



# GUIDANCE NOTES FOR COMPANIES APPLYING FOR SAIF ASSOCIATE MEMBERSHIP

Applicants should read these guidelines BEFORE completing their application form. Failure to complete the application form correctly may lead to delays in processing the application.

If you have any difficulty completing the application form, please contact SAIF Business Centre on 01279 726777 or email [maria@saif.org.uk](mailto:maria@saif.org.uk)

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## **Application Form**

### **Section 1 Company Details**

All sections to be completed by applicant including:

Full company trading name

Full company address

Website: If you have testimonials on your website these can be used as part of your application

Please outline your products/services: A brief description of your products/services

List all branch offices with full address including postcode and telephone number.

### **Section 2 Sponsor Details**

This section is not compulsory.

If you do have a sponsor who is a member of SAIF please ensure all contact details are completed.

### **Section 3 Declaration**

Once all areas of the application are complete, please ensure it is signed and dated and returned along with all required documents to the SAIF Business Centre by post or emailed to [maria@saif.org.uk](mailto:maria@saif.org.uk)



## **Declaration of Ownership**

### **Section 1 Ownership**

Please ensure that you confirm company type by deleting  
Full company trading name  
Sign and print name of company owners. One signature is compulsory  
Private Limited company registration number (if applicable)

### **Section 2 Directors and Shareholders**

All Directors and Shareholders need to be listed along with the amount of shares they hold  
(if applicable)

### **Section 3 Check list**

Please ensure all documents are submitted with your application along with the non-refundable administration fee of £200 which can be made the following ways:

- By contacting the SAIF Business Centre to pay by either debit or credit card
- BACS payment:

SAIF Bank Details:  
Bank: NatWest Bank, Camden Town  
Sort: 60 04 24  
Account No: 90098110

Please put your company name as the reference.

#### **Additional fees**

Following approval for full membership, a further invoice for subscription will be sent. This will be pro-rata for the remainder of the current year plus a full year for the following year.

All documents accompanying your application need to be received within 28 days or your application will be closed.