



PRIVATE MEMBERSHIP

APPLICATION PACK

Applications for Private Membership of CIVEA can only be considered if the applicant provides all the required documentation and meets the eligibility criteria for membership of the association. If the application for membership is successful, the member will observe and abide by the principles in the CIVEA Rules of the Association and the CIVEA Code of Practice.

In all cases, membership applications will be considered by members of the Executive Council after receipt of all the necessary documentation.

The subscription cost for Private Membership is £432 per annum which will be billed upon approval of your application. The subscription fees are reviewed annually.

Private Membership is open to any certificated enforcement agent and the member is entitled to the following benefits:

- Information on current developments, sent to a personal e-mail address.
- Subject to the annual subscription being paid, a certificated enforcement agent's bond at no extra cost.
- An opportunity to voice opinions on developments and influence changes.
- Brief personal contact details displayed on this website (not business details).
- A copy of the quarterly edition of Enforcement News.

To apply please send us:

- A completed Private membership application form.
- A copy of your current Enforcement Agent Certificate
- A copy of two professional references, including an employer reference if applicable
- Sample letterhead used by the business.
- Sample forms used by the business: these must include copies of all Statutory Notices in addition to any other letters or forms used.
- Searches from the Registry of County Court Judgments against your name and your trading name(s) for all addresses during the past 5 years.
- Copy of professional indemnity insurance cover.
- Brief details of experience working within the enforcement industry including the businesses worked for and when.



APPLICATION FOR PRIVATE MEMBERSHIP OF CIVEA

Section 1

Applicant Information – Personal Information

Full name: _____

Any previous names used: _____

Home Address: _____

Email Address: _____

Home Telephone: _____ Mobile: _____

Years at this address *(If less than 10 years, please complete section 2)* _____

Which details should the association use to contact you *(please tick)*

Home

Business

Are you:

Self-Employed

YES NO

(If yes complete section 2)

Employed

YES NO

(If yes complete section 3)

CIVEA, PO Box 745, Wakefield, West Yorkshire WF1 9RJ

tel: 0844 893 3922 email: admin@civea.co.uk web: www.civea.co.uk

The Civil Enforcement Association Ltd. A company limited by guarantee. Registered in England and Wales No. 7605050
Registered office: c/o DPC Chartered Accountants, Stone House, Stone Road Business Park, Stone Road ST4 6SR



Section 2
Self Employed Applicants

Name of your business and full trading name: _____
(if different) _____

Years trading at this address (If less than 10 years please complete section 4) _____

- I am a sole proprietor
- I am a partner

If you are a partner, give the full names of the other partners:

Full Name: _____
Full Name: _____
Full Name: _____

Section 3
Employed Applicants

Name of Employer: _____
Names of associated businesses/trading names _____



If a Limited Company, address of registered office: _____

Full names of Proprietors, Partners or Directors: _____

Number of years employed: _____
(if less than 10 please complete section 5)

Section 4
Previous Addresses

Previous addresses within the last ten years. Please indicate whether home or business and the dates to and from
(continue on a separate sheet if necessary)

Address: _____

Home Date from: _____
Business Date to: _____



Address: _____

Home Date from: _____
Business Date to: _____

Section 5
Previous Employment/Self Employed during the past 10 years

Please provide details of the name and address of your employer(s), your position on leaving and dates of employment:
(Please continue on a separate sheet if necessary)

Employer Name: _____
Address: _____

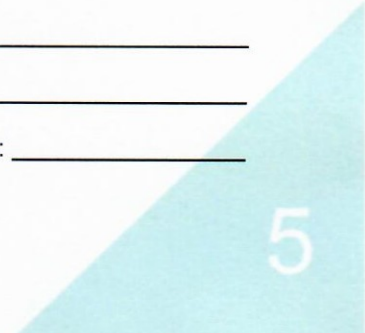
Position: _____ From: _____ To: _____

Employer Name: _____
Address: _____

Position: _____ From: _____ To: _____

Employer Name: _____
Address: _____

Position: _____ From: _____ To: _____





Section 6
Type of work undertaken

Tick all types of work that apply:

- | | | | | | |
|---------------|--------------------------|-------------------|--------------------------|----------------------|--------------------------|
| Auctioneer | <input type="checkbox"/> | Estate Agent | <input type="checkbox"/> | Process Serving | <input type="checkbox"/> |
| Enquiry Agent | <input type="checkbox"/> | Sheriff's Officer | <input type="checkbox"/> | Enforcement Services | <input type="checkbox"/> |
- Other (please specify) _____

Section 7
Professional Information

Delete or complete as appropriate:

1. Do you hold an Enforcement Agent Certificate? (if no, please email: admin@civea.co.uk for further details)

YES NO

2. Please give details of the issuing court and date of renewal:

Court: _____ Renewal Date: _____

3. Have you ever been refused an Enforcement Agent Certificate or had one revoked?

YES NO

If Yes, please provide further details of when, where and the reason for refusal or revocation:



4. Have you previously applied for membership of CIVEA?

YES NO

If Yes, please give details, including the dates:

5. Have you ever had a court judgment made against you?

YES NO

If Yes, please give details, including the dates:

6. Have you ever been served with a statutory notice under the Insolvency Act 1986?

YES NO



If Yes, please give details, including the dates:

7. Have you ever been convicted of a criminal offence?

YES

NO

If Yes, please give details, including the dates:

8. Have you ever had a financial claim made against your Enforcement Agent Bond awarded by the court?

YES

NO

If Yes, please give details, including the dates:



Please provide details of other professional bodies which you belong to or have applications pending and any other information which may be relevant to your application.





Section 8
References

Give the names, addresses, email and telephone numbers of two professional references one of these should be your current employer or, if self-employed, a client.

REFERENCE 1

Full Name: _____

Occupation: _____

Mobile telephone: _____ Email: _____

Address: _____

REFERENCE 2

Full Name: _____

Occupation: _____

Mobile telephone: _____ Email: _____

Address: _____

Section 9

Statement by person making the application

PLEASE READ THIS INFORMATION CAREFULLY. A COPY OF THE CIVEA RULES AND THE CODE OF PRACTICE CAN BE OBTAINED FROM CIVEA UPON REQUEST.

DECLARATION:

- I hereby apply for private membership of CIVEA.
- I give the association my unqualified consent to investigate and make any enquiries for the purpose of ascertaining my suitability for admission as a private member.
- I undertake that the details I have given in this application are true and accurate to the best of my knowledge and belief.
- I understand that should any information that I have supplied in this application is found to be inaccurate or false then this application will be rendered void and my membership subject to cancellation and any subscription paid forfeit at the absolute discretion of the association's Executive Council.
- I understand that admission to membership of the association is subject to reference checks, approval by the membership and is at the absolute discretion of the Executive Council of the association.
- If accepted as a private member of the association I undertake to abide by CIVEA's Rules and Code of Practice and any additional professional standards introduced by CIVEA, which apply at the time.
- I understand that failure to conform to those Rules, Code and standards, if I act illegally, or if it is believed that I have brought the civil enforcement profession into disrepute I may be subject to disciplinary proceedings under the Rules of the association.
- I understand that any Enforcement Agent bond issued by CIVEA becomes invalid if my membership ends, for whatever reason.
- I undertake to reimburse CIVEA for any claim by a court on an Enforcement Agent bond issued by the association.
- I undertake to pay the subscription annually and in full by the due date.
- I understand that as a private member I am not entitled to use the CIVEA logo on any website or business correspondence nor imply that any business with which I am associated is a member of CIVEA.
- I declare that I am the holder of a current Enforcement Agent certificate and understand that if that certificate lapses or is revoked my membership would cease with immediate effect.

Signed _____ Date _____



CHECKLIST

I have enclosed the following papers *(which should be originals or true copies of the original)*:

- The completed membership application form
- Searches from the Registry or County Court Judgments against my name, my company name(s) and for all addresses during the past 5 years.
- Sample business letterhead
- Sample forms used by my business *(these must include copies of all Statutory Notices in addition to any other letters or forms used)*
- Copy of my valid professional indemnity insurance cover
- A copy of my enforcement agent certificate
- Brief details of my experience working within the enforcement industry including the businesses worked for and when and any other information to support my application.
- Continuation sheets where applicable, clearly referenced and including your details

Completed applications and supporting documentation should be sent to:

**CIVEA
P O Box 745
Wakefield
WF1 9RJ**

Enquiries can be made by email to admin@civea.co.uk