



Application Form

Company _____
Contact name _____
Position _____
Address _____

Postcode _____
Tel _____ Fax _____
E-mail _____
Web site _____

Please tick appropriate box

- Manufacturer
 Reseller/Distributor
 Service Provider

Service Description _____

Service level (tick box)

- Platinum
 Gold
 Silver Plus

Number of employees

Company turnover £ _____

Annual subscription cost

Your membership year is the 12-month period from the date of joining.

Subscription

VAT @ 20 % _____

Total _____

A VAT invoice will be sent on receipt of payment.

Method of payment

Please indicate your payment method from the options listed below:

- Cheque for the full amount
- Direct debit for the full amount
Please complete the enclosed mandate. Payment will be taken on the 1st of the month following the date of joining and renews annually.
- Direct debit instalments
Payment will be taken on the first day of each month of the ten months following the date of joining and renews annually.
- BACS payment for the full amount
Account for payment:
BOSS Federation, account number 33211428, sort code 20-48-08.
- Credit card authorisation for the full amount

Credit card details (not American Express)

If paying by credit card please enter the following details:

Card holder's name _____

Card type _____

Card number _____

Expiry date _____ Issue number _____

Security code _____

Billing postcode _____

Billing house number _____

Signature _____

We apply for membership of BOSS and accept its Constitution and Rules. A full copy of the Constitution and Rules can be obtained from your regional business centre.

Signed for and on behalf of the company named

Print Name _____

Signature _____

Position _____

Date _____

BOSS will include mailings of general interest with its magazine and its e-mail bulletin. In addition, occasionally we will send you separate mailings on behalf of reputable organisations which you may find of interest. Should you prefer not to receive these separate mailings, please tick this box.

Your company details will be published on the BOSS Federation website. Should you prefer not to have these details shown, please tick this box.

Your details will be held on a database that may be supplied to carefully selected marketing partners whose offers may be of interest to you. Please tick this box if you do not wish to receive this information.

If you wish to receive further information regarding the RSMG please tick here

[For Terms & Conditions, please see overleaf](#)

Return to:

BOSS Finance Dept, 2 Villier's Court, Meriden Business Park, Copse Drive, Coventry, CV5 9RN
Telephone 01676 526 031 fax 01676 526 034
E-mail elaine.piddock@bpif.org.uk

Terms and conditions

Subscription scheme rules - summary:

Membership commences when your application is approved and is renewed every 12 months unless BOSS is notified in writing (3 month notice period applies).

Subscription Basis

1. Subscription rates are set on 1 April each year.
2. The subscription rate applicable for each grade is determined by the member's turnover in the UK and number of employees the member has on payroll. Employees to be counted: All employees of the business are to be included. Membership may be restricted at BOSS' discretion either to a part of the business by location or to a clear business unit.
- 2a. The subscription rate of associate members is determined by the value of sales to the office supplies and services industry.
3. Part-time employees are to be counted as employees. If more than 20% of the employees of a member are part-time the member may apply at BOSS' discretion to have their subscription based on full-time equivalent numbers.
4. If employee numbers are distorted up or down by seasonal factors, either BOSS or the member can require the subscription to be based on the average number of employees over the year.
5. Changes in employee numbers during the year will not affect the subscription for the year.

Consequences of late payment

6. All services and membership rights will be suspended if payment is not made within 30 days of the due date.
7. Interest at base rate + 4% will be chargeable from the due date of any payment until payment is received.

Changes in membership grades

8. Members may increase their membership grade at any time.
9. Members may not reduce their membership grade, unless they have been at their current grade for at least one year.
10. Former members who rejoin within twelve months of resignation cannot do so at a lower grade than that held on resignation.

Resignation and refunds

11. The minimum period of membership is six months. After this, members may resign by giving three months' notice in writing.
12. Refunds will be made of the difference between the subscription paid and amount due; the amount due will be the proportion of the annual subscription due up to the end of the month in which resignation is effective, plus a charge of £30.

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Tribunal terms and conditions

BOSS obligations

1. To provide a service through its Legal Department dealing with advice and representation at Employment Tribunals for members who satisfy the conditions set out below.
2. The advice to include the chances of success at Tribunal and the likely level of compensation should the chances of success be less than 50%.

Conditions

1. Advice must be sought from the members Business Centre at the outset of any business decision which could result in a claim at an Employment Tribunal.
2. Advice and guidance (including that delivered through our partner the BPIF) must be sought throughout any resultant process.
3. Advice must be followed throughout any resultant process.
4. Exceptions incidents of which the company could have had no warning (e.g. constructive dismissal, discrimination and harassment) may be covered, at the Federation's discretion. Such discretion will be exercised according to findings as to the likelihood that the member ought to have suspected that such an incident might happen.
5. The member must forward IT1 immediately on receipt of the same. Failure to do so will mean that the member is required to forward the IT3 to the Tribunal itself, prior to the Legal Departments involvement.
6. The member must notify BOSS immediately of any possible claim, whether or not an IT1 has been received.
7. The member must co-operate throughout with the Federation's Business Centres and Legal Department, and answer correspondence promptly.
8. If at any time the member declines to accept either the Federation's advice, then BOSS will withdraw its cover.
9. In particular, but without prejudice to the generality of para 8, should the Legal Department advice be that settlement at a specific figure should be pursued and the member declines to settle for that figure, then BOSS will withdraw its cover.
10. For clarity, if the Applicant will not settle for a reasonable figure, then the members cover will remain, despite the Federation's advice that the member will not be successful at Tribunal.
11. Occasionally experts reports on eg. medical conditions may have to be obtained. The member will be liable for that expense.
12. Occasionally difficult points of law will emerge which will need specialist Counsel to advise/represent at Tribunal. If the Legal Department so advises, then the appointment of Counsel will be at the members expense. If the member declines to agree to the appointment of Counsel, then cover will continue and will use its best endeavours to ensure adequate representation but the member understands that it is at his own risk.
13. If the Legal Department advises that the member should Appeal any decision, then the Legal Department will advise on and prepare the case, but representation will be by Counsel at the EAT and other higher courts and will be at the members expense.
14. Whilst BOSS will make every effort to ensure that there are no clashes of hearing dates, it is sometimes unavoidable that two hearings are listed for the same day. In these circumstances it is the policy of BOSS that the hearing listed first will be attended by the representative. It is at the members discretion as to whether he prefers to attend his own hearing without representation, or allows the Legal Department to instruct Counsel to represent him, at his own expense.