

SANDWELL COMMUNITY INFORMATION AND PARTICIPATION
SERVICE LTD

APPLICATION FOR TRA MEMBERSHIP

Name of Tenants and Residents Association

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Please name two voting delegates and outline your Secretary's details, to whom correspondence will be sent (see note (1))

Name and Address of two voting delegates to SCIPS Ltd

- (1) First Name:
- Surname:
- No. & /Road:
- Area:
- Town:
- Tel No: Post Code:
- Position in Tenants/Residents Association:
- (2) First Name:
- Surname:
- No. & Road:
- Area:
- Town:
- Tel No: Post Code:
- Position in Tenants/Residents Association:

Name and Address of the Secretary to your Tenants and Residents Association

First Name:

Surname:

No. & Road:

Area:

Town:

Tel No: Post Code:

The groups **is/is not registered** with Sandwell Council Section (See Note (a))

We agree to accept the memorandum and articles of Sandwell Community Information and Participation Service Ltd.

LIMITED LIABILITY GUARANTEE

The Tenants and Residents Association guarantees that it will contribute £1 to the Sandwell Community Information and Participation Service Ltd ONLY in the event of the company being wound up (See note (b)).

Signed: **Position:**

Date:

Please return to:- :- S.C.I.P.S. Ltd, NMC – 2nd Floor, 47 Birmingham Road, West Bromwich, B70 6PY or email Enquiries@scips.org.uk

CONDITIONS OF MEMBERSHIP

- 1) Tenants and Residents Associations are entitled to send two voting delegates to S.C.I.P.S Ltd General Committee, EGM and Annual General Meetings. These voting delegates are eligible only if they are not an Individual Member of SCIPS.
- 2) If S.C.I.P.S. Ltd is not informed of a change of delegate in writing; the new delegate will have no power at General Meetings until written notification is received.

GUIDANCE NOTES

- (a) A Tenants and Residents Association must be registered with Sandwell Council prior to applying for membership to SCIPS. If your Association is not registered, please contact us on 0121 544 1230 to ask for details on this process.
- (b) No money is payable now. The guarantee lasts throughout the group's membership. Once a group's membership is cancelled the guarantee continues for 1 full year. Once this full year has passed the group has no further liability to pay anything to S.C.I.P.S.

For Office Use Only:

1. All details completed ☐
2. Group is on Registered List (check on SMBC List) ☐
3. If not registered – contact group to inform them of process for registration ☐
4. Neither TRA Delegates are Individual Members 1. ☐ 2. ☐

If 1. 2. And 4. are confirmed as okay then proceed to:-

- (a) Enter details onto Membership Database - Date entered _____/ Who completed _____
- (b) Membership Certificate No. _____ Membership Start Date _____