



# ASSOCIATED MEMBERSHIP APPLICATION DETAILS



The MLA has launched a new membership category.

The "Associated" category is for those locksmiths who want to join as personal members and have been working full time or trading as a locksmith for 3 years or more. 2 Trade references confirming this will be required (either from a suppliers or one from a fellow locksmith) and a satisfactory Disclosure & Barring Service check (formerly CRB check) will be required also. The standard MLA application process will then be followed and once the application has been approved then those joining will be able to enjoy the significant benefits that personal membership brings including:-

- ID Card
- Free copy of Keyways (the MLA's journal)
- Attendance at Regional Meetings
- Access to the MLA forum
- Discounted MLA training & exams
- Supplier Discounts
- Significant vehicle discounts
- Payment processing deals
- Specialist & Discounted Insurance
- Various other discounted services

Similar to some other personal membership categories this is non-voting, and use of the logo or claims of membership will not be permitted in marketing material.

Those wishing to progress to gain full benefits of using the logo and promotion on the MLA site etc. will have the opportunity to find out more about the qualification and inspection requirements associated with advancing to become an MLA Approved Company.



**MASTER LOCKSMITHS ASSOCIATION**

**APPLICATION FOR ASSOCIATED LOCKSMITH MEMBERSHIP**

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 £50 NON-REFUNDABLE Registration Fee and £36 for a Disclosure & Barring Service Check (formerly CRB)**

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

Temporary No:

Reg. No:


*boxes for office use only*

Title (e.g. Mr.)	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>				
Forename(s)	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>				
Surname	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>				
Home Address	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>				
	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>				
County	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>				
Postcode	<input style="width: 45%;" type="text"/>	<input type="checkbox"/>				
Country	<input style="width: 45%;" type="text"/>	<input type="checkbox"/>				
Telephone No.	<input style="width: 80%;" type="text"/>	<input type="checkbox"/>				
Email Address	<input style="width: 80%;" type="text"/>	<input type="checkbox"/>				
Date of Birth	<input style="width: 80%;" type="text"/>	<input type="checkbox"/>				
Place of Birth	<input style="width: 80%;" type="text"/>	<input type="checkbox"/>				
Current Job Description	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>				
Present Employer	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>				
If employer is a MLA member please give their Registration Number	<input style="width: 40%;" type="text"/>	<input type="checkbox"/>				
Work Address	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>				
	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>				
Include Postcode	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>				
Telephone No.	<input style="width: 80%;" type="text"/>	<input type="checkbox"/>				
Email Address	<input style="width: 80%;" type="text"/>	<input type="checkbox"/>				
Date joined Company	<input style="width: 40%;" type="text"/>	<input type="checkbox"/>				
<b>If self-employed, please give the following information</b>						
Business Name	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>				
Business Address	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>				
If different from home	<input style="width: 95%;" type="text"/>	<input type="checkbox"/>				
Address for correspondence	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; text-align: center;">Tick</td> <td style="width: 40%;">Home address</td> <td style="width: 10%; text-align: center;">OR</td> <td style="width: 40%;">Work address</td> </tr> </table>	Tick	Home address	OR	Work address	<input type="checkbox"/>
Tick	Home address	OR	Work address			
How long have you been a practising Locksmith?	<input style="width: 40%;" type="text"/>	Years	<input type="checkbox"/>			
Have you ever applied for Membership before?	<input style="width: 40%;" type="text"/>	Yes/No	<input type="checkbox"/>			
If YES, please give dates	<input style="width: 80%;" type="text"/>		<input type="checkbox"/>			
Have you ever been refused membership?	<input style="width: 40%;" type="text"/>	Yes/No	<input type="checkbox"/>			
If Yes, please give details	<input style="width: 95%;" type="text"/>		<input type="checkbox"/>			

**Membership Category applied for is that of Associated Locksmith.**

**You must have a minimum of 3 years working/trading as a locksmith behind you to enable you to apply for this category of membership**

1. Last Employer	<input type="text"/>	<input type="checkbox"/>
Date of employment	<input type="text"/>	<input type="checkbox"/>
Telephone number	<input type="text"/>	<input type="checkbox"/>
Job Description	<input type="text"/>	<input type="checkbox"/>
2. Previous Employer	<input type="text"/>	<input type="checkbox"/>
Date of employment	<input type="text"/>	<input type="checkbox"/>
Telephone number	<input type="text"/>	<input type="checkbox"/>
Contact for Reference	<input type="text"/>	<input type="checkbox"/>

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 Master Locksmiths Association.

One referee MUST be a supplier and one must be a working locksmith. Both referees should be able to confirm length of time you have been working/ trading.

Checks may be made with any other appropriate sources.

**1ST REFEREE**

Name	<input type="text"/>	<input type="checkbox"/>		
Profession	<input type="text"/>	<input type="checkbox"/>		
Address	<input type="text"/>	<input type="checkbox"/>		
	<input type="text"/>	<input type="checkbox"/>		
County	<input type="text"/>	<input type="checkbox"/>		
Postcode	<input type="text"/>	Country	<input type="text"/>	<input type="checkbox"/>
Telephone No.	<input type="text"/>			

**2ND REFEREE**

Name	<input type="text"/>	<input type="checkbox"/>		
Profession	<input type="text"/>	<input type="checkbox"/>		
Address	<input type="text"/>	<input type="checkbox"/>		
	<input type="text"/>	<input type="checkbox"/>		
County	<input type="text"/>	<input type="checkbox"/>		
Postcode	<input type="text"/>	Country	<input type="text"/>	<input type="checkbox"/>
Telephone No.	<input type="text"/>			

**The Master Locksmiths Association requires that the character of each of its members is beyond reproach.**  
**You will need to have a DBS check which will be undertaken by us at a cost of £36.00**

In addition, it is essential that ALL applicants answer the following questions otherwise applications will not 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)

Offence	<input type="text"/>	<input type="checkbox"/>
Court	<input type="text"/>	<input type="checkbox"/>
Date	<input type="text"/>	<input type="checkbox"/>
Result	<input type="text"/>	<input type="checkbox"/>
Comments	<input type="text"/>	<input type="checkbox"/>

**DECLARATION**

I certify that I have read this form, answered the questions truthfully and understand that these answers are part of my application for membership.

I understand that failure to disclose any conviction which subsequently comes to the notice of the Board of Directors of the Master Locksmiths Association will immediately invalidate membership.

In the event of the answers I have given changing at any time I will immediately notify MLA 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 is a personal membership and 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 certificates and identity cards and cease using any reference to MLA if my membership is terminated.

I enclose 2 passport size photographs of me, one endorsed on the reverse by 1 of my referees, confirming that it is a true likeness of me.  *please tick*

**AND**  
**NON -REFUNDABLE Registration fee of £50 and**  *please tick*   
**£36 for DBS check: - total of £86**

**Please make cheque payable to MASTER LOCKSMITH ASSOCIATION or MLA**

Signed   
 Date

## GENERAL DATA PROTECTION REGULATION

Information given on this form will be held on digital and physical format as part of the MLA's Membership Database during your membership and 5 years after your membership has been ceased. We will use your personal details to create membership related documents and to contact you in regards to your membership. The lawful basis of this processing is the performance of a contract between you and us and your request, to enter into such a contract.

MLA will only share your details with a third party if sharing is necessary to provide the benefits that are offered by this membership. MLA has signed contracts with any third party involved that we share your details with to assure that they are GDPR compliant.

For more details about the way we manage your personal data please see our Privacy Policy on [www.locksmiths.co.uk](http://www.locksmiths.co.uk)

## GUIDANCE NOTES

This application is for membership of the Master Locksmiths Association and is not a qualification.

**When your application has been successfully processed, payment will be required for the annual subscription fee**

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 Master Locksmiths Association.

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

The completion of the form is deemed to be part of the application for membership of the Master Locksmiths Association and must be submitted at the time of application for membership.

Applicants who are granted membership of the association 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.

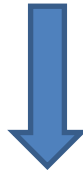
If you require assistance or advise on completing any part of this form, please do not hesitate to contact MLA Head Office

Return:

Destroy:

# Application Process

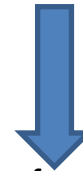
Application Received (along with enrolment fee and DBS check fee)



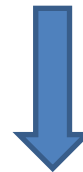
References and DBS check obtained



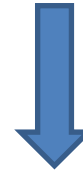
Entered into Keyways Listing as applying for membership



To Board and DBD for approval (if references and DBS check acceptable)



Once 21 days in Keyways completed request for subscription payment (pro-rata'd if applying outside of full subs year)



Payment Received



Membership is endorsed with registration number, ID card, certificate and any other relevant information and all will then be posted out to you.



**MASTER LOCKSMITHS ASSOCIATION**

**Application for Disclosure & Barring Service Check Form**

Please complete this form, you are advised to keep a copy for your records.

Company.....Name:.....

Membership No:.....

Address: .....

.....

Post Code: .....

**The cost for this service is £36.00 which is non-refundable and payment must accompany the application.**

**Cheques should be made payable to: The Master Locksmiths Association.**

If you wish to pay by debit/credit card then please contact Head Office on 01327 262255.

**Signature:.....**

**Print Name: .....**

# MASTER LOCKSMITHS ASSOCIATION

SUBSCRIPTIONS AND FEES to 30/6/2019 (please note that a pro rata payment will be applicable for anyone joining part way through a subscription year)

## SUBSCRIPTIONS

**COST**  
*(Inclusive of VAT @ Current rate)*

### **MLA AFFILIATE SECTOR**

AFFILIATE (<£1m turnover)	<b>£600.00</b>
AFFILIATE (>£1m <£5m turnover)	<b>£1,152.00</b>
AFFILIATE (>£5m turnover)	<b>£1,730.00</b>
AFFILIATE MEMBER EMPLOYEE	<b>£5.00*</b>

### **MEMBERSHIP**

COMPANY (MAIN)	<b>£418.00</b>
COMPANY (BRANCH)	<b>£229.00</b>
PERSONALTRADING MEMBER	<b>£89.00</b>
FELLOW	<b>£89.00</b>
MEMBER	<b>£89.00</b>
ASSOCIATE	<b>£89.00</b>
ASSOCIATED LOCKSMITH	<b>£103.00</b>
APPROVED COMPANY EMPLOYEE	<b>£5.00*</b>

### **BRITISH LOCKSMITHS INSTITUTE (BLI)**

STUDENT	<b>£103.00</b>
ADVANCED STUDENT	<b>£89.00</b>

### **GUILD OF KEYCUTTERS**

MEMBER (Per Address)	<b>£127.00</b>
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### **FEES**

ENROLMENT (Approved Company)	<b>£127.00</b>
ENROLMENT (BLI)	<b>£50.00</b>
RE-JOINING	<b>£50.00</b>
COMPANY INSPECTION FEE	<b>£210.00</b>

### **POSTAGE FOR OVERSEAS MEMBERS (ALL CATEGORIES)**

EUROPE/EU = **£34.00**      AIR ZONE 1 = **£44.00**      AIR ZONE 2 = **£46.00**  
*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**

\*Employee membership is to enable DBS checks to be performed for training/exams to be undertaken and/or ID card to be issued. It is only, applicable to MLA Affiliate and Approved Company Members.



# 2018 COURSE/EXAM COSTS

**PLEASE CHECK YOUR ELIGIBILITY TO JOIN ANY COURSE**

*Please note that non members have to take the Mechanical Locksmithing – Foundation Module before taking any of the other modules.*

*A Basic Disclosure (having been done in the last 3 months) has to be provided by non-members taking the Mechanical Locksmithing modules*



Tomorrow's Locksmithing Today

**LEVEL 1 – Aimed at those new to the industry**

**LEVEL 2 – Aimed at more experienced locksmiths looking to add new services**

		MEMBER RATE (Incl VAT)	NON MEMBER RATE (Incl VAT)
<b>AUGUST</b>	<b>DAVENTRY HEAD QUARTERS</b>		
20-21	Level 1 Mechanical Locksmithing – Foundation Module	£570	£625
22	Level 1 Mechanical Locksmithing – Lock Fitting Module	£285	£310
23	Level 1 Mechanical Locksmithing – UPVC Module (Doors)	£340	£365
24	Level 1 Mechanical Locksmithing – Opening Module	£285	£310
<b>OCT/NOV</b>	<b>RUGBY HEAD QUARTERS</b>		
29-30	Level 1 Mechanical Locksmithing – Foundation Module	£570	£625
31	Level 1 Mechanical Locksmithing – Lock Fitting Module	£285	£310
01	Level 1 Mechanical Locksmithing – UPVC Module (Doors)	£340	£365
02	Level 1 Mechanical Locksmithing – Opening Module	£285	£310
<b>DECEMBER</b>	<b>RUGBY HEAD QUARTERS</b>		
03-04	Level 1 Mechanical Locksmithing – Foundation Module	£570	£625
05	Level 1 Mechanical Locksmithing – Lock Fitting Module	£285	£310
06	Level 1 Mechanical Locksmithing – UPVC Module (Doors)	£340	£365
07	Level 1 Mechanical Locksmithing – Opening Module	£285	£310

**Additional courses are run throughout the year, please contact HO for details or check our website: [www.locksmiths.co.uk](http://www.locksmiths.co.uk)**

**RIGHT IS RESERVED TO CHANGE OR CANCEL ANY COURSE**