

ASAP Partner



Booking Agent Application Form

AS A BOOKING AGENT YOU WILL:

1. Receive assistance from the Association, should this be required.
2. Be entitled to an entry on the ASAP website.
3. Receive the Association's newsletter.
4. Be entitled to use the Association's logo on any printed material or in any advertisement.
5. Be invited to attend any regional or national meetings, seminars and conferences.

REQUIREMENTS FOR ADMISSION AS AN BOOKING AGENT

- To have been acting as a booking agent for serviced apartments for a minimum of 12 months.
- To be nominated by an existing member of the ASAP.
- To have signed the enclosed Code of Conduct.
- To provide copies of all promotional material, as well as any other information that may assist the Membership Committee when considering your application.
- To provide evidence that you/your firm have all relevant Insurances e.g. Public Liability & Business Insurance i.e. a photocopy of the Insurance Certificate or receipt of purchase.
- To provide a short summary of the activities of your company.

INSTRUCTIONS FOR COMPLETING THIS FORM

Please complete this form in black or blue ink.

COST

Subscription Fee £750.00 + £131.25 VAT Total £881.25



Payment can be made by cheque or by bank transfer.

Bank: Bank of Scotland, 38 St Andrew Square, Edinburgh EH2 2YR
Sort Code: 80-11-00
Account No: 06091292

Address: Unit 10, Diss Business Centre, Dark Lane, Diss, Norfolk IP21 4HD United Kingdom

Telephone: 08700 73 74 75

Facsimile: 01379 641940

Email: office@theasap.org.uk

Web: www.theasap.org.uk



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SECTION 1 - GENERAL INFORMATION

1.1 Company or Trading Name : _____

Full Name : _____

Address : _____

Address: _____

Tel. No : _____ Fax No : _____

Website : _____ Email : _____

Company Registration No: _____ VAT number : _____

When was your firm establish? _____

SECTION 2 - NOMINATION DETAILS

3.1 NOMINATED BY: _____ a Full Member of the ASAP

SECTION 3 - DECLARATION

I / We: _____

Of: _____

apply as a Booking Agent Partner of the Association of Serviced Apartment Providers and agree to abide by the Code of Conduct and aims of the Association.

I/We hereby indemnify and hold harmless the Association of Serviced Apartment Providers against any claims arising from my/our activities.

I / We enclose the relevant subscription and enrolment fee, together with all VAT payable.

Signed: _____ Date: _____

Any false declaration on this application or failure to abide by the Code of Conduct of ASAP may result in the termination of your partnership and the forfeit of any fees paid.

Partnership is not valid until it is confirmed in writing, full payment has been received and the Code of Conduct is signed.

Booking Agent Partners may be excluded from certain ASAP activities. Booking Agent Partners do not have voting rights.

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CODE OF CONDUCT

1. Every member shall abide by the Association's Code of Conduct. If a member is found in breach of the Code of Conduct, the member must abide by the findings of any disciplinary hearing.
2. Members must have all relevant insurances.
3. A member shall not seek business or conduct business by improper or illegal means.
4. Members must accurately represent the properties being marketed and promoted by their Agency and ensure that it is clear that they are not the owner/operator.
5. Members shall not misrepresent the Association.
6. Members shall ensure each customer is aware of their terms and conditions and ensure that they are easily understood.
7. All members will indemnify and hold harmless the Association against any claims arising from their activities.
8. In the event of a member becoming bankrupt, insolvent or making an arrangement with their creditors their membership of the Association will be terminated.
9. Members must provide information to enable any customer to communicate with the Association to provide feedback on their experience of a member company.
10. Members must do all they can to promote the Serviced Apartment industry by any means and support the aims of the Association.

Signed : _____ Date: _____

Trading Name : _____

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