**Application for Membership of BCA**

*Once completed this document is confidential to the applicant and the BCA Secretary General.*

*Information provided, including personal information, will be held and processed in accordance with data protection law and BCA’s data protection policies and procedures.*

**About the British Cables Association (BCA)**

The mission of the BCA is to represent its members on relevant major policy issues, to promote the interests of UK cable makers and associated businesses throughout Europe and the world-wide markets and, where appropriate, to provide services with the objective of contributing to the commercial success of the UK cable and cable systems industry.

The BCA is a forum for matters of common interest to cable makers and associated businesses (‘the cable industry’) throughout the UK. The Association seeks to provide services, including technical representation, more efficiently and effectively than can members individually. The primary focus of the role is to deliver the agreed objectives in an effective and timely manner.

BCA operates as a trade association under the requirements of competition law and its members are required to adhere to the BCA competition law checklist when conducting BCA business.

The Cable Makers Properties & Services Ltd is the legal entity and trading company for BCA.

**Application Process**

Membership of BCA is open to registered companies only. Companies interested in applying to join the BCA should initially contact the BCA’s Secretary General for an informal discussion, to explore the company’s areas of interest and activity, and to establish eligibility and category of membership.

Formal application for membership starts with the completion of this form. The Secretary General will provide the applicant company with an indication of the expected level of annual fee contribution based on category of membership, company turnover and scope of activities. The applicant then signs the membership agreement, committing to the standard operating procedures of BCA and to the Terms & Conditions of Cable Makers Properties & Services Ltd. The applicant company is then proposed to the BCA Council, with a vote taking place at the next meeting or by correspondence.

Once accepted into membership, the company may freely participate in those BCA activities to which it has committed and be in receipt of BCA documents and information.

*It should be noted that cessation of membership by resignation requires a notice period of twelve months, during which subscriptions are payable and participation in activities may continue.*

**Contact**

Dr Jeremy Hodge, Secretary General, E: secgen@bcauk.org, T: 01296 631707, M: 07976 206324

**1. Applicant Company Details**

|  |  |
| --- | --- |
| Full Legal Name of Applicant Company |       |
| Company Registration Number |       |
| Trading Name (if different) |       |
| Full Postal Address |       |
| Main Telephone Number |       |
| General Email Address |       |
| Company Website Address |       |

|  |  |
| --- | --- |
| Application Completed By (Full Name) |       |
| Position in Company |       |
| Signature |       |
| Full Postal Address (if different) |       |
| Direct Telephone Number |       |
| Mobile Telephone Number |       |
| Direct Email Address |       |

**2. Company Activities and Scope of Business**

|  |  |
| --- | --- |
| Summary of company activities, including scope of products supplied. |       |

**3. Company Annual Turnover (Last Completed and Reported Financial Year)**

Please indicate your company annual turnover for products and services within the scope of your proposed BCA membership, including UK and export sales, direct and through distributors.

[ ]  Up to £1M

[ ]  Up to £5M

[ ]  Up to £10M

[ ]  Up to £20M

[ ]  Up to £40M

[ ]  Up to £60M

[ ]  Up to £80M

[ ]  Over £80M

*This information will be available only to the Secretary General and will be treated as strictly private and confidential. Significant changes in turnover should be notified to the Secretary General.*

**4. BCA Committees and Groups**

Please indicate the BCA sectors / services of interest.

[ ]  Energy Cables

[ ]  Energy Cables CPA

[ ]  Cable Accessories

[ ]  Cable Accessories CPA

[ ]  Supertension Cables

[ ]  Communications Cables

[ ]  Microduct Systems

Please indicate BCA committees intending to participate in.

[ ]  BCA Council

[ ]  Supertension Cables Committee

[ ]  Energy Cables Business Committee

[ ]  Energy Cables Technical Committee

[ ]  Energy Cables – Utility Cables WG

[ ]  Joint Working Group – Fire

[ ]  CPR Implementation Task Force

[ ]  Communication Cables Business Committee

[ ]  Communication Cables Technical Committee

[ ]  Cable Accessories Business Committee

[ ]  Cable Accessories Technical Committee

[ ]  Microduct Interest Group

**4. Company Contacts**

Please provide names and contact details for nominations to participate in BCA committees and working groups. Normally up to two participants per company per group are acceptable.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | Group: | Main BCA membership contact | T: |       |
|  | Name: |       | E: |       |
|  |  |  |  |  |
| 2 | Group: |       | T: |       |
|  | Name: |       | E: |       |
|  |  |  |  |  |
| 3 | Group: |       | T: |       |
|  | Name: |       | E: |       |
|  |  |  |  |  |
| 4 | Group: |       | T: |       |
|  | Name: |       | E: |       |
|  |  |  |  |  |
| 5 | Group: |       | T: |       |
|  | Name: |       | E: |       |
|  |  |  |  |  |
| 6 | Group: |       | T: |       |
|  | Name: |       | E: |       |

Please add additional names and contact details separately.

|  |
| --- |
| **COMPETITION LAW CHECKLIST FOR BCA MEETINGS** |
| **DO** | **DON’T** |
| Ensure strict performance in areas of: | Do not discuss or allow the exchange commercially sensitive information with other companies, including for example information on:  |
| **Oversight/ supervision:**Have a BCA representative at each meeting;Consult with where appropriate the Secretary General on all questions which might be related to competition law;Limit meeting discussions to agenda topics;Provide each attendee with a copy of this  checklist, and have a copy available for reference at all meetings. | **Prices, including:**Individual company/ industry prices, raw materials or other purchasing prices, price changes, price trends, price differentials, discounts, trade margins or any other element of pricing, allowances, credit terms, etc.;Terms and conditions of purchase or sale. |
| **Recordkeeping:**Have an agenda and minutes which accurately reflect the matters discussed;Ensure the review of agendas, minutes and other important documents by the designated chairman and appropriate staff in advance of distribution;Fully describe the purposes, structures and authorities of the group. | **Production, including:**Individual company data on costs, production, capacity, inventories, sales, etc.;Investment levels, production planning or output levels;Changes in individual company/ industry production capacity or inventories, etc. |
| **Vigilance:**Object to any discussion or meeting activities which appear to violate this checklist; ask for such activities to be stopped so that the appropriate legal check can be made by the Secretary General or senior person present and disassociate yourself from any such discussion or activities. For the attendees of a meeting at which discussions appear to violate this checklist, have your objection recorded in the minutes of the meeting; leave the meeting should such discussions continue and have this recorded in the minutes of the meeting. | **Transportation rates:**Rates or rate policies for individual shipments, including basing point systems, zone prices, freight, etc. |
| **Fringe meetings:**Be particularly cautious about competitive information being exchanged in informal gatherings and fringe meetings before/after trade association meeting.If such competitive information is discussed, make known your objection and leave the conversation. | **Market procedures, including:**Plans of individual companies concerning the design, production, distribution or marketing of particular products, including proposed territories or customers;Company bids for contracts for particular products, company procedures for responding to bid invitations;Matters relating to actual or potential individual suppliers or customers;Matters that might have the object or effect of influencing market conduct;Blacklist or boycott customers or suppliers. |

Reg Office: Cable Makers Properties & Services Ltd

Haines Watt, 46 High Street, Esher, Surrey KT10 9QY

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