



Terms & Conditions of Membership

In keeping with our “simplicity” ethos, we’ve tried to keep these T’s & C’s as straight forward as possible. It is important however that applying members read and understand these conditions prior to applying.

1. Application

- i) iKBBBI membership is subject to independent accreditation and verification of applicants circumstances via the entry criteria. Membership to iKBBBI 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, iKBBBI 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 iKBBBI 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 iKBBBI 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)

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- 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

Visit our website for further details

www.ikbbi.org.uk

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