



GUIDANCE NOTES FOR COMPANIES APPLYING FOR SAIF MEMBERSHIP - ONLINE

Applicants should read these guidelines **BEFORE** completing their application form. Failure to complete all sections of the online process correctly may lead to delays in processing the application.

All application paperwork needs to be uploaded in a timely manner, or your application will not be processed.

The following provides a guide to assist you in completing all sections.

Select Account Grade

- Select the location of your head office
- Use the slider to select your expected number of annual funerals
- Click on sign up

Subscription Information

- Complete the account information
- If there are any additional branches to the head office enter the number of these here
- Choose payment method then submit and check out

Membership Confirmation

This will confirm that you have created an account and advised whether the administration fee is completed.

To continue the application, you can either click on the link received in the email or click on the 3 horizontal lines on top right-hand corner of the page and click on 'Membership Application'.

MAIN APPLICATION FORM

Section 1: Company Details - complete all fields including contact information– those marked with a red asterisk are mandatory. The SAIF Main Contact will be the contact information used by the Business Centre or associate members to contact you. If there are any additional contacts, you wish to add then click on 'add row'.

Section 2: Applicant Details – complete all fields, if applicable - those marked with a red asterisk are mandatory.

If you sell funeral plans please provide the name of the funeral plan company(s) that you use, if any, as the Finance Conduct Authority (FCA) website will be checked as part of our due diligence process.

Applicant Training qualifications

Please enter any qualifications achieved, whether this in house or externally.

Applicant's previous employers and contact details - Please complete the downloaded reference template provided (If employed for less than 5 years).

In relation to the job title on the application form please see below SAIF's definition:

Funeral Director: Is someone who both arranges and conducts funerals.

Arranger: is someone who has only worked in the office arranging funerals.

Operative: is someone who collects the deceased, prepares the coffin and the deceased, drives the vehicles and acts as a bearer.

Section 3: Sponsor details – please complete but **not compulsory**. If you do have a sponsor who is a member of SAIF, please ensure all contact details are completed, including SAIF membership number if applicable.

Section 4: Declaration – please complete both sections

Click on save information

PREMISES

Premises details -If no additional premises were indicated on the initial application / account creation, then no need to complete.

If there are additional premises then please complete all fields, then click save information.

Please note that if you do not have your own mortuary/office please indicate where the deceased are kept on the facilities checklist.

Please be aware whether you are using another SAIF, NAFD, IFSO or non-affiliated funeral director then there must be a service level agreement in place and available upon assessment / request.

If the company is an NAFD or IFSO member, then a copy of the latest inspection certificate or the inspection report is made available upon inspection / request. If you are unable to provide this then you will be required to bear the cost for an on-site assessment.

If the company is non-affiliated, then an on-site assessment of the premises will be required which will incur a cost to be paid by yourselves.

If using a hospital mortuary or such like, then a copy of the most recent CQC or other regulatory bodies inspection report is required to be made available. If you are unable to provide this then you would be required to bear the cost for an on-site inspection.

The cost for an assessment will be £100.00 .

OWNERSHIP DECLARATION

Section 1: Ownership – Please complete all fields. If more than one owner, then please click on 'add row'

Section 2: Directors & Shareholders – Next to Director Information please click on 'add row' to add director information. If there is more than one director, please click on 'add row'. This applies for Shareholder Information.

Section 3: General Data Protection Regulations – this is for information only

The following declaration will need to be ticked "The company agrees to comply with SAIF's Code of Practice, and we understand that non-compliance can lead to action being taken against us"

Click on save information



DOCUMENTATION

Please upload all documentation where applicable – if you have any issues uploading any documents then please contact the Business Centre.

Click on save documents

CHECKLIST

Once each section is completed a tick box will be shown. Please ensure they are all ticked before clicking 'notify SAIF'.



SIMPLIFIED WAY OF INTERPRETING THE CMA REQUIREMENTS

The information below should be used in conjunction with the following:
CMA Legal Orders <https://www.gov.uk/government/publications/working-with-the-funerals-market-investigation-order>

Window

- The Standardised Price list (A4)

Inside

First A2 'Separate' poster or display monitor.

- The Standardised Price list.

Second A2 Poster or display monitor must include. Not in any particular order.

- Crematorium Price information (Brief – headline price and applicable times).
- Terms of business – minimum information required.
 - o The amount of any deposit
 - o When any such deposit and the final balance must be paid
 - o The payment options: including whether interest is payable, which the FD offers to a customer in respect of payment of any deposit made and final balance
 - o Any charges which the FD will make for late payment of sums due
- Disclosure of interests.
 - o Ultimate Owners.
 - o Business or material financial interest in a price comparison website.
 - John Smith Funeral Services does not have any business or material financial interest in price comparison websites that compare Funeral Director Service and/or Crematoria Services and their respective prices.
 - o Register of charitable donations to third parties connected to the funeral sector.
 - John Smith Funeral Services has not made any charitable donations to third parties connected to the funeral sector in the last 12 months.

Separate folder or display.

- Crematorium Price Information (full).
- Additional Options Price List (this could be your normal itemised price list)

Online

- The Standard Price List (1 click from the home page) (pdf)
- The Additional Options Price List. (pdf)
- Crematorium Price Information (full). (pdf)
- Terms of business. (pdf)
- Disclosure of interests. (pdf)

If the website is not technically able to host PDF, then the information can be displayed as HTML.