



**Section 2: Companies**

Registered office: \_\_\_\_\_

Company Registration Number \_\_\_\_\_ Date of Registration \_\_\_\_\_

Is the company part of a group? YES / NO

If yes, give name and address of holding company: \_\_\_\_\_

Names and addresses of the company secretary for ALL directors:

Company Secretary	Director	Director	Director
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Section 3: Partnerships**

Name of formation of partnership: \_\_\_\_\_

Names and home addresses of ALL the partners:

Partner	Partner	Partner	Partner
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Section 4: Sole Proprietors**

Full name and home address of the proprietor: \_\_\_\_\_

Date business formed: \_\_\_\_\_

**Section 5: Previous Addresses**

All previous addresses for the business during past 10 years	Dates
_____	_____
_____	_____
_____	_____

**Section 6: Type of Work Undertaken**

Tick ALL that apply:

<input type="checkbox"/> Auctioneer	<input type="checkbox"/> Estate Agent	<input type="checkbox"/> Other
<input type="checkbox"/> Bailiff Services	<input type="checkbox"/> Process Serving	
<input type="checkbox"/> Enquiry Agent	<input type="checkbox"/> Sheriff's Officer	

**Section 7: Business Details**

Total number of staff: \_\_\_\_\_ (include ALL directors, partners, proprietors, employees & self-employed personnel)

Consumer Credit License Number (if registered): \_\_\_\_\_

Data Protection Act Registration Number (if registered): \_\_\_\_\_

Have any of the businesses or individual people listed in sections 1 to 4:

- ◆ ever had a County Court Judgment made against them? YES / NO
- ◆ ever been adjudged bankrupt or been served with a statutory notice under the Insolvency Act 1986 or been the subject of any other insolvency proceedings? YES / NO
- ◆ ever had a Consumer Credit Licence revoked? YES / NO

*If yes to any of the above, please give details in a covering letter.*

Do you maintain separate client bank accounts? YES / NO

Bankers	Auditors/independent accountants
_____	_____
_____	_____
_____	_____
_____	_____

**Section 8: References**

Give the names and addresses of two *professional* references

_____	_____
_____	_____
_____	_____
_____	_____

## Section 9: Statement by person or persons making the application

*This statement is to be made on behalf of the corporate applicant. If the applicant is a limited company, the statement must be made by the company secretary and one of the directors. If the applicant is a partnership, the statement must be made by two of the partners, one of whom must be the managing partner. If the applicant is a sole proprietor, he or she must make the statement.*

I/We \_\_\_\_\_

on behalf of \_\_\_\_\_

hereby apply for corporate membership of the Enforcement Services Association.

On behalf of the applicant, we give my/our unqualified consent to the Association to investigate and enquire into the company and its directors, partners, proprietors, employees and self-employed personnel for the purpose of ascertaining the suitability for admission as a corporate member. I/We understand that admission as a member is subject to reference checks, written examination by qualifying persons and the approval of the membership. I/We have read this application form and my answers given are, to the best of my/our knowledge, information and belief, true and accurate. All documents accompanying this application (as shown overleaf) are either the original or true copies of the original. Should the applicant be admitted to membership, then subject to nothing in them being contrary to the law or precepts of moral truth, it, its directors, partners, proprietors, staff and agents will observe and abide by the principles in the Rules and Code of Practice of the Enforcement Services Association for the time being in force. I/We understand that failure to conform to the requirements of the Rules or Code of Practice, or any action by or on behalf of the corporate member which illegal or in some other way brings or may bring the bailiff profession into disrepute, the corporate member may be subject to disciplinary proceedings under the Association's Rules.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Enclose the following papers with this application form:

- Searches from the Registry of County Court Judgments against your name and your trading name(s) for all addresses during the past 5 years.
- Sample letterhead used by the business.
- Sample forms used by the business: these must include Notices of Bailiff's Visits (where no levy is made), Notices of Seizure, Walking Possession Agreements, Removal Inventories, Removal Charges Forms.
- Application Fee (£60) : cheques should be made payable to 'Enforcement Services Association'.

## FOR OFFICIAL USE ONLY

Application fee forwarded to Treasurer

Professional references in order

RCCJ searches in order

Sample letterhead and forms in order

Date application approved by Executive Council \_\_\_\_\_

First date application announced in newsletter \_\_\_\_\_

Date first subscription requested \_\_\_\_\_

Date admitted to membership \_\_\_\_\_