

# ★ **EURA** Associate Membership Application

## ★ **ASSOCIATE MEMBERSHIP**

Associate Membership of the European Relocation Association applies to those who do not qualify for Full Membership and is open to companies whose commercial activities are related to and whose income is derived from private individuals or corporate bodies for the provision of relocation services.

A relocation company is deemed to be any organisation offering a range of services designed to facilitate the mobility of individuals, or groups of individuals and their families. Such services may be delivered in the departure or destination area or both.

## ★ **AS AN ASSOCIATE MEMBER YOU WILL:**

Receive assistance from the Association, should this be required.

Be entitled to a standard entry in the Association's Handbook and Website.

Receive the Association's newsletter and/or the e-EuRA newsletter.

Be invited to attend any regional, national or international meetings, seminars and conferences.

## ★ **PLEASE NOTE THAT ASSOCIATE MEMBERS:**

Are not eligible to vote.

May not display the Association's logo on any printed material, though they may refer to their Associate Membership in any individual written correspondence including advertising.

Must attend the EuRA seminar 'The Fundamentals of Relocation' within two years of joining the Association. This takes place prior to the Annual Conference.

## ★ **REQUIREMENTS FOR ADMISSION AS AN ASSOCIATE MEMBER**

To adhere to the European Relocation Association's Rules of Conduct. Please sign the attached copy and return together with your application.

To be trading or intend to trade as a Relocation Agent.

To complete this application form providing the names and addresses of two referees (either existing members of EuRA, SNPRM, ARP, ABRA or locally recognised professionals, or a combination of the two), where indicated.

To provide copies of all printed material, as well as any other information that may assist the Membership Committee when considering your application

To provide evidence that you/your firm is adequately insured (in your home country).

To provide brief details of the careers of all Directors or Partners of the firm.

## ★ **COST**

One off Administration Fee	€100.00
Subscription Fee for year 2009-2010	€500.00

### **Contact Details:**

PO Box 189 - Diss - IP22 1NS - UK  
Phone +44(0) 8700 726 727  
Fax +44(0) 1379 641940  
Email [enquiries@europa-relocation.com](mailto:enquiries@europa-relocation.com)  
Web [www.europa-relocation.com](http://www.europa-relocation.com)

**A non profit making company limited by guarantee**

Registered Office: Avalon House, Marcham Rd, Abingdon, Oxfordshire OX4 1UD UK

**SECTION 1 ~ GENERAL INFORMATION**

Company or Trading Name : \_\_\_\_\_

Full Name : \_\_\_\_\_

Position : \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_

Country : \_\_\_\_\_ Telephone No/s : \_\_\_\_\_

Fax No : \_\_\_\_\_ Email : \_\_\_\_\_

Website: \_\_\_\_\_ VAT / TVA number : \_\_\_\_\_

Number of employees directly employed: Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_

Other relevant information e.g. is your company a subsidiary of another Company?  
\_\_\_\_\_  
\_\_\_\_\_

**SECTION 2 ~ TRADING INFORMATION**

How long has your organisation been offering relocation services ? \_\_\_\_\_

Please state the geographical area in which you offer relocation services: \_\_\_\_\_  
\_\_\_\_\_

Please enclose any promotional literature and give a brief description of your services:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What prompted you to move into the relocation market? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How do you plan to develop your company over the next five years? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## SECTION 3 ~ REFEREES

**1** Customer Name : \_\_\_\_\_  
Contact Name : \_\_\_\_\_  
Position : \_\_\_\_\_  
Address : \_\_\_\_\_  
Relationship Client / Professional / SNPRM / ARP / ABRA / EuRA / Other (Please specify) \_\_\_\_\_  
Email : \_\_\_\_\_ Fax No : \_\_\_\_\_

**2** Customer Name : \_\_\_\_\_  
Contact Name : \_\_\_\_\_  
Position : \_\_\_\_\_  
Address : \_\_\_\_\_  
Relationship Client / Professional / SNPRM / ARP / ABRA / EuRA / Other (Please specify) \_\_\_\_\_  
Email : \_\_\_\_\_ Fax No : \_\_\_\_\_

I/We \_\_\_\_\_ Of \_\_\_\_\_  
apply for Associate Membership of the European Relocation Association and agree to abide by the rules of conduct and objectives of the EuRA.

I/We declare that my/our income is derived from private individuals and/or corporate bodies and that my/our activities are aimed at providing relocation services and that these services are solely provided in the best interests of my/our clients

I/We hereby indemnify and hold harmless the European Relocation Association against any claims arising from my/our activities

I/We enclose €100.00 (or €117.50\* inc VAT) for the administration fee and will pay €500.00 (or €587.50\* inc VAT) after having received membership confirmation.

I/We enclose €600.00 (or €705.00\* inc VAT), being €100.00 administration fee plus €500.00 for Associate Membership subscription.

Membership will become valid after Associate Membership is confirmed and full payment has been received. Those applying from EU Member States should account for the VAT on their tax return, but should not include VAT when paying their subscription.

*\*Companies based in the UK should pay the VAT at 17.5%*

Signed: \_\_\_\_\_ Date and Place: \_\_\_\_\_

NOTE: Any false declaration on the application for membership or any failure to abide by the rules of conduct of EuRA will result in immediate termination of membership and the forfeit of any membership and/or administration fees paid. This form will be treated with the strictest confidence.

**HAVE YOU LOOKED AT THE CHECKLIST?  
HAVE YOU SIGNED THE RULES OF CONDUCT?**

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## RULES OF CONDUCT

- ★ Every member shall abide by the objectives and rules of the Association.
- ★ Members will abide by the legislation of their home country.
- ★ A member shall not seek business or conduct business by improper or illegal means.
- ★ Members will always work solely in the best interest of the clients by whom they are retained.
- ★ Members will not misrepresent themselves or the services they offer or any subject property or the European Relocation Association.
- ★ Members will not accept instructions from clients whose requirements cannot possibly be met.
- ★ Members will maintain regular client contact to keep their clients informed as to progress, lack of progress and action that has been taken.
- ★ Any interest in a subject property must be declared to a client from the beginning.
- ★ Members will ensure that each client is aware of the terms and conditions upon which the services are being supplied.
- ★ All members will indemnify and hold harmless the European Relocation Association against any claims arising from their activities.
- ★ When holding client's monies, members will hold such monies in a designated and regulated bank account and will maintain clear records of that account.
- ★ Members shall not misrepresent their class of membership nor will they claim membership when their membership has ceased.
- ★ Any alleged breach of the rules of conduct will be evaluated by the Regional Disciplinary Committee to which the alleged member in breach is associated. In the absence of a Regional Disciplinary Committee or in the case of a dispute or appeal, the issue will be judged by the Council of the Association. The decision of the Full Council will be binding.
- ★ Members will treat with confidence all information supplied by clients.
- ★ Members will not act as selling or letting agents.
- ★ Members may not accept any commissions, payments or other inducements offered by any third party as a result of transactions undertaken on behalf of a client without the prior knowledge and agreement of that client.

I/We have read and understand these rules and agree to abide by them at all times.

Signed by \_\_\_\_\_ Date \_\_\_\_\_

On behalf of \* \_\_\_\_\_

\* please insert the name of your company

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## Have You Included.....

- ★ **Two references**
- ★ **Company registration document**
- ★ **Proof of required insurances in your operating country**
- ★ **Copies of your publicity material**
- ★ **Brief details of the careers of each of the Directors**
- ★ **Signed Rules of Conduct**
- ★ **Your fee: (tick as appropriate)**
  - Either**
  - €100.00 Administration fee
  - Or**
  - €600.00 Administration fee plus subscription for the year

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