



**MASTER
LOCKSMITHS
ASSOCIATION**

**PERSONAL
TRADING
MEMBERSHIP
PACK**





MASTER LOCKSMITHS ASSOCIATION
5D Great Central Way
Woodford Halse, Daventry
Northants NN11 3PZ
Tel: 01327 262255 Fax: 01327 262539
Website: www.locksmiths.co.uk
E-Mail: enquiries@locksmiths.co.uk

Dear Member,

Thank you for your interest in joining the MLA as a Personal Trading Member.

The MLA's Bylaws stipulate in section 28 that:-

28. PROGRESSION

28.a. Upon achieving a pass in the BLI Examination, candidates become entitled to progress to Personal Member of the Master Locksmiths Association.

28.b. The business of those members who are self-employed, directors, partners or members of a limited liability partnership shall undergo an assessment to become an Approved Company; the assessment will be relevant to that business.

28.c. Any member, whose business has successfully undergone the assessment to become an Approved Company, may also retain his Personal Membership.

As was highlighted in the 2010 AGM reminder letter sent out with the AGM documents, and was discussed at the AGM itself, the MLA's board of directors understand that not all members will want to benefit from Approved Company Status (by using the logo, being promoted on the MLA website and in the trade directory, getting the full financial benefits package, being able to promote their statues etc). They have therefore created this new "Personal Trading Member" category which will enable those full members (i.e. qualified locksmiths) who run a sole trader business with no staff or retail premises to maintain their personal membership status without having to progress to approved company status.

I would also like to take this opportunity to remind you of the benefits that you could obtain via your personal membership of the MLA:-

- Training – both technical (e.g. Auto Locksmithing, Safes, Access Control) and non-technical (e.g. 1st Aid, Health & Safety) training is provided by the MLA. Some training is provided at Head Office but there's a significant amount of training provided at a regional level too.
- Regional meetings – The importance of networking can never be overstated and the MLA's regional meetings are the ideal venue for this networking as well as for training and of course socialising as well. Make sure you're aware of the regional meetings by logging on to the MLA's members section of the website and where necessary contacting the relevant regional office. Don't forget members are more than welcome to attend regional meetings outside their own region.



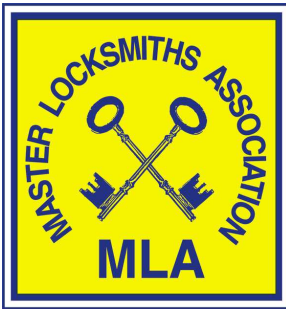
- National Events – MLA Expo is held every 2 years and is the largest exhibition dedicated to the locksmithing profession. It also provides a significant amount of training opportunities, a lot of which is free for members.
- Keyways – our bi-monthly magazine which is an ideal way of keeping up to date with the latest developments in the industry
- Members Section of the Website & Forum – This real mine of information provides not only a way to network with other members, ask questions, source products etc, but also provides info on the full range of members benefits, provides contact details for staff and directors as well as providing useful reference sources for issues like trading standards, fire regulations etc. If you haven't got your password then please contact head office to get yourself access.

In the meantime if there's anything I or any of my colleagues can do to assist you then please do not hesitate to contact us and we look forward to hopefully renewing your membership shortly.

Yours Sincerely

A handwritten signature in black ink that reads "Steffan George". The signature is written in a cursive style with a large initial 'S'.

Steffan George
MLA Ltd



MLA PERSONAL TRADING MEMBERSHIP APPLICATION FORM

For Qualified (by Exam) Sole Traders with no retail premises

Please complete this form in **BLOCK CAPITALS**, entering details in each box. Do not leave blanks but enter "N/A" or "None" if appropriate.

Please enclose £176.25 subscription fee plus £36 for a standard level Criminal Records Check and £47 Registration Fee

and return to: **5d Great Central Way, Woodford Halse, Daventry, NN11 3PZ**

Temporary No:
License No:

*boxes
for office
use only*

Title (e.g. Mr.)	<input type="text"/>	<input type="text"/>
Forename(s)	<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>	<input type="text"/>
Home Address	<input type="text"/>	<input type="text"/>
County	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	Country <input type="text"/>
Telephone No.	<input type="text"/>	<input type="text"/>
Facsimile No.	<input type="text"/>	<input type="text"/>
E-Mail Address	<input type="text"/>	<input type="text"/>
Date of Birth	<input type="text"/>	<input type="text"/>
Place of Birth	<input type="text"/>	<input type="text"/>
Current Job Description	<input type="text"/>	<input type="text"/>
Are you already an MLA Member	Yes <input type="text"/>	No <input type="text"/>
If yes then MLA member registration number	<input type="text"/>	<input type="text"/>
Qualification	<input type="text"/>	<input type="text"/>
Business Name	<input type="text"/>	<input type="text"/>
Work Address	<input type="text"/>	<input type="text"/>
Include Postcode	<input type="text"/>	<input type="text"/>
Telephone No.	<input type="text"/>	<input type="text"/>
Facsimile No.	<input type="text"/>	<input type="text"/>
E Mail address	<input type="text"/>	<input type="text"/>
Address for correspondence	<input type="text"/>	<input type="text"/>
	Tick <input type="checkbox"/> Home address	OR <input type="checkbox"/> Work address

The following referees will be requested to supply written references.

Referees must not be related to the applicant unless he/she is a Member of the Ithe MLA

One referee MUST be a Member of the BLI or a professional person who can supply a personal reference.

Checks may be made with any other appropriate sources.

1ST REFEREE

Name	<input type="text"/>	<input type="text"/>
Profession	<input type="text"/>	<input type="text"/>
BLI Licence Number	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	<input type="text"/>
County	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	Country <input type="text"/>
Telephone No.	<input type="text"/>	<input type="text"/>
E-Mail Address	<input type="text"/>	<input type="text"/>

2ND REFEREE

Name	<input type="text"/>	<input type="text"/>
Profession	<input type="text"/>	<input type="text"/>
BLI Licence Number	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>	<input type="text"/>
County	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	Country <input type="text"/>
Telephone No.	<input type="text"/>	<input type="text"/>
E-Mail Address	<input type="text"/>	<input type="text"/>

The Master Locksmiths Association requires that the character of each of its members is beyond reproach. If you have a document that can demonstrate you do not have a criminal background (e.g. police check) then please include it along with the application form. In addition, it is essential that ALL applicants answer the following questions otherwise applications will not be able to be accepted. Have you:-

a) ever been convicted of any offence involving fraud, other dishonesty or violence?

YES NO

b) ever been convicted of any other offence, excluding minor traffic offences?

YES NO

c) been adjudged bankrupt or, in Scotland had your estate sequestered, within the last ten years?

YES NO

d) had any County Court judgement connected with Trading Practices recorded against you within the last three years?

YES NO

If you have answered YES to any of the above questions, please give full details (using a separate sheet if necessary)

DECLARATION

I certify that I have read this form, answered the questions truthfully and understand that these questions are part of my application for membership. I also confirm I meet the criteria for this category of membership.

I understand that failure to disclose any convictions which subsequently comes to the notice of the Board of Directors of the MLA will immediately invalidate membership.

In the event of the answers I have given changing at any time I will immediately notify Head Office.

I will abide by the Bylaws of the Master Locksmiths Association and will assist the Association in achieving its objectives.

I understand that membership of the MLA cannot be used in any form of advertising.

I undertake not to use any logos, Coat of Arms or title other than those designated by the Bylaws.

I will return membership certificate and I D card and cease using any reference to MLA if my membership is terminated.

I enclose 2 passport photographs *please tick*

Subscription fee of £176(inc VAT) plus £36 CRB check and a non-refundable registration fee of £47 *please tick*

Please make cheque payable to MASTER LOCKSMITH ASSOCIATION or MLA

Signed

Date

DATA PROTECTION ACT

Information given on this form will be held on computer as part of the MLA's Membership Database. Postal details may be given to Regional Officers for circulation of regional meeting details. Detail may also be used to confirm membership to other members and for marketing purposes

GUIDANCE NOTES

This category of membership is only for qualified locksmiths (holding a valid recognised certificate showing them having passed a recognised exam in locksmithing), who are sole traders (no employees) and have no retail premises.

During their course of work, many locksmiths will come into contact with vulnerable persons, people in vulnerable situations, will attend secure sites and private dwellings. It is, therefore, imperative that the MLA can recommend its members with full confidence

Referees must not be related to the applicant unless he/she is a Member of the British Locksmiths Institute.

One referee **MUST** be a Member of the BLI or a professional person who can supply a personal reference.

You will be advised if further checks are required from any other appropriate sources.

Applicants who are granted membership of the MLA are advised that this form will become the property of the Master Locksmiths Association and will form part of the records of the Association.

Applicants to whom membership is refused, for whatever reason, may request this form to be returned to them. Please indicate whether you wish for this form to be returned or destroyed if membership is refused.

If you require assistance or advise on completing any part of this form, please do not hesitate to contact MLA Head Office

MASTER LOCKSMITHS ASSOCIATION
2010/2011 ANNUAL SUBSCRIPTIONS AND FEES

SUBSCRIPTIONS

COST
(Inclusive of VAT @ Current rate)

MLA AFFILIATE SECTOR

AFFILIATE (<£1m turnover)	£509.66
AFFILIATE (>£1m <£5m turnover)	£984.66
AFFILIATE (>£5m turnover)	£1473.46
BRAND NAME REGISTRATION	£509.66

MEMBERSHIP

COMPANY (MAIN)	£296.10
COMPANY (BRANCH)	£165.68
PERSONALTRADING MEMBER	£176.25
FELLOW	£74.02
MEMBER	£74.02
ASSOCIATE	£74.02
HONORARY	£0.00
RETIRED	£0.00

BRITISH LOCKSMITHS INSTITUTE (BLI)

STUDENT	£86.96
ADVANCED STUDENT	£74.02

GUILD OF KEYCUTTERS

	£108.10
APPROVED COMPANY MEMBERS	£68.16

FEES

ENROLMENT (Approved Company)	£117.50
ENROLMENT (BLI)	£47.00
RE-JOINING	£47.00

POSTAGE FOR OVERSEAS MEMBERS (ALL CATEGORIES)

EUROPE/EU = **£20.00** AIR ZONE 1 = **£28.00** AIR ZONE 2 = **£30.00**
To be added to subscription costs

PLEASE SEND YOUR ENROLMENT FEE ONLY WITH YOUR MEMBERSHIP APPLICATION, YOU WILL BE INVOICED FOR YOUR SUBSCRIPTION FEE ONCE YOUR MEMBERSHIP APPLICATION HAS BEEN APPROVED