



International Dual Membership Application Form

For information on the subscription and application fees please see page 3

Personal details

Title: _____ Surname: _____

Forename(s): _____ Date of Birth: _____

Company name: _____

Trading address: _____

City: _____ Postcode: _____ Country: _____

Company registration number: _____ VAT zero rated for residents outside the UK

Telephone: _____ Facsimile: _____

Mobile: _____ E-mail: _____

Website address: _____

How did you hear about the British Institute of Interior Design? Exhibition
Media/Press
Colleague/word of mouth
Website
Other (Please Specify)

Business information

I have been a practising Interior Designer for _____ years

(a) In my own business (company name and/or trading as):

From: _____ To: _____

(b) In partnership under the name of:

From: _____ To: _____

(c) As a Director of:

From: _____ To: _____

(d) As an employee of: _____ Position: _____

Engaged in interior design at the following address:

From: _____ To: _____

The premises I work from are: Office/Showroom/Shop/Private dwelling/other
(Please delete/complete as appropriate)

Areas of Expertise:

Residential Commercial Both

British Institute of Interior Design
9 Bonhill Street
London, EC2A 4PE

Tel: 020 7628 0255
Eml: info@BIID.org.uk

www.BIID.org.uk

Registered Office:
Summit House
170 Finchley Road
London, NW3 6BP

VAT reg No. GB 318 3948 36
Registered in England & Wales,
Co Reg No. 860708



Interior Design Qualification

College attended: _____

Title of course: _____

Duration of course: _____ Qualification gained: _____

Please attach a copy of the certificate, diploma or degree

Insurance

International Dual Members must carry the appropriate insurance policies when working in the UK. Please ensure that your existing Insurers are notified that the following policies are required:

Professional Indemnity

In the event that a client suffers loss or injury as a result of alleged neglect, error or omission, Professional Indemnity should meet the cost of defending claims and of damages payable. In these times of high consumer awareness, clients will not hesitate to pursue a claim if they feel that they have received sub-standard service. Claims can only be considered if the policy is still current at the time of the complaint, regardless of when the project took place. Therefore, a policy running from 1st January 2010, and not renewed on the 1st January 2011, would result in any claim first notified in 2010 not being met. However, if the insurance had been transferred to new insurers at the renewal date, they would handle the claim.

Public Liability Insurance

This is required to provide cover for claims made against you or your employees for injury to third parties or damage to their property, arising out of your or your employee's negligence whilst on your business.

Product Liability Insurance

Provides cover for claims made against you for injury to third parties or damage to their property, arising out of the supply of any product in connection with the business.

What benefits would you expect from membership of the British Institute of Interior Design?

Please tick all that apply

- To be a part of an established and highly respected professional body
- Re-assurance to your clients that you are a member of a professional organisation in the UK
- To gain support and advice on business and professional practice issues
- To gain networking opportunities with other members and suppliers
- To continue your professional development (CPD) through a wide and varied range of seminars and events
- To receive up-to-date information on interior design issues

References

Confirmation of your membership of an **APPROVED ORGANISATION** is required.

Name of organisation: _____

Address: _____

Telephone: _____ E-mail: _____

Contact Name: _____

Telephone: _____ E-mail: _____

British Institute of Interior Design
9 Bonhill Street
London, EC2A 4PE
Tel: 020 7628 0255
Eml: info@BIID.org.uk

www.BIID.org.uk

Registered Office:
Summit House
170 Finchley Road
London, NW3 6BP

VAT reg No. GB 318 3948 36
Registered in England & Wales,
Co Reg No. 860708



Applicants who are currently employed by an Interior Design or Architectural company should also include details of their employer:

Company name:

Company address:

Name of director/partner/proprietor:

Position in Company:

Signature of Employer:

Data protection and Privacy Policy

In compliance with the Data Protection Act, we must point out that the information on this form will be kept on a database. The data will be used for automatic processing for annual membership, information distribution and supplied to 3rd parties at our discretion.

If you do not wish details of your company to be passed on to 3rd parties, please tick here

Privacy Policy

For full details of our Privacy Policy, please visit our website www.BIID.org.uk

Subscription and Application Fees

Subscription	Amount	VAT	Total
Dual Member	£120.00	NA	£120.00
Application Fee	£50.00	NA	£50.00

The Application fee is a non-refundable one off payment that covers the cost of administration and is to be submitted with your application.

- VAT is zero rated for designers whose businesses are registered outside the UK.
- Rates for part of a year are calculated monthly on a pro-rata basis
- Payment of your subscription is not due until you are elected to International Dual Membership
- Membership fees are invoiced on an annual basis. Our financial year runs from 1st April to 31st March

Checklist for International Dual Membership application

The checklist below includes all the documentation required to arrange an interview. Please ensure you have included all the relevant details/documents to avoid delay to your membership application.

- Two passport sized colour portrait photographs (please write your name on the reverse)
- Direct debit mandate (this is discretionary and the account must be held in the UK)
- £50.00 application fee (Residents outside the UK are zero rated for VAT)
- Signed Declaration Form

Omission of any requested documentation will delay the processing of your application.

Declaration

I, the undersigned, wish to be admitted as an International Dual Member of the British Institute of Interior Design. I declare that the information given is true in every respect. I will uphold the standards of the BIID and will abide by its code of conduct. I will carry the relevant Insurance when working in the UK

Signature:

Date:

The British Institute of Interior Design reserves the right to reject any application without giving a reason for its decision.

Please complete and return your application to:

Membership Manager
British Institute of Interior Design, 9 Bonhill Street, London EC2A 4PE, United Kingdom

British Institute of Interior Design
9 Bonhill Street
London, EC2A 4PE

Tel: 020 7628 0255
Eml: info@BIID.org.uk

www.BIID.org.uk

Registered Office:
Summit House
170 Finchley Road
London, NW3 6BP

VAT reg No. GB 318 3948 36
Registered in England & Wales,
Co Reg No. 860708