



Insulated Render and Cladding Association

APPLICATION FOR MEMBERSHIP

INCA is recognised by Government as the national trade association for insulated render and cladding representing system designers, specialist installers and key component suppliers.

There are three categories of INCA membership:

System Designer Manufacturers that design and supply insulated render or cladding systems

Contractor Specialist Contractors engaged in the application or installation of insulated render and cladding systems

Associate Other organisations involved in the insulated render and cladding industry including component and energy suppliers, architects and consultants, and Government departments.

INCA

Royal London House, 22-25 Finsbury Square, London, EC2A 1DX

T: 0844 249 0040 F: 0844 249 0042 E: info@inca-ltd.org.uk

www.inca-ltd.org.uk

Office Use Only:

Received	
Approved by Board	
Joined	

Application for Membership

Category of membership being applied for:

- | | | |
|-----------------------------------|--------------------|--------------------------|
| Contractor Membership | £1,200 + VAT/annum | <input type="checkbox"/> |
| System Designer Membership | £3,150 + VAT/annum | <input type="checkbox"/> |
| Associate Membership | £1,050 + VAT/annum | <input type="checkbox"/> |

Information

- The INCA membership year runs from 1 January until 31 December.
- On receipt by INCA, this application will be considered by the INCA Board of Management at its next meeting. INCA charges an application fee of £300 + VAT which is payable on submission of the application.
- The INCA Board reserves the right to request further information and/ or interview depending on the information provided. If the application does not comply fully with INCA's criteria for membership but is judged to satisfy more than 75% of the requirements, Provisional Membership may be offered subject to audit and a commitment to work towards full compliance within 2 years of the commencement of Provisional Membership.
- If the application is approved by the INCA Board, the INCA annual subscription, calculated on a pro-rata basis depending on the time of approval, will be payable to INCA.

Company Details

Company Name:	
Address:	
Tel:	Fax:
Email:	Website:
Contact Name:	Email:
Company Registration No.:	Details of Company Directors enclosed <input type="checkbox"/>
Turnover:	VAT Registration No.:
Percentage of Turnover in Insulated Render and Cladding:	
Name of Parent Company and any other Subsidiaries involved in UK Construction (if applicable):	
Description of Business:	
ConstructionSkills Registration No. (if applicable):	
Names of any other trade associations of which you are a member (if applicable):	
If you were encouraged to join INCA by an existing INCA member, please give the name of that member:	

Company Trading Record

Please give details of three insulated render or cladding contracts completed within last year:

Contract Name:	
Client:	Contractor:
System Used:	
Type of Work:	Value:
Contact Name:	
Email:	Tel:

Contract Name:	
Client:	Contractor:
System:	
Type of Work:	Value:
Contact Name:	
Email:	Tel:

Contract Name:	
Client:	Contractor:
System:	
Type of Work:	Value:
Contact Name:	
Email:	Tel:

Please give details of two trade references:

Contact Name:	Company:
Email:	Tel:

Contact Name:	Company:
Email:	Tel:

Criteria for Membership

Applicants for contractor and system designer membership only

How long have you been trading in insulated render and cladding?	_____ years
How many staff do you have? ○ Directly Employed Operatives ○ Labour Only Sub-Contractors ○ Admin Staff	_____ _____ _____
What percentage of your workforce holds CSCS or affiliated cards?	_____ %

I confirm that we:

Have enclosed a copy of the audited accounts for the company for the last financial year	<input type="checkbox"/>
Have enclosed proof of Employer's/Public Liability insurance and Professional Indemnity insurance where appropriate	<input type="checkbox"/>
Have enclosed a copy of the company health and safety policy statement	<input type="checkbox"/>
Have enclosed proof of accreditation with the Contractors Health and Safety Assessment Scheme (CHAS)	<input type="checkbox"/>
Comply with current employment legislation and have enclosed a copy of the company equal opportunities policy	<input type="checkbox"/>
Independently train our workforce and have enclosed a copy of the company training plan	<input type="checkbox"/>
Operate quality procedures and have enclosed proof of ISO 9000/2001 accreditation	<input type="checkbox"/>

Applicants for system designer membership only

Please give details of the insulated render or cladding systems supplied including the UK/ overseas standards they meet:
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I confirm that we:

Have enclosed proof of BBA/ BRE certification or European Technical Approval	<input type="checkbox"/>
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I confirm that the information provided in this application form is correct and enclose the application fee of £300 + VAT. If accepted into membership, we agree to comply with the INCA Code of Professional Practice and any other rules specified by INCA from time to time. I understand that the INCA Board of Management reserves the right to request further information and/ or interview in respect of this application prior to reaching a decision on membership which will be final.

Name:	Position:
Signature:	Date:

Please return to:

INCA, Royal London House, 22-25 Finsbury Square, London, EC2A 1DX