



# INTERNATIONAL PROFESSIONAL SECURITY ASSOCIATION

## APPLICATION FOR COMPANY MEMBERSHIP

### COMPANY DETAILS

Registered Company name: \_\_\_\_\_

Trading name (if different): \_\_\_\_\_

Company address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel. No.: \_\_\_\_\_ Website: \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Is the Company a subsidiary or part of another Company? \_\_\_\_\_

If "Yes" who: \_\_\_\_\_

Previous trading names: \_\_\_\_\_

Please list any other branches of the Company: \_\_\_\_\_

Has the Company made a previous application for membership? \_\_\_\_\_ If "Yes" when: \_\_\_\_\_

Number of Employees: Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_

Commenced trading: \_\_\_\_\_ Estimated annual turnover: £ \_\_\_\_\_

Companies House VAT registration number \_\_\_\_\_

registration number: \_\_\_\_\_ (incl. EU companies): \_\_\_\_\_

Company's Insurer, or Insurance Broker: \_\_\_\_\_

#### Company's geographical area of operation:

- |   |   |                                   |   |
|---|---|-----------------------------------|---|
| <input type="checkbox"/> East England                 | <input type="checkbox"/> London (within M25)              | <input type="checkbox"/> Midlands | <input type="checkbox"/> North West England |
| <input type="checkbox"/> North East England           | <input type="checkbox"/> Northern Ireland                 | <input type="checkbox"/> Scotland | <input type="checkbox"/> South East England |
| <input type="checkbox"/> South West England           | <input type="checkbox"/> Wales                            |                                   |   |
| <input type="checkbox"/> Ireland                      | <input type="checkbox"/> Europe (other than UK / Ireland) |                                   |   |
| <input type="checkbox"/> North and / or South America | <input type="checkbox"/> Africa                           | <input type="checkbox"/> Asia     | <input type="checkbox"/> Australasia        |

Please state the Company's primary service offered: \_\_\_\_\_

#### Please select all services offered:

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> Static Guarding       | <input type="checkbox"/> Patrol and Response              | <input type="checkbox"/> Keyholding                   | <input type="checkbox"/> Door Supervision                          |
| <input type="checkbox"/> Close Protection      | <input type="checkbox"/> CViT                             | <input type="checkbox"/> Vehicle Immobilisation       | <input type="checkbox"/> Retail Security                           |
| <input type="checkbox"/> Facilities Management | <input type="checkbox"/> Maritime Security - Dry Side     | <input type="checkbox"/> Maritime Security - Wet Side | <input type="checkbox"/> Consultancy                               |
| <input type="checkbox"/> Training              | <input type="checkbox"/> Systems / Equipment Manufacturer | <input type="checkbox"/> Systems / Equipment Retailer | <input type="checkbox"/> Systems / Equipment Installer / Servicing |
| <input type="checkbox"/> Business Software     | <input type="checkbox"/> Waste Destruction                | <input type="checkbox"/> Locksmiths                   | <input type="checkbox"/> In-House Security Team                    |
| <input type="checkbox"/> Penetration Testing   | <input type="checkbox"/> Recruitment                      | <input type="checkbox"/> Screening                    | <input type="checkbox"/> Insurance                                 |

Office use only:

Date received \_\_\_\_\_ Membership number \_\_\_\_\_

## DIRECTORS / PARTNERS / PROPRIETORS

All DIRECTORS / PARTNERS / PROPRIETORS of the company directly involved in the security business must complete a **PERSONAL INFORMATION** form (PI.1/1) and provide individual **CVs** which must be submitted together with this application.

## COMPANY NOMINATED PERSON

In accordance with the IPSA Constitution, the person hereafter named on this application form, will have full voting rights.

**Full Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

All staff of your organisation are required to abide by the Association's Constitution, Rules and Ethical Code Of Conduct as a condition of Company Membership. These documents can be downloaded from the IPSA website.

**The Director, Partner, or, Proprietor named above is now required to sign the following declaration:-**

**Application Statement: -**

I, \_\_\_\_\_ being the person referred to in this application, by my signature below, hereby certify:-

That to the best of my knowledge, the information I have provided on this application form, is complete and correct and understand that misrepresentation of any of the facts I have now given, or my failure to disclose a relevant matter, will be deemed grounds for terminating this application for company membership. I understand that in the event of my application being unsuccessful, the joining fee is not refundable.

I authorise the IPSA, to approach any government agency, or clients including the referees nominated on this form, to verify the information I have provided. I further hereby give my consent for the IPSA to conduct credit reference checks as they deem necessary, during the period of my membership.

I agree that when the Company is accepted as a member, we will be bound by the Associations Constitution and Rules and accept the IPSA Ethical Code of Conduct and Code of Conduct as part of those rules.

I agree to Company Member details being listed by the Association in IPSA publications and on the IPSA website.

I understand that the personal data I have provided will now be processed and then retained in the manner prescribed. Further I understand that the Company may only use the IPSA logo for commercial purposes, whilst it is the holder of a current "Certificate of Membership".

I have enclosed payment of the initial Joining fee & Annual Subscription.

I further undertake to pay all future Annual Fees as determined by the International Council and I understand that if I choose to relinquish membership part way through a membership year, fees are not refundable. I understand that where an IPSA Inspection is required, I will be invoiced for the Inspection. Details of Inspection Fees are listed on the IPSA website [www.ipsa.org.uk](http://www.ipsa.org.uk) or can be obtained from the Association office.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**FAILURE TO PROVIDE ANY OF THE INFORMATION REQUESTED ON THIS APPLICATION FORM MAY LEAD TO NON-ACCEPTANCE OF YOUR APPLICATION FOR MEMBERSHIP IN ACCORDANCE WITH THE PROVISIONS OF THE ASSOCIATION'S CONSTITUTION AND RULES.**

**THE INTERNATIONAL COUNCIL HAS THE RIGHT TO REFUSE OR DEFER ANY APPLICATION WITHOUT ASSIGNING ANY REASON. THE ASSOCIATION FURTHER RESERVES THE RIGHT TO IMMEDIATELY TERMINATE MEMBERSHIP SHOULD IT LATER BE FOUND THAT ANY INFORMATION GIVEN IN THIS APPLICATION FORM WAS MADE KNOWING IT TO BE INCORRECT OR TO BE A FALSE STATEMENT.**

# QUALITY STANDARDS

**UK companies** are required to provide evidence that they comply with the recommendations of the relevant British Standards for their sector, e.g. BS 7499 & BS 7858 for guarding activities, and the IPSA ethical codes of conduct, as well as any insurance, training or other association requirement. Evidence of compliance with British Standards is by annual inspection either by the IPSA Inspectorate or a UKAS accredited inspection body.

**We are inspected by the following UKAS accredited inspection body:**

- SSAIB                       CCAS                       BSI  
 NSI                           ISOQAR  
 Other UKAS accredited inspection body – Please specify: \_\_\_\_\_  
 We are currently selecting an inspection body

**or**

- We require an inspection by the IPSA Inspectorate  
 We are applying from a sector with no applicable British Standards (e.g. training company)

**We are inspected to the following standards:**

- Security Industry Authority's Approved Contractor Scheme (ACS)  
 ISO 9001  
 BS 7499                       BS 7858                       BS 7872                       BS 7958  
 BS 7960                       BS 7984-1                       BS 8406                       BS 8507-1 / BS 8507-2  
 BS 8517-1                       BS 8517-2                       BS 8549                       BS 102000  
 BS EN 15713                       BS EN 16082                       BS EN 16747                       BS EN 15713  
 Other: \_\_\_\_\_                       Other: \_\_\_\_\_                       Other: \_\_\_\_\_                       Other: \_\_\_\_\_

In the event of the Company not being fully compliant with the standards set, as long as they meet certain basic criteria, they will be given the status of Probationary Company. The status will then be reviewed following each annual inspection.

Please note Probationary Companies must state the word "Probationary" next to the IPSA logo if displayed or with any mention of their IPSA membership on all company documents, vehicles etc.

**Companies outside of the UK** are required to provide evidence that they comply with the relevant industry standards for the countries where they operate, and the IPSA ethical codes of conduct, as well as any insurance, training or other association requirement.

**We are inspected by:**

- Please specify inspection body: \_\_\_\_\_  
 We are currently selecting an inspection body

**We are inspected to the following standards:**

- ISO 9001  
 EN 15713                       EN 16082                       EN 16747                       EN 15713  
 Other: \_\_\_\_\_                       Other: \_\_\_\_\_                       Other: \_\_\_\_\_                       Other: \_\_\_\_\_  
 Other: \_\_\_\_\_                       Other: \_\_\_\_\_                       Other: \_\_\_\_\_                       Other: \_\_\_\_\_  
 We are applying from a sector with no applicable industry standards

## ITEMS TO BE RETURNED WITH APPLICATION

1. Details of at least FOUR Client Companies to whom IPSA can apply for references  Enclosed
2. C V 's for each Director, Partner or Proprietor directly involved in the security business  Enclosed

# SUBSCRIPTION FEES

Please check our website: [www.ipsa.org.uk](http://www.ipsa.org.uk) or contact the IPSA office for current membership and inspection rates.

Please enclose payment for the Joining Fee and Annual Subscription with your application form.

Payments can be made to the Association by the following methods:

- Cheque (made payable to IPSA)
- Credit / debit card
- BACS payment
- A sterling draft - drawn on a bank in the United Kingdom
- International Money Order (drawn in sterling)

We regret that currencies other than pounds sterling can not be accepted due to bank charges involved.

Please note:

- Joining fees are payable on application and are not refundable.
- Inspection is not included in subscription fees and where an IPSA inspection is required, this will be invoiced separately. Inspection Fee costs are detailed on the IPSA website or available from the IPSA office.

## Card payments (MasterCard / Visa / Switch / Maestro / Solo):

I authorise IPSA to debit my credit/debit card the following amount: £ \_\_\_\_\_

Card Number: _____	Start Date: _____	Expiry Date: _____
Name on Card: _____	Issue No.: _____	CVV (Security) No. _____
Signed: _____		

To assist our marketing, can you tell us where you heard about IPSA: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PLEASE RETURN THE COMPANY MEMBERSHIP APPLICATION FORM AND ALL REQUESTED ITEMS TO:-

International Professional Security Association  
Railway House  
Railway Road  
Chorley  
PR6 0HW  
England

***We recommend the use of recorded delivery or courier.  
Receipt of applications will be acknowledged within two weeks.***