



# Membership application form

Please complete this form and return it to:  
Forum of Private Business  
FREEPOST RRAU-LTYB-UGTE,  
Knutsford, Cheshire WA16 6HA  
Telephone: 0845 612 6266 Fax: 0870 241 9570  
Email: info@fpb.org Website: www.fpb.org

**Office use only:** Source code  Member no.   
Own lead  TDW lead

## Step 1: About you (please print clearly)

Mr/Mrs/Ms/Dr/Other \_\_\_\_\_ First name \_\_\_\_\_ Surname \_\_\_\_\_  
Business name \_\_\_\_\_  
Business address \_\_\_\_\_  
Postcode \_\_\_\_\_  
Email \_\_\_\_\_ Telephone \_\_\_\_\_

## Step 2: About your business

Description of your business \_\_\_\_\_  
Number of employees (inc. directors and owners): \_\_\_\_\_ Date business started \_\_\_\_\_ Annual turnover (approx.) £ \_\_\_\_\_

## Step 3: How we can help you

Finance  Health and safety  Communications (lobbying)   
Legal  Business development  Management (strategy, planning, etc.)   
HR  Purchasing

## Step 4: Membership fees (choose from the options below)

		Intermediate		Advanced (inc. Practical Employer + Health and Safety)	
Owners and employees	1	£175 (£210 inc. VAT)	<input type="checkbox"/>	N/A	<input type="checkbox"/>
	2 to 10	£250 (£300 inc. VAT)	<input type="checkbox"/>	£565 (£678 inc. VAT)	<input type="checkbox"/>
	11 to 20	£300 (£360 inc. VAT)	<input type="checkbox"/>	£625 (£750 inc. VAT)	<input type="checkbox"/>
	21 to 30	£400 (£480 inc. VAT)	<input type="checkbox"/>	£750 (£900 inc. VAT)	<input type="checkbox"/>
	31 to 50	£550 (£660 inc. VAT)	<input type="checkbox"/>	£975 (£1,170 inc. VAT)	<input type="checkbox"/>
	51 to 100	£750 (£900 inc. VAT)	<input type="checkbox"/>	£1,500 (£1,800 inc. VAT)	<input type="checkbox"/>
	100+	POA	<input type="checkbox"/>	POA	<input type="checkbox"/>

Fees valid until 31 March 2012.

## Step 5: Practical packages (tick the appropriate boxes)

**Practical Employer**  Annual subscription £   
Introductory and non-members' rate: £450 (£540 inc. VAT)  
Intermediate members' rate: £225 (£270 inc. VAT)  
**Practical Health and Safety**  Annual subscription £   
Introductory and non-members' rate: £179 (online guide only) (£214.80 inc. VAT)  
Intermediate members' rate: £105 (£126 inc. VAT)  
**Note:** these packages include subscriptions to the print and online versions of the relevant guides (unless otherwise stated), customisable templates and helpline support.

## Step 6: Pay by credit or debit card (for Direct Debit, go to step 8)

I wish to pay by credit/debit card. Please charge my:  Maestro  MasterCard  Visa  
Cardholder's name \_\_\_\_\_ Card number   
Expiry date  Valid from  Issue no.\*  Card security code\*\*   
Card billing address (if different from overleaf) \_\_\_\_\_  
Postcode \_\_\_\_\_ Cardholder's signature \_\_\_\_\_  
\*Maestro only \*\*The card security code is the last three numbers printed at the top of the signature strip on the reverse of the card

## Step 7: Terms and conditions

Please sign to say you have read and agree to our terms and conditions ([www.fpb.org/terms](http://www.fpb.org/terms)) \_\_\_\_\_

## Data Protection Statement

The Forum of Private Business is a registered Data Controller, number Z6121221. Further information relating to our registration under the Data Protection Act (1998) can be found at [www.ico.gov.uk](http://www.ico.gov.uk). Information collected by the Forum of Private Business is used exclusively for the purposes of developing, promoting and fulfilling the membership package. Occasionally, and strictly limited to that purpose, we may share data with partners and suppliers that are responsible for delivering elements of the membership package. To find out more, please email us at [info@fpb.org](mailto:info@fpb.org). To opt out of receiving relevant messages from our partners, tick this box.

## Step 8: Direct Debit mandate



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

Please fill in the whole form including official use box using a ballpoint pen and send it to:

Forum of Private Business, FREEPOST RRAU-LTYB-UGTE, Knutsford, Cheshire WA16 6HA

Name and full postal address of your bank/building society branch

To: The Manager \_\_\_\_\_ Bank or Building Society

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Reference

Name(s) of account holder(s) \_\_\_\_\_

Bank or building society account number

Branch sort code

#### Instruction to your bank or building society

Please pay Forum of Private Business Ltd Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee.

I understand that this instruction may remain with Forum of Private Business Ltd and, if so, details may be passed electronically to my bank/building society.

Signature(s) \_\_\_\_\_ Date \_\_\_\_\_

#### For Forum of Private Business Ltd official use only (This is not part of the instruction to your bank or building society)

DD start date \_\_\_\_\_ Frequency \_\_\_\_\_

Print signatory names(s) \_\_\_\_\_

Banks and building societies may not accept Direct Debit instructions for some types of account.



This guarantee should be detached and retained by the payer.

## Direct Debit Guarantee



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, Forum of Private Business Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Forum of Private Business Ltd 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 Forum of Private Business Ltd 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 Forum of Private Business Ltd 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 us.