

## **UPGRADE TO FULL MEMBERSHIP**

Full Membership of the European Relocation Association is open to companies whose commercial activities are related to and whose income is derived from private individuals or corporate bodies for the provision of relocation services.

A relocation company is deemed to be any such organisation offering a range of services designed to facilitate the mobility of individuals, or groups of individuals and their families. Such services may be delivered in the departure or destination area or both.

## **AS A FULL MEMBER YOU WILL**

Receive assistance from the Association, should this be required. Be entitled to a standard entry in the Association's Handbook and Website.

Receive the Association's newsletter and/or the e-EuRA newsletter. Have full voting rights.

Be entitled to use the European Relocation Association's logo on any printed material or in any advertisement.

Be invited to attend any regional, national or international meetings, seminars and conferences.

## **REQUIREMENTS FOR ADMISSION AS A FULL MEMBER**

To adhere to the European Relocation Association's Rules of Conduct. Please sign the attached copy and return together with your application.

To have traded as a relocation agent for at least two years, proof of company registration must be supplied.

To complete this application form, providing the names and addresses of three customers, for whom work has been carried out in the last 12 months. These clients will be contacted by EuRA for references.

### **Contact Details:**

9 & 10 Diss Business Centre, Diss, IP21 4HD  
Phone +44(0) 1379 640 883  
Email [enquiries@europa-relocation.com](mailto:enquiries@europa-relocation.com)  
Web [www.europa-relocation.com](http://www.europa-relocation.com)

Registered in England and Wales No. 3690726  
Registered Office: Beaver House, 23-38 Hythe Bridge Street, Oxford, OX1 2EP



## SECTION 1 ~ GENERAL INFORMATION

Company or Trading Name \_\_\_\_\_

Full Name \_\_\_\_\_

Position \_\_\_\_\_

Address \_\_\_\_\_

Country \_\_\_\_\_ Telephone No/s \_\_\_\_\_

Fax No \_\_\_\_\_ Email \_\_\_\_\_

Website \_\_\_\_\_ VAT No \_\_\_\_\_

Number of employees directly employed Full time \_\_\_\_\_ Part Time \_\_\_\_\_

Other relevant information e.g. is your company a subsidiary of another Company?

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## SECTION 2 ~ TRADING INFORMATION

How long has your organisation been offering relocation services?  
\_\_\_\_\_

Please state the geographical area in which you offer relocation services  
\_\_\_\_\_

Date attended EuRA seminar 'The Fundamentals of Relocation' \_\_\_\_\_

Please enclose any promotional literature and give a brief description of your services

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How do you plan to develop your company over the next five years? \_\_\_\_\_

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## SECTION 3 ~ REFEREES

**1** Customer Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Position \_\_\_\_\_  
Address \_\_\_\_\_  
Relationship HR dept / Relocated Employee / Other (Please specify) \_\_\_\_\_  
Email \_\_\_\_\_ Fax No \_\_\_\_\_

**2** Customer Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Position \_\_\_\_\_  
Address \_\_\_\_\_  
Relationship HR dept / Relocated Employee / Other (Please specify) \_\_\_\_\_  
Email \_\_\_\_\_ Fax No \_\_\_\_\_

**3** Customer Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Position \_\_\_\_\_  
Address \_\_\_\_\_  
Relationship HR dept / Relocated Employee / Other (Please specify) \_\_\_\_\_  
Email \_\_\_\_\_ Fax No \_\_\_\_\_

I/We \_\_\_\_\_ Of \_\_\_\_\_

apply for Full Membership of the European Relocation Association and agree to abide by the rules of conduct and objectives of the EuRA.

I/We declare that my/our income is derived from private individuals and/or corporate bodies and that my/our activities are aimed at providing relocation services and that these services are solely provided in the best interests of my/our clients

I/We hereby indemnify and hold harmless the European Relocation Association against any claims arising from my/our activities

Full Membership will apply once your application is accepted in writing and where payment of the current years subscription has been made.

Signed: \_\_\_\_\_ Date and Place: \_\_\_\_\_

*NOTE: Any false declaration on the application for membership or any failure to abide by the rules of conduct of EuRA will result in immediate termination of membership and the forfeit of any membership and/or administration fees paid. This form will be treated with the strictest confidence.*

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## ★ RULES OF CONDUCT

- ★ Every member shall abide by the objectives and rules of the Association.
- ★ Members will abide by the legislation of their home country.
- ★ A member shall not seek business or conduct business by improper or illegal means.
- ★ Members will always work solely in the best interest of the clients by whom they are retained.
- ★ Members will not misrepresent themselves or the services which they offer or any subject property or the European Relocation Association.
- ★ Members will not accept instructions from clients whose requirements cannot possibly be met.
- ★ Members will maintain regular client contact to keep their clients informed as to progress, lack of progress and action been taken.
- ★ Any interest in a subject property must be declared to a client from the beginning.
- ★ Members will ensure that each client is aware of the terms and conditions upon which the services are being supplied.
- ★ All members will indemnify and hold harmless the Association against any claims arising from their activities.
- ★ When holding client's monies, members will hold such monies in a designated and regulated bank account and will maintain clear records of that account.
- ★ Members shall not misrepresent their class of membership nor will they claim membership when their membership has ceased.
- ★ Any alleged breach of the rules of conduct will be evaluated by the Regional Disciplinary Committee to which the alleged member in breached is associated. In the absence of a Regional Disciplinary Committee or in the case of a dispute or appeal, the issue will be judged by the Council of the Association. The decision of the Full Council will be binding.
- ★ Members will treat with confidence all information supplied by clients.
- ★ Members will not act as selling or letting agents.
- ★ Members may not accept any commissions, payments or other inducements offered by any third party as a result of transactions undertaken on behalf of a client without the prior knowledge and agreement of that client.

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I/We have read and understand these rules and agree to abide by them at all times.

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

On behalf of \* \_\_\_\_\_

*\* Please insert the name of your company*

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