

# Federation subscriber application form



Please read the terms and conditions on the back and return this form along with a **50 word description of your organisation**.

Complete **ALL** sections of this form in **BLOCK CAPITAL LETTERS**.

## Organisation information

Public and third sector       Private sector SME\*       Private sector large

Organisation name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_ Website address \_\_\_\_\_

Telephone number \_\_\_\_\_ Fax \_\_\_\_\_

Organisation email \_\_\_\_\_

Please tick below which sector your organisation belongs to:

- Charity
- Finance
- Housing
- Human resources
- IT
- Legal
- Training, consultancy and conferences
- Other \_\_\_\_\_

How did you hear about us?

- Previous affinity partner/subscriber
- Advertising
- Direct mail
- Federation event
- Federation website
- Word of mouth
- Telemarketing
- Other (please give details) \_\_\_\_\_

## Contact information

Title \_\_\_\_\_ First name \_\_\_\_\_ Last name \_\_\_\_\_

Job title \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

## Payment information

I enclose a cheque payable to the National Housing Federation

Please debit my debit/credit card:

Visa     Mastercard     Maestro     Solo     Electron

(We do not accept Diners Card or AMEX)

/  /  /

Start Date  /     Expiry Date  /

Issue no (debit cards only)     3 digit security code

Name on card \_\_\_\_\_

Card holder's signature \_\_\_\_\_

Date \_\_\_\_\_

I have paid by BACs and attach the remittance advice (please quote **FEDSUB08** on all BACs transmissions)

**National Housing Federation Bank Account details are:** LloydsTSB, Kings Cross branch, 344 Grays Inn Road, London

Federation Sort Code: 30-94-73    Account No. 00113238    VAT No. 830739035    Registration No. 302132

I require a pro-forma invoice (please note that your application cannot be processed until we have received full payment)

## Declaration

I have read and understood the terms and conditions of the Federation Subscriber scheme.

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

### Fees frozen for 2009/10

**Public and third sector subscribers:** £950 + VAT

**Private sector subscribers:**

SMEs\*      £1,500 + VAT

Large      £5,000 + VAT

\* SMEs are defined by turnover as outlined in the Companies Act ie small companies and medium sized enterprises with an annual turnover of £22.8 million or less.

**Please return by:** Post – Business Development, National Housing Federation,  
Lion Court, 25 Proctor Street, London, WC1V 6NY

Fax – 020 7067 1015

**What next?** Once your application and payment has been received and accepted, we will send you an email to confirm your subscription.

FSUB001

# Terms and conditions



Where the term 'Federation' is used, it refers to the National Housing Federation.  
Subscribers are those organisations who have paid their subscriptions in full.

- 1. Payment**
  - 1.1 Subscription fees must be paid in full before subscription can begin
  - 1.2 Subscription is available for 12 months
- 2. Statutory compliance**
  - 2.1 All subscribers agree to ensure that they remain compliant with all data protection legislation
  - 2.2 All subscribers are required to comply with any other legislation relevant to their transactions with the Federation or its members
  - 2.3 Transactions include the use of information provided by the Federation
- 3. Refusal and termination**
  - 3.1 The Federation may terminate the scheme at any time
    - 3.1.1 If the Federation terminates the scheme, they will provide 30 (thirty) days notice of its decision
    - 3.1.2 If the Federation terminates the scheme, a pro-rata refund of any subscription fees will be paid to the individual subscriber, less any unpaid monies owing to the Federation or its agents
  - 3.2 If the subscriber terminates their subscription, there will be no refund for monies already paid
  - 3.3 The Federation may refuse or terminate any subscription where it feels the subscriber's actions/views/corporate policies run contrary to the Federation's work
  - 3.4 The Federation may refuse or terminate any subscription where it feels the subscriber's business is in competition with the Federation
  - 3.5 If the Federation terminates an individual subscription for failure to comply with the terms and conditions of the scheme, there will be no refund of subscription fees already paid
  - 3.6 Charities and Industrial and Provident societies, registered in England who provide housing, including housing associations, are not eligible to join the scheme. They are instead eligible to apply for Federation membership
- 4. Renewal**
  - 4.1 All subscriptions will run for a 12 month period beginning on the date an application is processed unless otherwise notified by the Federation.
  - 4.2 The Federation will renew an individual subscription each subscription year automatically, unless notified of the individual's intention to terminate the agreement
    - 4.1.1 Where an invoice is issued, it must be paid before the subscription period begins, or within 30 days, whichever is sooner
- 5. Branding**
  - 5.1.1 The Federation subscription logo remains at all times the property of the Federation and may not be reproduced without its permission
    - 5.1.1.1 Unless notified to the contrary, fully-paid up subscribers have permission to use the Federation subscription logo only
  - 5.1.2 Use of the Federation subscription logo must cease upon notice from the Federation
  - 5.1.3 Subscribers may not use the Federation member logo, or any other logo not expressly provided for under the terms of this agreement.
  - 5.1.4 Subscribers may not describe themselves as either full or associate members of the Federation.
- 6. Jurisdiction**
  - 6.1.1 This agreement is made under the jurisdiction of the law of England and Wales
- 7. Complaints**
  - 7.1.1 The Federation will investigate all complaints about subscribers made by its members
    - 7.1.1.1 All subscribers will be notified of any complaints made against them
    - 7.1.1.2 If the Federation upholds the complaint, it may terminate the subscription without further notice
    - 7.1.1.3 The Federation's decision is final
- 8. Miscellaneous**
  - 8.1 Subscribers must not bring the Federation into disrepute, breach of this condition will terminate this agreement immediately
  - 8.2 The Federation subscribers are at all times acting on their own behalf and are not acting as the Federation's agents or are in any way being held-out as acting for the Federation or its subsidiaries
  - 8.3 Subscribers must promote their affiliation in accordance with the Federation subscriber scheme guidelines
- 9. Disputes**
  - 9.1 All parties to this agreement agree to refer any disputes arising to Alternative Dispute Resolution (ADR) in the first instance
- 10. Third parties**
  - 10.1 The Contract (Rights of Third Parties) Act 1999 is expressly excluded from this agreement