



Postal Express Application & User Notes (Installers Only)

Who is this form intended for?

Installers looking to join The Institute of Kitchen, Bedroom & Bathroom Installers can complete this first stage application. Whether you are a single installation team or a business that operates several installation teams this form will start the application process.

This form is not intended for Retail Member Applications.

What to do now

Complete this form in full using BLOCK CAPITAL LETTERS and send it to us at the following address:

iKBBi
29th Floor, One Canada Square
Canary Wharf
London
E14 5DY

When should you send it?

You can send this whenever you have time to complete it. The form should take no longer than 5 minutes to complete.

What else should you send?

In addition to the form itself all you need to send at this stage is payment calculated on the number of teams you have.

Cost Calculator

The annual subscription cost for membership is £149.00 per team plus VAT at the standard rate.

Example:

1 Team	=	£175.08 (inc.VAT)
2 Teams	=	£350.15 (inc.VAT)
3 Teams	=	£527.23 (inc.VAT)

Cheques should be made payable to "iKBBi". We do not accept cash or postal orders.

If you wish to use a credit or debit card you can do so by completing our online Express Application at www.ikbbi.org.uk

You do not need to send us anything else at this stage.

STEP ONE: Basic Information

Your First Name: _____

Your Last Name: _____

Your Trading Name: _____

How Many Teams
do you have? _____

STEP TWO: Contact Details

House No. / Name: _____

Street: _____

Town / Village: _____

County: _____

Postcode: _____

Telephone: _____ Landline (Home or Office)

_____ Mobile

Email Address: _____ (Important)

Web Address: http://www._____

STEP THREE: Confirmation

Declaration (Please tick) I meet the iKBBI Membership Entry Criteria
I agree to the iKBBI Terms and Conditions of Membership
(see overleaf for details)

Signed: _____ Date: _____ / _____ / 20_____

STEP FOUR: Payment

I enclose a cheque made payable to "iKBBI" for the sum of £_____ which is the equivalent to £149.00 plus VAT (@ 17.5%) for each team as per step one above.

Please send this form and payment to: iKBBI, 29th Floor, One Canada Square, Canary Wharf, London E14 5DY

ENTRY CRITERIA

- ✓ Must have been installing KBB products regularly for at least 2 years
- ✓ Can provide 3 customer references
- ✓ Must have public liability cover for at least £1m indemnity
- ✓ If installing kitchens, you must be registered with, or use a CORGI registered gas engineer
- ✓ If installing kitchens or bathrooms, you must be registered with, or use a PART-P registered electrician
- ✓ You must be a permanent UK Resident
- ✓ You agree to work within our Standards & Guidelines (see www.ikbbi.org.uk for details)
- ✓ You agree to the terms and conditions (below)
- ✓ Agree to having your work inspected
- ✓ Offer your customers a 12 month workmanship guarantee

TERMS & CONDITIONS OF MEMBERSHIP

1. Application

- i) iKBBi membership is subject to independent accreditation and verification of applicants circumstances via the entry criteria. Membership to iKBBi is therefore not guaranteed and confirmation of membership will be triggered via formal communication from the Institute which will include an official ID card and certificate
- ii) In the event membership is refused after our accreditation process, iKBBi will refund the membership fee less £21.00 + VAT as an administrative fee

2. Annual Membership Renewal

- i) Membership runs yearly from the date the application is approved
- ii) Membership will automatically be renewed on expiry of the first years' subscription and for each subsequent year thereafter. Members will be invoiced approximately 30 days prior to the expiry date

3. Membership Cancellation Policy

- i) Members can cancel their membership by writing to our head office address
- ii) Requests must be made and received at iKBBi no later than 30 days prior to the membership expiry date
- iii) An administrative fee of £50.00 inc.VAT will be applicable if a cancellation request is received after the 30 day period
- iv) Membership can be cancelled at any point during the subscription, however, no refund will be given regardless of the outstanding membership duration or reason for cancellation

4. Information and Circumstances

- i) It is the members responsibility to ensure all relevant information is updated in writing to the iKBBi as necessary. This is to include changes and/or amendments to the following:
 - a) Public liability insurance renewal
 - b) Members or their sub contracted CORGI engineers details (kitchen installers only)
 - c) Members or their sub contracted Part-P engineers details (kitchen and bathroom installers only)
- ii) It is the responsibility of the member to ensure that credentials set out in section I) (a)(b)(c) above remain valid throughout membership, and that no gaps of invalidation occur.
- iii) It is the member's responsibility to ensure any changes to their personal details are updated in writing, or by updating their profile within the members website. This is to include changes / amendments with trading name / address / contact details

5. Member Expulsion Policy

- i) Membership can be revoked immediately if the institute gains information that:
 - a) Members bring the name or reputation of the iKBBi into disrepute either through behaviour, continual negligent workmanship or improper management of business affairs
 - b) The iKBBi standards are not met (See our Standards & Guideline Document)
 - c) The iKBBi terms and conditions are breached
- ii) Members will be informed in writing of any intentions of expulsion
- iii) It is the responsibility of the Member to ensure that any customer, supplier or other company / organisation already engaged in business with the Member, that membership to the iKBBi has ceased
- iv) Members must return all iKBBi property (ID card / Membership Certificate / Stationery) within 14 days of expulsion. A charge of £100.00 + VAT will be applied on the 15th day for each missing item
- v) Permission to use the iKBBi name and logo (in any format) is withdrawn upon expulsion. iKBBi will take swift action against any breaches of this clause supported by misrepresentation and Trademark Law

6. Appeals Process

- i) Members have the right to appeal against an expulsion decision made by The iKBBi
- ii) Any such appeal must be made in writing detailing suitable grounds for appeal, together with any evidence within 14 days of expulsion
- iii) An appeal administration fee of £50.00 + VAT is applied, and must be enclosed with the appeal documents. This administration fee is fully refundable if expulsion is overturned
- iv) iKBBi will not be held accountable or liable for any costs incurred regardless of the appeal outcome
- v) The Appeal Committee's decision is final

7. Refund Policy

- i) Membership together with any associated fees will not be refunded once membership commences
- ii) Unsuccessful new member applicants will be liable for a £21.00 + VAT charge to cover administrative and application process fees