



Guidelines for Membership Application

Membership Fee

While it is not recommended that Regional Agents waive the membership application fee, if a free membership is offered, Head Office must still receive their set portion of each new member application to cover the cost of the kit and administrative charges that are incurred in setting up and maintaining accounts. Where an application fee free membership is given, and it does not fall within the guidelines for an application free membership, this set portion will be deducted from the Agents commission payment.

1. Situations that may qualify for a free membership account

- a. **Second Accounts:** this can only be offered application fee free under the following circumstances. The set portion cash payment to head office will not apply.
 - The owner of the primary account opens a second account in their name for their personal use
 - The owner of the primary account opens a second account in their name for real estate spend down only. This will be a contract account.
 - The owner of the primary account approves the opening of staff accounts attached to the primary account. All funds must be transferred from the primary account only. These are not general trading accounts, and trade dollars cannot be earned from other sources.
 - A contract account is opened for the administration of large conversion amounts and is to be used for the purchase of real estate only
 - A member joins and has outlets in other geographic locations. Additional accounts can be opened for advertising purposes only, however all transactions will be directed through the primary account and membership packs and cheque books will not be generated for the additional accounts.
- b. sponsorship accounts established purely for charitable purposes may qualify under certain circumstances
- c. **Change of Account Details:** A member who has an existing account, but wishes to change the business name, or even the business type, can simply send in a signed membership application form with the new details and the account will be transferred over without charge under the following circumstances
 - The account holders of the new account must be the same account holders on the original account i.e. if the original account had 2 account holders, the new account cannot be set up with only one account holder unless a letter is forwarded
 - All outstanding cash fees must be paid
 - If the account is in debit via a facility, a new facility request form must be completed in the new business name
- d. **Proceeds of Property Sale:** Where a new member is introduced to the exchange through the sale of a property on part trade, a membership application fee should be requested, however it can be waived without the set portion payment being deducted.

2. Situations that may qualify for a reduced fee account

In general, these types of accounts listed below do not qualify for free membership however a reduced application fee may be offered. Your head office will advise you of the reduced fee for your country.

- a. A second account is opened by the same account holder, however the business name and the business registration number are different
- b. An separate trading account is requested for a husband/wife hobby business that is attached to a primary account

- c. A franchised business is joined and their independently managed businesses in several locations are also brought on board
- d. A business is sold and the new owner wishes the business to continue to accept Empire Trade, or the trade account balance from the previous owner is included in the sale of the business.

As always, there are exceptions to most rules and these will be considered on an individual basis where supporting information is provided by the signing agent.

3. Conversion accounts

- a. Accounts may be opened with the conversion of funds from other barter exchanges however a full membership fee is still applicable
- b. A conversion fee will apply, ranging from 11% to 33%, depending on the exchange from which the funds are being converted.
- c. Only under special circumstances will the reduced fee price be acceptable.
- d. Bartercard & BBX: The trade voucher must be from the new member's account and not from someone else's trade account. The signatory on the voucher must be the official signatory on the trade account from which the funds are being converted. Vouchers from a member other than the new applicant are not acceptable. A Request for Conversion form must accompany the trade voucher.
- e. Accounts that are opened with a conversion do not normally qualify for a facility as their account is opened with a trade credit.

Please note, all Conversions must be confidential and cannot be advertised directly to our membership base as a whole.

4. Reactivation of Closed Accounts

A deactivated account may be reopened under the following conditions:

- a. If the account was closed in good circumstances, i.e. illness or temporary closure for example; and the member had not breached any trading terms and conditions, the account may be reopened on approval from Head Office with the payment of the reduced fee. This is only the case where a full membership fee was paid for the original membership. A new application form must be completed.
- b. If the account was closed because the business was sold and the account balance was zeroed, we cannot reactivate it. A new account must be opened and a full membership fee paid.
- c. If the account was closed due to a breach of trading rules, the member may seek approval to reopen the account, however all outstanding fees must be paid, a full membership fee must be paid and a new form must be completed. In some cases, the member may be required to prepay all transaction fees of any trade balance remaining in the account when closed.

In all cases, head office has the right to disallow reactivation of any deactivated account.

General Guidelines

1. Real Estate Businesses, Builders, and Financial Advisors must provide their licence number in order to be listed.
2. Be careful not to sign up too many members who do not offer 'in demand' services for our members. These could be Investment Services, Mortgage Brokers, internet membership clubs that promote businesses. Check the listings in your area first.
3. A member who does not have an email address or access to a computer must pay the monthly stationery fee. They cannot use the agency email address.
4. Multi level marketing programmes like Herbalife can only join when they are providing their product on part trade. They are not permitted to use the database to advertise distributorship opportunities either by email or website.

5. Online promotion companies that do not already have an existing database have little to offer our members, and in most cases, they just wish to use our database for contacts. This type of business rarely is approved for membership.
6. A member who has an existing account, but wishes to change the business name, or even the business type, can simply send in a signed membership application form with the new details and the account will be transferred over without charge
7. Deferred membership fee payment is generally not accepted. If an agents wishes to offer this option, they may pay the membership fee up front and then retain the fee once it is paid by the member according to whatever arrangement they make with that business. Check with your national agent.
8. Only original membership application forms are accepted. Faxed or photocopied forms will not be processed.
9. When an agent deposits the membership fee directly to the Empire Trade bank account, the original deposit slip receipt must be attached to the membership application form when it is mailed to Head Office.
10. A member who has been given a free membership may not qualify for membership to the Gold Club or the 50% Plus Club.
11. A membership fee cannot be paid by direct debit from a bank account. We have the facility to take ongoing fees from a bank account, but not the initial membership fee. Please either take cheque, credit card or cash.
12. A membership application that does not include the member's home address and landline will not be approved. PO Box and Mobile number is not enough. We need these details in the case of any serious default so we can locate the member. Members can be assured that their personal address and home number will not be displayed in the directory or given out to members unless they advise us to do so.
13. Under normal circumstances, unless a full membership fee is paid, the member will not be eligible to apply for a facility amount.

Please note that for a new membership to qualify as part of a Regional Agent's monthly quota, it must be a fully paid membership.