

## Guide to Completing the Application for Membership

(This form serves as an official Tax Invoice. If the member requires a receipt, the sales person must request one from Head Office)

- ☐ Include the **Agency area** under which the new member is signing. This is written on the top right of the form.
- ☐ **Tick the appropriate box** to indicate the type of business that is joining: select either Company, Partnership or Sole Trader
- ☐ **Include the ABN number.** Applications will not be processed without an ABN
- ☐ **Tick the box** if the business is registered for GST
- ☐ **Company/Registered Name** (print clearly)
- ☐ **Trading as** (this is the name they are trading under when different from company name).
- ☐ **Phone and Fax:** This is the business phone and fax numbers
- ☐ **Primary Business Location:** Street address for the physical location of the business
- ☐ **Mailing Address:** if different from the street address of the business. Please include the area code.

**ACCOUNT HOLDERS DETAILS:** please include details of all partners who own the business. One member of a partnership or business cannot sign up the business without the details and signature of all the other partners/owners:

- ☐ Full Name (print clearly)
- ☐ Position (position within the company or organisation)
- ☐ DOB (date of birth)
- ☐ Driver Licence Number
- ☐ Mobile number. Indicate if it is okay to publish this number in the Directory.
- ☐ Home phone number and home address: This is not published in the Directory.
- ☐ **Email Address:** if an email is not included, a stationery fee will be charged. Please print clearly and double check the email address with business owner. One small mistake will mean no email messages are received. Tick the box if the member wishes to receive their updates and information by mail and pay the \$5.50 stationery fee.
- ☐ **Account Pin:** this identifies a member when they ring for account information. This can be a word, number or combination of both.
- ☐ **Membership Cards required:** one is sent out automatically – extra cards can be ordered for a \$5 cash fee.
- ☐ **Website:** include the business website URL if they have one.
- ☐ **Directory Information:** a member can have up to four different directory messages for four categories, or the same message under four categories. Make these a detailed description of the member's goods or services as this is the promotional message that displays on the internet and in the directory. Add an extra page if more room is required. **Do not leave this section blank**, unless the member has no product or service to offer. If the member wishes to be **broker driven**, please indicate in this field box.
- ☐ **Business can trade internationally:** tick this box if the business is able to trade internationally. This will ensure they are entered into a special database of businesses that can trade internationally.

**MEMBERSHIP FEE:** If the full fee is not charged, an explanation must be attached to the application. Fees **MAY NOT** be paid in trade by debiting the requested facility.

- ☐ **Print the name** of the Sales Consultant who received the membership application fee. If for some reason a fee is not paid, do not fill in the consultant's name here, and attach an explanation to the application form.
- ☐ **Payment Method:** indicate payment method of the membership fee only. Credit card details, payment, or a stamped deposit slip, must be forwarded with the application form or it will not be processed by head office. If the member elects to pay by credit card, fill in the card number and expiry date, PRINT their name, and ask them to authorise the debit by signing.

**MONTHLY FEES:** Complete this section when the member elects to pay their transaction and administration fees by direct debit from a credit card or bank account. This is optional, but it is our preferred method of payment and provides a discounted administration fee to Club members when selected.

- ☐ **Monthly fees:** select the relevant credit card type when the member elects to pay monthly fees by direct debit from their credit card. Enter the credit card details, print the member's name, and then ask them to sign. If the monthly fees are to be debited to a bank account, please complete a Direct Debit form and attach it to this application. Tick the box to indicate the Direct Debit form is attached.

**REFERRER BONUS:** If the new member has been referred by an existing member, write the referring member's account number and account name here. Referring members are paid \$100 cash and \$50 Trade when a referred business joins Empire Trade (conditions apply). Complete and attach a Referral Bonus Request form where applicable.

- ☐ **Applicant Statement:** Before signing the application form, the new member should be given the copy of the Empire Trade Rules and Regulations and must also read and understand the reference to the Privacy Act, and the Credit report authority on the application form. **All partners or business owners must sign this form.** Print their names clearly and date the application form.
- ☐ **Sales Consultant Identification:** Print the sales consultant's name on the bottom right so the correct commissions can be paid.
- ☐ **Approved by:** This section is for Head Office only. Simply completing this form and receiving payment does not indicate membership acceptance. All applications are reviewed by head office and if the prospective member business is not seen to be of benefit to other traders, or their ability to earn trade dollars in unclear, **the application may be rejected.**
- ☐ **If the member has requested a facility, a Facility Form must be completed and attached to the application. All initial facilities are for T\$1000 only.** If a larger amount is requested, a note must be attached explaining why the member needs the facility and how it will be repaid. Tick the 'Facilities Form attached' box to indicate a facility has been requested and a form completed.

**SEND THE COMPLETED ORIGINAL APPLICATION FORM, TOGETHER WITH PAYMENT, AND ANY OTHER ATTACHMENTS, SUCH AS THE DIRECT DEBIT FORM, REFERRAL BONUS REQUEST FORM, AND THE FACILITY REQUEST FORM TO HEAD OFFICE IMMEDIATELY.**  
**MEMBERSHIP CAN NOT BE PROCESSED FROM A FAXED COPY.**