

# APPLICATION FOR CORPORATE MEMBERSHIP OF CIVEA

To: Director General  
The Civil Enforcement Association  
513 Bradford Road  
BATLEY  
West Yorkshire  
WF17 8LL  
**Tel: 0844 893 3922**  
**Fax: 0844 854 6322**



All relevant details must be entered, full postcodes given for all addresses and continuation sheets used and attached where there is insufficient space.

Membership applications will be considered at the next available meeting of the Executive Council of the association following receipt of the completed application form and necessary accompanying documentation.

## Section 1 – Business Details

Full business name:.....

Any other trading names: .....

Principal trading address: .....

.....

.....

Telephone No ..... Fax No .....

Email address: .....

Is the business:      a company                            (complete section 2)

                                 a partnership                            (complete section 3)

                                 a sole proprietor                            (complete section 4)

How long have you been at this address? ..... (if less than 10 years please complete section 5)

Contact name and address for correspondence: .....

.....

E-mail: .....

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## Section 2 – Company Information

Registered office: .....

.....

Company registration number: ..... Date of Registration: .....

Is the company part of a group: YES/NO

If yes, please give the name and address of holding company: .....

.....

.....

Name and addresses of the company secretary and for all the directors:

Co. Secretary

Director

Director

Director

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## Section 3 – Partnerships

Name of formation of partnership: .....

Names and home addresses of all partners:

Partner

Partner

Partner

Partner

.....

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.....

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Bankers

Auditors/Independent accountants

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## Section 8 – References

Give the names, addresses and telephone contacts of two professional references:

Name.....

Name .....

Address .....

Address .....

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.....

.....

Telephone .....

Telephone .....

## Section 9 – Statement by person or persons making the application

*This statement is to be made on behalf of the corporate applicant. If the applicant is a limited company, the statement must be made by the company secretary and one of the directors. If the applicant is a partnership, the statement must be made by two of the partners, one of whom must be the managing partner. If the applicant is a sole proprietor, he or she must make the statement*

Number of continuation sheets attached to this application: ..... (Every continuation sheet and attachment must be signed and dated by the person making the application and forms an integral part of this application).

- I/We hereby apply for corporate membership of CIVEA
- I/We give the association my/our unqualified consent to investigate and make any enquiries for the purpose of ascertaining my/our suitability for admission as a corporate member
- I/We undertake that the details given in this application are true and accurate to the best of my/our knowledge and belief
- I/We understand that should any information supplied in this application be found to be inaccurate or false then this application will be rendered void and the membership subject to cancellation and any subscription paid forfeit at the absolute discretion of the association's Executive Council
- I/We understand that admission to membership of the association is subject to reference checks, approval by the membership and is at the absolute discretion of the Executive Council of the association

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- If accepted as a corporate member of the association I/we undertake that all directors, partners, proprietors, staff and agents will abide by CIVEA’s Rules and Code of Conduct and any additional professional standards introduced by CIVEA, which apply at the time
- I/We understand that failure to conform to those Rules, Code and standards, if I/we act illegally, or if it is believed that I/we have brought the civil enforcement profession into disrepute the corporate member may be subject to disciplinary proceedings under the Rules of the association
- I/We understand that all bailiff bonds issued by CIVEA to persons in our employ or contractors engaged directly by us become invalid if my/our membership ends, for whatever reason
- I/We undertake to pay the subscription either annually, in full in advance, or by the prescribed monthly payments by the due dates
- I/We undertake to supply the association, following the finalisation of our annual accounts, an auditor’s certificate verifying the number of staff employed and that the balance held in your client account(s) at the date of the auditor’s certificate was equal or greater than the sum total of all of the money owing or due to clients at that time
- I/We undertake to reimburse the association for any claim made by a court against a bailiff bond issued by the association to persons in our employ or contractors engaged directly by us in accordance with the rules of the association

Name (please print)	Position	Signature	Date
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

**Enclose the following papers, which should be originals or true copies of the original, with this application form:**

- Searches from the Registry of County Court Judgments against your name and your trading name(s) for all addresses during the past 5 years.
- Sample letterhead used by your business
- Sample forms used by your business: these must include Notices of Bailiff’s Visits (where no levy is made), Notices of Seizure, Walking Possession Agreements, Removal Inventories and Removal Charge Forms.
- Copy of professional indemnity insurance cover.
- Auditor’s certificate verifying the number of staff (as at section 7 above)
- Auditor’s certificate verifying that the balance held in your client account(s) at the date of the auditor’s certificate was equal or greater than the sum total of all of the money owing or due to clients at that time
- Application Fee £125.00. Cheque to be made payable to ‘CIVEA’