



# TICA

Thermal Insulation Contractors Division

## 2010

# European Membership Application

*Membership through ownership...*



## TICA Membership

### What is TICA?

The acronym **TICA** stands for **Thermal Insulation Contractors Association**. TICA is a Trade Association representing anyone in the industrial thermal insulation industry. TICA emerged to ensure the industry is highly represented with the express intention of creating and improving standards.

### Objectives:

**TICA's** main aims and objectives are to:

- Create and improve overall industry standards in the thermal insulation industry.
- Offer advice and support to its Membership to ensure the highest quality of service.
- Act positively to promote best working practices.
- Provide training to the thermal insulation industry through **IETA** (Insulation & Environmental Training Agency), a division of TICA.
- Offer Membership and Training to companies involved in the asbestos industry through its separate division; **ACAD** (Asbestos Control & Abatement Division).

### How is TICA structured?

**TICA** has a Governing Council (created by 12 Member companies), Chief Executive, Membership & Publications Co-ordinator and an Administrator. To support TICA with the training, **IETA** has a Manager, two Training Administrators, four tutors and three Training Officers.

The division of **ACAD** also has a Manager, Membership & Publications Co-ordinator, Training Co-ordinator, three Trainers and a Technical Committee.



## European Membership

This TICA Membership is appropriate for companies involved in the Thermal Insulation Contracting Industry as a Thermal Insulation Contractor whose head office is resident outside of the boundaries of the UK.

### European Membership Qualifications:

- Minimum trading period 2 years.
- Submission of latest accounts.
- Satisfactory insurance cover.
- A sponsor who is an existing TICA member.
- 1 reference from a Client.
- 1 reference from a Supplier.
- Health and Safety Policy.

### European Membership Benefits:

- Access to TICA Regional Meetings as a non-voting participant.
- May have industrial relations representation.
- May receive all information relating to TICA including newsletters on a regular basis.
- Publications (National Agreement etc).
- Business Support Helpline.
- May have access to negotiated Private Healthcare scheme.
- Commercial Support Helpline.
- Qualification for TICA Insurance Scheme.
- Access to a Members Only Section with log-in and interactive Member Location Map on [www.tica-acad.co.uk](http://www.tica-acad.co.uk).
- Able to display TICA logo.

### Welfare Benefits:

Under Appendix 2 of the TICl National Agreement, employees have entitlements to agreed weekly sick pay, death and occupational accident benefits. Employers are required either to provide these benefits through the Welfare Benefits Scheme, operated by Welplan Limited, or to provide equivalent benefits through an alternative provider.

Full details of the benefits and qualifying conditions are operated by Welplan. The contact details for Welplan are as follows:

Welplan Limited  
Old Mansion House,  
Easmount Bridge,  
Penrith,  
Cumbria  
CA10 2BX



## Membership Fees:

Should the applicant not have been trading in the UK for 2 years or more the annual membership fee will be £915.00 + VAT per annum for the first year of membership, then for subsequent years annual TICA European Membership subscription is based upon a percentage of the insulation turnover. The figure is 0.154% of insulation turnover with a minimum subscription of £915.00 + VAT and a capped fee of £13,500.00 + VAT per annum.

**Plus The TICA Training Levy of £140.00 per operative.**

An **Annual Return Form (attached)** must be submitted to TICA every year. Subscription figures are calculated from the Annual Return and invoices are sent in January of each year with the following payment options; BACS, cheque, credit card or standing order of 6 instalments. The invoices must be paid promptly to ensure continued membership.

**\*For dual Membership of TICA and ACAD, the ACAD fee of £1140.00 + VAT per annum would be reduced by 50%.**

## Application Process:

Complete and return this application form and upon receipt of this, an acknowledgement letter will be sent to you and your references taken. Subject to satisfactory references, the application will be circulated first to the TICA Chief Executive and finally to the Governing Council for approval.



FOR OFFICE USE ONLY: Received...../...../.....			Approved by CEO...../...../.....			Initials.....		
Ack sent ...../...../.....			Refs sent ...../...../.....			C rtnd ...../...../.....		
S rtnd ...../...../.....			Committee Appr ...../...../.....			Inv sent ...../...../.....		
Inv: .....			Maytas/email/accounts/cert/card/letter/logo/HL/NA					
Mem No: .....			Pymt Rcvd: ...../...../.....			Mktg Src: .....		

**Thermal Insulation Contractors Association**  
**Application for European Membership**  
**Section A**

Name of Company: .....

Contact: .....

Address: .....

.....

.....

..... Post Code: .....

Telephone No: ..... Fax No: .....

Email: ..... Website: .....

Addresses of Branches (continue on separate sheet if necessary): .....

.....

Post Code: ..... Telephone No: ..... Fax No: .....

Company Registration No: ..... VAT Reg No: .....

Description of Business:

.....

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.....

Traded for 2 years in the insulation industry: YES / NO      Length of Time: .....

Name and Addresses of Bankers: .....

..... Post Code: .....

WHERE DID YOU HEAR ABOUT TICA:

.....



## Section B

Do you have insurance cover for:

Limit of Indemnity	Name of Insurers	Policy No.
a) Employers Liability	.....	.....
b) Public Liability	.....	.....
c) Contractors All Risks	.....	.....

Would you confirm that the Insurances listed include for Asbestos Removal Operation  
YES / NO

## Section C

Reference from a Client to whom application can be made for a Statement on Insulation work undertaken within the past two years:

Contact & Client Name: .....

Address: .....

..... Post Code: ..... Tel No: .....

Email: .....

## Section D

Trade Reference from a Supplier to whom application can be made:

Contact Name: ..... Company Name: .....

Address: .....

..... Post Code: ..... Tel No: .....

Email: .....



**Section E**

Reference from an existing Member of TICA (if applicable):

Name of Member Company: .....

Address: ..... Post Code .....

**Section F**

Name of all Directors or Partners as at the date of application:

.....  
.....  
.....  
.....  
.....  
.....

If a Limited Company, names of all Shareholders and Nominees:

.....  
.....  
.....  
.....  
.....  
.....

If a Subsidiary of another Company:

Name of Parent Company: .....

Address: .....

..... Post Code: .....

If Associate of other Companies:

Name of Associates: .....

Address: .....

..... Post Code: .....



## Section G

We hereby apply for European Membership of TICA and confirm that the information given is correct and will ensure that the annual labour survey will be completed and returned on time. We also understand that failure to complete a return will result in assessment being made which can only be reversed by direct appeal to the Governing Council.

If accepted to membership we undertake to conduct business affairs in an ethical manner and act at all times in a manner which will enhance the reputation of the Thermal Insulation Contracting Industry. We will operate to the Working Rules and Conditions Industry (NATICI) and, where appropriate, the National Agreement for the Engineering and Construction Industry (NAECI). We agree to abide by the constitution of the TICA and any subsequent amendments to it agreed by the Members in general meeting.

We agree to use the Asbestos Removal Training Modular Training Programme for our entire workforce involved or likely to be involved in the removal of asbestos.

**Signature:** .....

**Print Name:** .....

**Position Held in Company:** .....

**Date:** .....

**Please enclose with your application:**

- A. Copy of your last Accounts.
- B. Copy of your Asbestos Removal Licence (if applicable)

**Termination of Membership**

A member may resign from the Company by delivering to the Company not less than (3) calendar months' prior written notice. Should any notice of resignation be received by the Company from a member subsequent to 1<sup>st</sup> October, that member shall remain liable to pay all Subscriptions for the current financial year and the next following financial year.



## ANNUAL RETURN FORM - ALL SECTIONS MUST BE COMPLETED

### SECTION A (Turnover)

This section should be the figures from your annual accounts for the year ended between  
**1<sup>st</sup> July 2008 and 30<sup>th</sup> June 2009.**

Annual Turnover (Insulation & Asbestos Removal if applicable) .....

Percentage of Turnover on Asbestos Removal Work .....

*\*Please enclose Signed Auditors Certificate or Extract of Latest Annual Accounts\**

### SECTION B

Average number of employed in period **1.8.08 – 31.7.09** .....

a). Foreman/Supervisor/Chargehands .....

b). Thermal Insulation Engineers (Direct Hire) .....

c). Asbestos Removers (Direct Hire) .....

d). Thermal Insulation Engineers (Sub-Contractors) .....

e). Asbestos Removers (Sub-Contractors) .....

f). Apprentices .....

g). Labourers .....

h). Other Craft Trades including Sheet Metal Workers etc. ....

#### TOTAL

Number of above registered as Advanced Craftsman for work in scope of NAECI (Blue book) .....

### SECTION C

I declare the above information is correct and that it is given on the understanding that no individual figures of members will be disclosed.

**Signed** ..... **Print Name** .....

**Position** ..... **Date** .....



**PLEASE RETURN TO:**

**Electronically**

**angelabradshaw@tica-acad.co.uk**

**Via Post**

**Angela Bradshaw  
TICA House  
34 Allington Way  
Yarm Road Business Park  
Darlington  
Co. Durham  
DL1 4QB**

**\*\*Electronically preferred to save paper for environmental reasons\*\***

**Any Questions**

**T: 01325 734133**

**F: 01325 487691**

**www.tica-acad.co.uk**

