

Retail membership application form

Please complete all sections of this application form in BLOCK CAPITALS and return to Membership Team, Bira, 225 Bristol Road, Edgbaston, Birmingham, B5 7UB. Alternatively, complete the form online at Bira.co.uk or call 0121 446 6688 opt.1.

Business details

Business name:..... Trading name (if different):.....
 Date established:..... Tel:.....
 Business address:.....
 Postcode:..... Business email:.....
 No. of outlets inc. principle location (Please provide details of all branches separately):..... Annual turnover: £.....
 Business insurance provider:..... Business insurance renewal month:.....
 Card processing provider:..... Current business bank:.....

Your details

Title:..... First name:..... Last name:..... DOB:.....
 Your position:..... Your email:.....
 Tel:..... Mobile:..... Email:.....

Please note, we may need to contact you for additional information if required.

Please tell us your main retail activity:

- | | | | |
|--|-------------------------------------|--|--|
| <input type="checkbox"/> Cookware/Housewares | <input type="checkbox"/> Home Decor | <input type="checkbox"/> Clothing/Footwear | <input type="checkbox"/> Health Stores |
| <input type="checkbox"/> DIY & Hardware | <input type="checkbox"/> Giftware | <input type="checkbox"/> Pets/Pet Products | <input type="checkbox"/> Other:..... |

Please indicate below which services are of particular interest to you and your business:

- | | | | |
|---|---|--|---|
| <input type="checkbox"/> Legal protection | <input type="checkbox"/> Buying group | <input type="checkbox"/> Retail point of sale | <input type="checkbox"/> Events |
| <input type="checkbox"/> Card processing rates | <input type="checkbox"/> Loans & Savings | <input type="checkbox"/> Utilities & telecoms | <input type="checkbox"/> Waste management |
| <input type="checkbox"/> Business banking rates | <input type="checkbox"/> Business insurance | <input type="checkbox"/> Rating appeal service | <input type="checkbox"/> Retail training |

What influenced you to join today? Please tick where you heard about Bira membership (you may pick more than one)

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> Recommendation | <input type="checkbox"/> Posted letter/leaflet | <input type="checkbox"/> Search engine | <input type="checkbox"/> Blog |
| <input type="checkbox"/> Telephone call | <input type="checkbox"/> Magazine | <input type="checkbox"/> Website | <input type="checkbox"/> Bira service partner |
| <input type="checkbox"/> Exhibition/event | <input type="checkbox"/> Email | <input type="checkbox"/> Social media | <input type="checkbox"/> Member referral |

By signing here you confirm that you have read and agree to the terms and conditions below.

Signature Date

NB: The signatory above must be a person with suitable authority to sign for or on behalf of the organisation.

Terms and conditions

To be eligible for retail membership your company must be trading as a retailer from a business rated shop, showroom, warehouse or yard and sign a declaration to this effect (this membership application form constitutes such a declaration), and undertake to comply with the Constitution and Rules of Bira, along with the trading Terms & Conditions.

Read full terms and conditions at bira.co.uk/membership-terms-conditions.

Bira members' privacy policy: The information provided will be used to administer your membership of Bira and any divisions, subsidiary companies and all third parties (henceforth referred to as "the Group"), manage your access to membership benefits, including those provided by subsidiary companies and all third parties, and provide you with information (by post, fax, email, telephone or SMS) which we believe may be of interest or benefit. Your business name, trading location and contact details may also be included in any listing of members produced by the Group on its websites, in the members' handbook or summary of members issued to Members or Associate Members of the Group. By paying your membership subscription you accept the above.

General Data Protection Regulation (GDPR) 2016: Bira and all subsidiary companies and all divisions comply with the requirements of the General Data Protection Regulation (GDPR) 2016. For information about the data we hold on you or to amend that data, please contact the Membership Subscriptions Team Leader, Bira, 225 Bristol Road, Edgbaston, Birmingham, B5 7UB.

Read the Bira Constitution & Rules at bira.co.uk/constitution-rules.



Annual subscription rates - tick one

Your annual turnover	Fee ex VAT	Your annual turnover	Fee ex VAT
<input type="checkbox"/> Up to £200,000	£205.00	<input type="checkbox"/> £1,000,001 to £3,000,000	£675.00
<input type="checkbox"/> £200,001 to £500,000	£315.00	<input type="checkbox"/> £3,000,001 to £10,000,000	£813.00
<input type="checkbox"/> £500,001 to £1,000,000	£505.00	<input type="checkbox"/> Over £10,000,000	£1112.00

Please note - Annual turnover may be checked against Companies House records. All membership fees are subject to VAT at 20% and all membership periods are for 12 months and run from the first day of the month in which membership commences.

Payment details - tick one

- 1. Direct Debit**
To pay by Direct Debit complete the form below or call 0121 446 6688 opt.1
NB - To receive a 5% discount on your annual subscription fee, pay your Direct Debit annually.
- 2. Debit or credit card**
Call the Membership Team on 0121 446 6688 opt.1 or tick the box and we'll give you a call when we receive the form
- 3. BACS**
For a BACS payment, please use the details below:
Name of bank: Lloyds Sort Code: 30-19-14
Account number: 03741315
Reference: (Your company name)
- 4. Cheque**
Please make your cheque payable to Bira and send to:
Bira - Membership Team, 225 Bristol Road
Edgbaston, Birmingham, B5 7UB

Direct Debit form

Instruction to your bank or building society to pay by Direct Debit.

Tick below to indicate when you would like Bira to collect your payment:

- Annually (receive a 5% discount on your subscription) Monthly

Name and full postal address of your bank or building society:

Manager Name: Bank/Building Society:

Address: Postcode:

Name(s) of account holder(s):

Business trading name:

Service user number: Bank/Building Society account number:

Branch sort code: Reference (for office use only):

Instruction to your bank or building society: Please pay Bira Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I/we understand that this Instruction may remain with Bira and, if so, details will be passed electronically to our bank/building society.

Signature(s) Date

Detach and retain this section - Detach and retain this section - Detach and retain this section - Detach and retain this section

The subscriptions payable for membership are determined using the value of annual turnover (excluding VAT). In the instance of a new business, a reasonable estimate will be used. The subscription is subject to VAT, and a VAT invoice will be forwarded following payment. The tax will normally be recoverable by VAT registered businesses. A renewal reminder will be issued a few weeks prior to the due date. You can contact the membership team for a copy of the Bira Constitution and Rules as they will apply to all members. The Bira Board of Management's right to refuse membership is final. No refund or part refund will be given should a member decide to cancel membership.

The Direct Debit Guarantee: This guarantee should be detached and retained by the Payer:

This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits. If there are any changes to the amount, date or frequency of your Direct Debit Bira will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request Bira to collect a payment, confirmation of the amount and date will be given to you at the time of the request. If an error is made in the payment of your Direct Debit, by Bira or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society. If you receive a refund you are not entitled to, you must pay it back when Bira asks you to. You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify Bira.

