

16 Do staff working on site use Identity Cards? Yes No *see note 16*

17 Please list all BLI or MLA Members in Company (all branches)

Name & Licence:
Name & Licence:
Name & Licence:
Name & Licence:
Name & Licence:

18 Is the business a member of any other Organisation? Yes No

If Yes - please list details

Photocopies of the following documents must accompany this application

Enclosed

19 Company Registration No*

20 VAT Registration No *

21 BS EN ISO 9000 No. *

22 Insurance Cover Held * *see note 22*

Employers Liability	£	<input type="text"/>
Public Liability	£	<input type="text"/>
Professional Indemnity	£	<input type="text"/>

23 Company's Stationery* *see note 23*

24 Latest Yellow Pages/Thomson Advertisement *see note 25*

Claims made in the following sections will be checked by the Inspector to validate your entry into any MLA publications.

25 Please tick as appropriate: - *see note 25a*

Single Premises	<input type="checkbox"/>
Main Premises - with Branches	<input type="checkbox"/>
Branch of Main Premises	<input type="checkbox"/>

Please tick as appropriate - *see note 25b*

Mobile	<input type="checkbox"/>
Retail	<input type="checkbox"/>
Workshop	<input type="checkbox"/>

26 What hours does the Company operate?

see note 26

24 Hours Yes No
 Latest time for service

The following questions relate to the level of service that you offer; please tick as applicable.

All services ticked MUST be carried out by the Applicant Company and NOT subcontracted to other or bought in.

GENERAL SERVICES

27 KeyCutting: -

Lever	<i>see note 27</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cylinder	<i>see note 27</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
To Lock		<input type="checkbox"/> Yes <input type="checkbox"/> No
To Code		<input type="checkbox"/> Yes <input type="checkbox"/> No
Safe		<input type="checkbox"/> Yes <input type="checkbox"/> No
Auto		<input type="checkbox"/> Yes <input type="checkbox"/> No

28 UPGRADE and/or INSTALLATION OF LOCKS TO:

Timber doors	<input type="checkbox"/> Yes <input type="checkbox"/> No
Windows	<input type="checkbox"/> Yes <input type="checkbox"/> No
Aluminum Doors	<input type="checkbox"/> Yes <input type="checkbox"/> No
UPVC Doors	<input type="checkbox"/> Yes <input type="checkbox"/> No

29 SERVICES:

Workshop Repairs

Yes/No

Security Surveys

Yes/No

Lock Opening & General Lockouts

Yes/No

Master Keying

Yes/No

Door Closing Devices

Yes/No

30 Grilles/Bars

Yes/No

Folding/Collapsible Gates

Yes/No

31 Access Systems (mechanical)

Yes/No

32 Access systems (electronic)

Yes/No

33 Alarm Installation

Yes/No

SAFES**34 UNDERFLOOR SAFES**

Sales

Yes/No

Installation

Yes/No

Servicing

Yes/No

Opening/Repair

Yes/No

Stocks of Spare Parts

Yes/No

35 FREESTANDING/WALL SAFES

Sales

Yes/No

Opening/Repair

Yes/No

Servicing

Yes/No

Installation/Moving

Yes/No

Stocks of Spare Parts

Yes/No

AUTO**36 WORKSHOP: -**

Keys to Lock

Yes/No

Keys to Code

Yes/No

Keys to Pattern

Yes/No

Transponder

Yes/No

37 ONSITE: -

Keys to Lock

Yes/No

Keys to Code

Yes/No

Keys to Pattern

Yes/No

Transponder

Yes/No

38 IN/ON VEHICLE: -

Vehicle security device installation (mechanical)

Yes/No

Vehicle security device installation (electronic)

Yes/No

DECLARATION

- a) I, the undersigned on behalf of the company, declare that the information given on this form is complete and accurate to the best of my knowledge and that it forms the basis of this application.
- b) The company understands that any false declaration may invalidate this application.
- c) The company understands that the information given will be subject to confirmation during the Inspection which will be carried out as part of the application procedure by the Association's Inspectorate.
- d) The company understands that a letter of acknowledgement will be sent to the company, when the application has been verified, together with the invoice for the Inspection Fee.
- e) The company understands that the inspection will be arranged on receipt by MLA Head Office of the Inspection Fee.
- f) The company understands that, should a re-inspection be necessary following a deferral of my application, a further fee will be due.
- g) The company understands that further inspections will be carried out during the period of membership as an Approved Company and that a Fee will be payable prior to each Inspection.
- h) The company confirms that it conforms to all current statutory legal requirements, including Health & Safety regulation and that a competent person is assigned to ensure all compliances.
- i) In the event of the cessation/termination of this company's membership, the company undertakes to ensure that the use of the Approved Company logo (or whatever designation shall be in place at that time) in advertising, or on stationery, and all mention of the MLA, in any connection, will cease immediately.

Signed:

Name in Capitals:

Position in Company:

On behalf of:

Date:

Please ensure that you have enclosed the copies of the documents requested and the non-refundable Enrolment Fee

IT IS ADVISABLE THAT YOU TAKE A COPY OF THE COMPLETED FORM FOR YOUR RECORDS

DATA PROTECTION ACT

Information given on these forms will be held on computer as part of the MLA's Membership Database. All information is for MLA use only, except for company name, address, trading hours, telephone and fax numbers, number of branches and contact details.

NOTES FOR COMPLETION OF APPLICATION FORM

NOTE: 1	Only one Company Name will be licensed to use the logo.
NOTE: 2	This will be held on record but the `Company Name' @ item 1 will be the one licensed to use
NOTE: 3	a) This is the address to be inspected and promoted. b) The MLA's Directory of Approved Companies is broken into counties, you may elect to have an entry in a county adjacent to your postal county – you need to specify on the form your county of choice.
NOTE: 4	The Owner of the business must declare his name and provide the MLA with an original copy
NOTE: 5	Only to be completed if administration is carried out other than @ 3 above. This is the
NOTE: 6	This is the person who will have voting rights on behalf of the company and to whom all paperwork is to be addressed. This person may be the same or different to that at NOTES 4 & 8.
NOTE: 7	The Named Representative must declare his position within the company.
NOTE: 8	Every company MUST have a qualified locksmith (MLA Head Office must be advised if this changes). This will also be requested on the Annual Declaration. This person may be the same or different to that at NOTES 4 & 6.
NOTE: 9	The preferred qualification is from the British Locksmiths Institute, but the Board of Directors will consider a qualification from other bodies.
NOTE: 14	No branch will be licensed to use the logo or claim MLA membership in any form if it has not been inspected.
NOTE: 15	This is only required for MLA records and not for referral purposes.
NOTE: 16	MLA Approved Companies are encouraged to use MLA ID cards for all employees; these are free to members and available after a successful inspection upon application.
NOTE: 22	Professional Indemnity Insurance is advisable if you offer and charge for site surveys etc.
NOTE: 23	The Company name on any stationery should be the same as Note 1 and will be used for inspection purposes. This is the name that is entitled to use the logo. Stationery could be letterhead paper; compliment slip; invoice.
NOTE: 24	The Company name and address used in these advertisements MUST be as inspected. See notes 1 & 24.
NOTE: 25a	“Single Premises” refers to the one and only trading address. “ Main Premises” refers to the main address when a company has other branches. “Branch” refers to any other company address which is a branch of the main premises and is inspected to enable that branch to use the logo etc in its own right.
NOTE: 25b	Mobile – if this is your chief method of working. Retail – if your shop is your chief outlet. Workshop – if you mainly work out of a workshop.
NOTE: 26	If a 24 Hour service is advertised, then the company must be available as claimed and the Inspector will check. Otherwise please state the latest time that service is offered, i.e. 5pm, 8pm, 10pm etc.
NOTE: 27	If key cutting is offered as a service, then the Inspector may request keys to be cut using his sample keys.