

# Help you apply...

## Full Member

To be considered for membership of the British Jewellers' Association (a division of the British Jewellery, Giftware & Finishing Federation). This membership form is only for UK companies. If you would like any clarification or assistance please telephone us on 0121 237 1110. Please complete this form and return it to BJA, Federation House, 10 Vyse Street, Birmingham B18 6LT



Please note that only members of the BJA are permitted to use the BJA logo in their documentation, advertising materials, or in any other form. Any unauthorised use of the BJA logo will constitute an infringement of BJA's trademark. (Use by non-members or use by

members failing to renew their membership or who are in default of their payment subscriptions will constitute unauthorised use). The BJA reserves the right to charge all unauthorised users the sum of £500 for all unauthorised use of the BJA logo.

### BJA Data Protection Policy

As part of your membership of the British Jewellers' Association we will retain your details for the purpose of sending you information by post, fax, telephone or e-mail about BJA services and membership benefits. Unless you advise us that you do not wish them to be released, we may also supply your details in response to enquiries, in accordance with our key role of promoting members' services and products, and we may list your details on the BJA website. We may also disclose your details to third parties who have agreements with the BJA for the delivery of membership services and benefits. The BJA and the third parties may contact you by telephone, fax, mail or e-mail. BJA undertakes not to sell your details for any purpose. If you do not wish your details to be used in accordance with this policy, please advise the BJA Office.

### Optional extras

#### • Benevolent Society

Each year all BJA members are invited to make a voluntary donation to support the work of The Benevolent Society, the registered charity which provides for ex-employees from the jewellery, gift and allied industries.

#### • Exports

British Jewellery & Giftware Exports operate an additional range of services for active exporters. For further information on fees visit [BJGF.org.uk/export](http://BJGF.org.uk/export).

### Additional Categories

#### • Affiliate Membership

Members can have affiliate membership of other trade associations within the Federation.

#### • Corporate Class

Members can apply to have their subsidiary companies registered on the BJA database and receive all postal information.

#### • Group Membership

Members receive a 25% discount off annual subscription for companies within the same group as the member firm.

#### • International Associate Membership

International Associate Membership is very selective, for a separate Application Form please contact the BJA's head office.

### Help you pay (see rate card)

I enclose a cheque made payable to BJA for

£ \_\_\_\_\_

I wish to pay by direct debit (download from [bja.org.uk](http://bja.org.uk))

One Payment

Quarterly payments

10 Monthly instalments

I wish to pay by credit card (complete the section below)

Start Date

Expiry Date

Issue number

Card number

Security Code  (last three digits of number found on reverse of card)

Address where card is registered (If different from overleaf)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of company

Name of person to whom correspondence should be sent

Company trade name (if any)

Address

Tel

Fax

Email

Web

Registered address (if different from above)

| Names of directors/ partners | Position in company |
|------------------------------|---------------------|
|                              |                     |

Previous directorships  
(If any Director/Partner is or has been involved with any other jewellery company during the past ten years please specify. If this company is no longer trading please state and give reasons for closure.)

Date business established

Total number of personnel  
(Figures given should include all partners, directors, clerical and production staff. Part-time workers should each be counted as half a worker)

## Nature of business

Please tick all appropriate descriptions

- |  |   |                                 |
|--|---|---------------------------------|
| <input type="checkbox"/> Manufacturer              | <input type="checkbox"/> Agent                | <input type="checkbox"/> Valuer |
| <input type="checkbox"/> Importer                  | <input type="checkbox"/> Retailer             |                                 |
| <input type="checkbox"/> Manufacturer (design-led) | <input type="checkbox"/> Stone dealer         |                                 |
| <input type="checkbox"/> Bullion dealer            | <input type="checkbox"/> Exporter             |                                 |
| <input type="checkbox"/> Supplier                  | <input type="checkbox"/> Catalogue/Mail Order |                                 |
| <input type="checkbox"/> Internet trader           | <input type="checkbox"/> Wholesaler           |                                 |

## Trade category

Please tick the area/s of operation that best describes your business

- 1. Jewellery manufacturers, designers and repairers
- 2. Refining, casting services and trade suppliers
- 3. Suppliers of diamonds, coloured stones, pearls and antique jewellery
- 4. Silverware manufacturers, designers and repairers
- 5. Jewellery wholesalers, importers, distributors, retailers and others
- 6. Retailers, galleries, valuer, auctioneer
- 7. TV, catalogue, direct mail, online retailer (sole business). Jewellery

### Do you provide services to the trade?

Please tick all appropriate descriptions

- |                                  |  |                                   |
|----------------------------------|--|-----------------------------------|
| <input type="checkbox"/> Caster  | <input type="checkbox"/> Modelmaker                  | <input type="checkbox"/> Finisher |
| <input type="checkbox"/> Moulder | <input type="checkbox"/> Manufacturing Subcontractor |                                   |

### Do you sell direct to the public?

- Yes       No

If you sell your goods via the Internet please state website address

## Code of Ethics

As a member of the BJA you will be expected to maintain certain standards and must agree to be bound by the following points in our Code of Ethics. Please note that failure to adhere to this Code could lead to expulsion from the Association:

- To maintain the highest level of personal integrity, honesty and business ethics.
- To comply with all Government laws and regulations relating to the jewellery, watch and related industries.
- To support and abide by the Articles of Association and objectives of the British Jewellers' Association and this Code of Ethics.
- To provide a standard of product and service of the highest possible quality commensurate with price.
- To establish clearly the guarantee or service policy regarding all merchandise and to fulfil that policy.
- To provide knowledgeable and competent expertise and clearly indicate the true quality of products offered for sale.
- To adhere to sound business practices and thus ensure continuing service to customers and suppliers alike.
- To refrain from all forms of design copyright and trademark infringement.
- To refrain from trading in conflict diamonds.

I certify that I/we have read and agree to be bound, during the tenure of membership, by the BJA's Code of Ethics.

Signed \_\_\_\_\_

Name (please print) \_\_\_\_\_

## Declaration

I/we (trading name of individual/name of \_\_\_\_\_ company) of \_\_\_\_\_

(address)

hereby make application for membership of the British Jewellers' Association and the British Jewellery, Giftware & Finishing Federation.

I/we certify that the information given is true and correct. If elected a member I/we agree to pay the appropriate subscription upon demand, to be bound during the tenure of my membership by the Memorandum and Articles of the Association and of the British Jewellery, Giftware & Finishing Federation and Bye Laws of the British Jewellers' Association (available on request) and to notify the Association of any change in business activities. I note that should I wish to resign from membership, I must give 3 months notice.

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