

Application for Associate Membership

GENERAL BUSINESS INFORMATION

Business Name (including trading name):

Company Reg. No:

Trading Address:

Postcode:

Tel No:

Fax No:

E-mail:

FINANCIAL VETTING INFORMATION

The following information is required in order that QANW can carry out the relevant financial vetting/credit checks on your business. Please note that a fixed vetting fee of £50.00 + VAT is applicable. This fee is non refundable.

OWNER/PARTNERS/DIRECTOR(S) FULL NAMES, HOME ADDRESSES AND DATES OF BIRTH: (CONTINUE ON A SEPARATE SHEET IF NECESSARY)

Full Name:	Full Name:	Full Name:
Address:	Address:	Address:
Postcode:	Postcode:	Postcode:
Date of Birth:	Date of Birth:	Date of Birth:

NB – Limited Companies who have traded for a period of less than 2 years and have not yet submitted accounts to Companies House are unlikely to pass our vetting requirements. Therefore, in order to proceed, the Directors of the company shall be required to complete a Personal Guarantee.

Number of Years Trading:	Annual Turnover:
Average Number of Contracts Per Annum:	

INSTALLATION GUARANTEE DETAILS

Workmanship Guarantee	years	Glazing Only:	
Other guarantee periods, please state:		Profile Guarantee	years
	years	Sealed Units	years
	years	Locks	years
	years	Conservatory Roof	years
	years	Conservatory Base	years

YOUR WRITTEN GUARANTEE

When you use the services of QANW in order to provide an Insurance Backed Guarantee to your customers, it is important that you understand that your firm/company must issue a Written Guarantee to each customer you contract with, which states the remedial works that you intend to carry out if a defect occurs. You should also understand that this is a written commitment to your customer, which your business may be asked to honour over the period of its validity, should a defect occur. This document is also essential in respect of the Insurance Backed Guarantee, as it is the written evidence required by your customer in order that they can make a valid claim against their policy, should this be necessary.

Please tick the box to confirm that you have attached a copy of your Written Guarantee with this application

TERMS OF BUSINESS AGREEMENT

Please see below our terms of business and please read through this prior to signing the Declaration at the foot of this Application Form

- You agree that an Insurance Backed Guarantee will be provided freely by your business to the customer, and no premium shall be collected from that customer by your business in respect of an Insurance Backed Guarantee.
- Applications for the provision of an Insurance Backed Guarantee should be made by you to QANW as soon as possible, and applications made six months after the completion of the works may not be processed by QANW.
- QANW shall provide you with the option of submitting Insurance Backed Guarantee requests via Post, via Fax or Electronically via E-Mail.
- You agree to be bound by your Written Guarantee supplied to the customer, upon completion of the works. This Written Guarantee shall be worded as per the Written Guarantee that you have provided along with this Application to QANW.
- You agree to notify QANW about any contract in excess of £100,000, **prior** to the installation works commencing. This is because higher premium rates apply and clarification must be obtained from QANW to ensure these rates are agreed and quoted. Contracts in excess of £100,000 in value are subject to a technical audit. The technical audit fee shall be your responsibility and will be arranged by QANW.
- An Insurance Backed Guarantee will be provided to your customer by QANW on the basis that you are solvent. This being the case, you agree to inform QANW in writing of any significant changes to your business. This includes any change of the Director(s) of the company, any change of the Partner(s) of the business, any change of the legal entity of your business, any change in the trading name of your business, any change of your trading address or any change of bank account details.
- If you fail to provide an Insurance Backed Guarantee application to QANW for a period of more than six months, your membership will be considered as 'dormant' and you may be required to pay a fixed re-registration fee which will be invoiced for separately.
- QANW reserves the right to refuse any new application or re-registration from you.
- You agree that QANW may periodically carry out financial vetting/credit checks on your business and subsequently may require you to provide additional information to maintain your membership with QANW.
- You agree that QANW may suspend your membership should any negative financial information on your business come to light or should you fail to use the scheme properly and in conjunction with the terms of business. QANW agree to re-activate your account at our option and as and when you provide satisfactory evidence to resolve our query. QANW reserve the right to cancel your membership, should you fail to answer our query satisfactorily.
- **You agree to use your allocated QANW Registration Number on all communication to QANW.**

FSA REGULATIONS

Since 14th January 2005, the FSA has regulated insurance activities within the UK. The insurance product you are planning to give to your customers' falls under the remit of the FSA and as such all sales must comply with the FSA regulations.

The FSA regulations dictate that the provision of insurance products can only be carried out by a regulated firm (i.e. requirement for FSA authorisation). However, as you are going to provide your customers **free of charge** with an Insurance Backed Guarantee, this is exempt from FSA regulation. The exemption exists as your firm is not gaining any economic benefit from the provision of the insurance and the FSA does not consider your firm to be carrying out insurance activities by way of business.

It is critical that the FSA regulatory status is not jeopardised in any way or your firm could be subject to investigation and possible sanctions from the FSA. The way to avoid any problems is to stay firmly within the boundaries laid out below:

- Cover **must** be provided to all of your domestic customers.
- You **must** never make an additional charge for the insurance cover you give to your customers.
- You **must** never discuss any aspect of the insurance with your customers other than providing them the information about the cover they will be given. If any customer has any queries then you must direct them to contact QANW directly on (01292) 268020.

CHECK LIST

Please ensure that you have returned the following to ensure your application is processed:

YOUR SIGNED AND COMPLETED APPLICATION FORM

YOUR COMPLETED DIRECT DEBIT MANDATE (if applicable)

FIXED VETTING CHARGE. £50.00+VAT PAYABLE TO QANW

A COPY OF YOUR WRITTEN GUARANTEE

DECLARATION

I/We hereby apply for membership of QANW's General Business Insurance Backed Guarantee Scheme. The purpose of this membership being to ensure the provision of insurance to my/our customers, which ensures the continuance of my/our guarantee in the event of my/our ceasing to trade, as defined within QANW's standard Insurance Backed Guarantee, and my/our consequent inability to honour my/our Written Guarantee.

I/We authorise QANW to make any credit checks or enquiries necessary regarding my/our business. This is in respect of establishing my/our solvency or circumstances as well as to investigate any potential claim which may arise.

I/We understand that when requesting an Insurance Backed Guarantee from QANW on behalf of a consumer that I/We require to issue that consumer a written guarantee specific to the works undertaken.

I/We have read and understood the relevant Terms of Business Agreement and agree to be bound by the conditions of this Agreement.

I/We have read and understood the relevant Guidance on the FSA Regulations and agree to abide by boundaries laid out.

I/We understand that the insurance provided will be underwritten by Guarantee Protection Insurance Ltd, who are authorised and regulated by the Financial Services Authority.

Signed:

Date:

Position in Company:

On behalf of:

PLEASE FORWARD THE COMPLETED APPLICATION FORM TO:

QANW, 37 Carrick Street, Ayr, KA7 1NS • Tel: 01292 268020 • Fax: 01292 291108

E-mail: emma.smith@qanw.co.uk • Web site: www.qanw.co.uk

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