 for the initial 6 months in payable in advance to be submitted with the application form.
2. Annual membership is £140.00 due on or before the renewal
3. Weekly meetings cost £10 for non-members and visitors this includes a continental or full English breakfast.
4. Members that have not set up a monthly standing order to cover weekly breakfast/meeting fees will be asked to contribute £10 per meeting attended (payable on the day) of the meeting to cover costs.
5. Members who have not paid meeting/annual fees prior to the expiry date will have their membership suspended/cancelled

Upon acceptance to the Plymouth Business Network I agree to abide by the policies and procedures listed above and any future amendments listed on www.plymouthbusinessnetwork.co.uk during tenure of my membership.

APPLICANT'S SIGNATURE

PRINT NAME

DATE (DD/MM/YY)