

2014-2015

DRF Membership Individual Application Form

Annual renewal and new membership

Membership period: 1st July 2014 - 30th June 2015

*Please complete the whole form writing "Not applicable" where necessary.
No fields must be left blank.*

NAME OF APPLICANT



DEBT RESOLUTION FORUM

Promoting Professional Standards

Full name _____

Home Address _____

Email _____

Contact number(s) _____

Current Employer name and address _____

Position Held _____

How long have you worked for this business? _____

Do you work in a debt resolution firm? (If so, which one?) _____

Please provide your business entity's CCL number _____

And CCL Category(s) _____

	You	Company
Please confirm that you have FCA interim permission?	Yes / No	Yes / No

On full FCA authorisation, are you planning to be: **a)** fully authorised; **b)** fully authorised and a network principal or **c)** an appointed representative only (please circle) **a b c**

Individual Membership is open to individuals currently working in the debt resolution industry who wish to take CertDR. They must be employed by a business entity who has an appropriate Consumer Credit Licence, and has applied for FCA interim permission, or be a sole trader/partnership who has an appropriate CCL, and has applied for FCA interim permission.

Do you hold a UK passport? Yes / No

Have you ever had any criminal convictions (excluding motoring offences)? Yes / No
(if so please give details) _____

Tick the appropriate box(es) to indicate the types of services or work you deal with:

- Debt Management Provider
- IVA Provider
- DM or IVA Introducer
- Personal loans (unsecured)
- Secured loans
- Cheque cashing
- Merchandise credit
- Home collection
- Office payment
- Credit broking
- Hire purchase
- Third party debt collection
- Pre-Paid Debit Card

Other – Please give details: _____

Which geographical area does the business you work for cover? _____

Staffing

Approximate number of employees and/or agents
(including any self-employed) in the organisation you work for: _____

Does the business you work for have in-house training? Yes / No

Do they use scripts? Yes / No

Do they have call recording? Yes / No

Procedures

Does the business you work for have a written complaints policy and procedure for the businesses customers? Yes / No

Are the following items discussed at Board level?

Complaints Yes / No / Don't know

Nuisance calls Yes / No / Don't know

Quality & Risk Yes / No / Don't know

Are creditor payments made in accordance with the OFT guidelines and regularly audited? Yes / No / Don't know

Please provide details of the highest formal qualification you have achieved:

Have you ever been refused membership by any trade organisation? Yes / No

How did you find out about the DRF? _____

Individual members are permitted to join the DRF solely to allow them to register for CertDR training. They must register for training at the time of joining.

They must work in the debt resolution industry and must be employed by a business entity who has, or has applied for FCA interim permission, or be a sole trader/partnership who has, or has applied for FCA interim permission.

Membership Fees

The Individual Membership fee is £120 plus VAT. New members joining part way through the DRF financial year (1 July to 30 June) will be charged pro-rata for the first year's membership, and billed annually after that.

(Note: Membership must be continued and members must commit to a programme of Continual Professional Development (CPD) to maintain their CertDR status.)

Individual Membership Benefits

- Members will be given a unique login to the private area of the DRF website.
- Members will be included on the mailing list for email updates on latest advice and news.
- Once membership fees are paid an "Individual Member" certificate will be issued.
- When CertDR has been achieved, you may apply via the website for a logo badge for email signatures. The CertDR designatory letters and the CertDR Qualified Individual Member badge may only be displayed as long as you remain a member of the DRF.

Please note: you will not be subject to the inspections which are compulsory for member firms.

I confirm that the details supplied on this application are true.

I accept the Code of Conduct and DRF Standards (and any updated amendments thereon) and will ensure that the company/firm/individual abides by its full Constitution, Code of Practice and Standards. (Copies are available for download from the DRF website.)

Full Name: _____

Tel no: _____

E-mail: _____

Date: _____

Signature

Please send all completed membership forms to:-

Christine Walker
Debt Resolution Forum
3rd Floor Nelson House
Park Road
Timperley
Altrincham
Cheshire WA14 5BZ
or in PDF format to christine.walker@debtresolutionforum.org.uk

Should you have any membership or training enquiries, please contact
lauren.sanders@debtresolutionforum.org.uk Tel: 0161 905 8372 or
christine.walker@debtresolutionforum.org.uk Tel: 0161 968 6806