



# Initial Application to join the APHC Certification Ltd Schemes

This Application must only be completed by companies or self-employed persons wanting to join the Competent Persons Scheme (CPS) or Microgeneration Certification Scheme (MCS).

Please complete the application form in CAPITAL LETTERS and return with all supporting documents to:

**APHC Certification Ltd, Unit 12 The Pavilions, Cranmore Drive, Solihull, B90 4SB.**

If you require help completing this form please call **0121 711 5030**.

Where did you hear about APHC Certification Ltd? (Please Tick)

Direct Mail	<input type="checkbox"/>
Event	<input type="checkbox"/>

Email/Internet	<input type="checkbox"/>
Recommendation	<input type="checkbox"/>

Advert	<input type="checkbox"/>
Membership Consultant	<input type="checkbox"/>

Which scheme(s) you wish to be certified under

Competent Persons Scheme (CPS)

Microgeneration Certification Scheme (MCS)

## Main Contact Details (this is the main point of contact where all correspondence will be sent)

Contact Name	<input type="text"/>	Position	<input type="text"/>
Company Name	<input type="text"/>		
Trading Name (If appropriate)	<input type="text"/>		
Registered Address	<input type="text"/>	Please indicate (✓) which of the below telephone numbers you wish to make your primary contact number	
	<input type="text"/>	Telephone	<input type="text"/>
Postcode	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>	Website	<input type="text"/>

Type of Business    Sole Trader     Partnership     Limited     PLC

Number of employees, employed in the business	<input type="text"/>
Number of engineers to be approved under CPS	<input type="text"/>
Number of engineers to be approved under MCS	<input type="text"/>
Length of time trading	<input type="text"/>

Please provide the company registration number, below

<input type="text"/>
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## Contact Details of your Appointed Certification Scheme Officer

Name	<input type="text"/>	Position	<input type="text"/>
Address	Please indicate (✓) which of the below telephone numbers you wish to make your primary contact number		
	<input type="text"/>	Telephone	<input type="text"/>
Postcode	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		

## Contact Details of your Appointed Person responsible for complaints

Contact Name	<input type="text"/>	Position	<input type="text"/>
Address	Please indicate (✓) which of the below telephone numbers you wish to make your primary contact number		
	<input type="text"/>	Telephone	<input type="text"/>
Postcode	<input type="text"/>	Mobile	<input type="text"/>
Email	<input type="text"/>		



# Initial Application to join the APHC Certification Ltd Schemes

**Please confirm the following information**

Applicant companies must read the APHC Certification Ltd Scheme Guidance for application which details the information you should submit with this application from the documentation you have to provide in the second stage of the application process.

**Applicable to all applicants, please tick to confirm following:**

<input type="checkbox"/>	I have read and understood the APHC Certification Ltd Scheme Guidance for application (Available at <a href="http://www.aphc.co.uk/certification-schemes/competent-person-scheme">www.aphc.co.uk/certification-schemes/competent-person-scheme</a> )
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<input type="checkbox"/>	I have read and understood the APHC Certification Ltd Scheme Rules (Available at <a href="http://www.aphc.co.uk/certification-schemes/competent-person-scheme">www.aphc.co.uk/certification-schemes/competent-person-scheme</a> )
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<input type="checkbox"/>	I have included a copy of the business public liability insurance certificates outlining a minimum £2M cover
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<input type="checkbox"/>	If appropriate, have included a copy of the business employer’s liability insurance certificate (not applicable to sole traders)
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<input type="checkbox"/>	I have included a letterhead or business stationery used with customers to show clear business contact details
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<input type="checkbox"/>	I authorise APHC Certification Ltd to take payment for work notifications by Direct Debit (details to be completed on page 6 for Direct Debit payments)
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<input type="checkbox"/>	I have read and understood how APHC Certification Ltd manages personal data (Data Privacy notice available at <a href="http://www.aphc.co.uk/data-privacy-notice">www.aphc.co.uk/data-privacy-notice</a> )
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<input type="checkbox"/>	I consent to APHC Certification Ltd, carrying out necessary financial probity checks as part of the application, including, searching information held by a credit reference agency. If I am trading as a Sole Trader, I understand that this search will be recorded on my personal credit file and information relevant to this risk assessment will be used as part of the certification process. All information received will be held in strict confidence and in line with the APHC Certification Ltd Privacy Policy (Available at <a href="http://www.aphc.co.uk/data-privacy-notice">www.aphc.co.uk/data-privacy-notice</a> )
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**If paying monthly, please tick to confirm following:**

<input type="checkbox"/>	I understand that from year two, the Initial Membership Fee component will be added to and distributed evenly across the 12 Monthly Membership Fee Payments
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**Applicable to Competent Persons Scheme applicants, please tick to confirm following:**

<input type="checkbox"/>	I have read and understood the Customer Charter (Available at <a href="http://www.aphc.co.uk/certification-schemes/competent-person-scheme">www.aphc.co.uk/certification-schemes/competent-person-scheme</a> )
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**Applicable to Microgeneration Certification applicants, please tick to confirm following:**

<input type="checkbox"/>	I have read and understood the MCS 001 Installer Certification Scheme requirements (Available at <a href="http://www.mcscertified.com/Standards-Tools-Library">www.mcscertified.com/Standards-Tools-Library</a> )
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<input type="checkbox"/>	I have read and understood the relevant MCS technology specific standards (Available at <a href="http://www.mcscertified.com/Standards-Tools-Library">www.mcscertified.com/Standards-Tools-Library</a> )
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<input type="checkbox"/>	I am a current member of a Consumer Code, either RECC, HIES, GGF or TSI.	<input type="text" value="Membership Number"/>
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I declare that to the best of my knowledge all the information submitted is correct. I fully understand that the submission of any misleading information will jeopardise my membership. I confirm that all certificate copies provided are from the original and that copies of all supporting information ticked above are attached to this application. I agree to comply at all times with the APHC Certification Membership Scheme Rules and APHC Terms and Conditions of Business which have been read and understood.

Signature	<input type="text"/>	Name	<input type="text"/>
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Position	<input type="text"/>	Date	<input type="text"/>
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# Initial Application to join the APHC Certification Ltd Schemes

## Scope of Work categories for Scheme Approval

Please tick all the work categories that you would like your company to be approved for under the relevant Scheme(s). Your designated qualified engineers must hold the relevant qualifications / Certification against one or more of the work areas within your chosen categories.

Competent Persons Scheme	Microgeneration Certification Scheme		
<u>Oil Appliances -</u> Oil Fired Pressure Jet Appliance Oil Fired Vaporising Appliance Oil Storage & Supply Lines		<p>As part of your application, it is possible to apply for approval for multiple schemes which may be more cost effective for your business.</p> <p>Tick the boxes in this work category summary section to detail the total work categories across all schemes on which you require approval. The number of these work categories that are ticked in this final section will then indicate the payment required to support your application on page 5.</p> <p><b>Please Note</b> Company criteria's are different for each scheme even with the same work are, further detail is contained in the schemes guidance notes. Only tick the work categories and schemes which identify you are competent to obtain approval for and wish to apply for.</p>	
Solid Fuel, Dry Appliances Solid Fuel, Wet Appliances			
Biomass Appliances	Biomass Appliances		
Air Source Heat Pumps	Air Source Heat Pumps		
Ground Source Heat Pumps	Ground Source Heat Pumps		
Solar Thermal HW Systems	Solar Thermal HW Systems		
<u>Heating and Hot Water Systems -</u> Vented Hot Water Systems Unvented Hot Water System Heating Systems			
<u>Plumbing &amp; Water Supply -</u> Water Efficient Taps & Showers Wholesome & Softened Water Supply Non-Wholesome Water Supply to Sanitary Conv'ce with Flush Sanitary Conveniences, Sinks, WHB, Baths & Showers			
	Total number of work areas within this application		



# Initial Application to join the APHC Certification Ltd Schemes

## Qualified Engineer Details – please complete for each engineer you wish to be registered

Name								
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Date of Birth		NI Number							
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Entry Qualification (tick only one box) Please refer to the scheme guidance for application

Entry Route A		
By plumbing heating and ventilation, refrigeration & air conditioning, or gas fitting qualification (minimum NVQ level 2 or City & Guilds craft certificate). You must also include copies of the engineers qualifications or certificates against each of the work areas ticked, including short courses completed.		

Entry Route B		
By assessment of work experience, this route is only applicable to certain work areas and the engineer must complete a work experience profile form. Please contact APHC on 0121 711 5030 for further advise and to request a work experience form.		

Competent Persons Scheme		Microgeneration Certification Scheme	
<b>Oil Appliances, covering -</b>			
Oil Fired Pressure Jet Appliance			
Oil Fired Vaporising Appliance			
Oil Storage and Supply Pipelines			
Solid Fuel, Dry Appliances			
Solid Fuel Wet Appliances			
Biomass Appliances		Biomass Appliances	
Air Source Heat Pumps		Air Source Heat Pumps	
Ground Source Heat Pumps		Ground Source Heat Pumps	
Solar Thermal HW Systems		Solar Thermal HW Systems	
<b>Heating &amp; Hot Water Systems,</b>			
Vented Hot Water Systems			
Un-Vented Hot Water System			
Heating Systems			
<b>Plumbing &amp; Water Supply, Water Efficient Taps &amp; Showers</b>			
Wholesome & Softened Water Supply			
Non-Wholesome Water Supply to Sanitary Conv'ce with Flush Sanitary Conveniences, Sinks, WHB, Baths, Showers			



# Initial Application to join the APHC Certification Ltd Schemes

## APHC Certification Limited – Scheme Fees

Number Of Work Categories	Payment Option 1 Full Membership Fee payment at application (inc VAT)	Payment Option 2 Initial Membership Fee followed by 12 monthly Membership Fee payments (inc VAT)	
		Initial Membership Fee*	Monthly Payments for First Year
Up to 2	£1158.00	£510	£54.00
3 to 4	£1584.60	£510	£89.55
5 to 6	£2011.20	£510	£125.10
7 to 8	£2438.40	£510	£160.70

Notes: The Above Fees cover the approval of a company with up to 10 qualified engineers. Please contact APHC Certification Ltd for a costing if a greater number of qualified engineers are required to be approved.

\*Additional cost for Government MCS license holder applicable to this fee – See details below

### Making Payment – The membership fee contains two payment components:

#### Initial Membership Fee (£510 inc VAT)

The Initial Membership Fee must be paid in full by Credit/Debit Card or cheque. The fee is non-refundable, even if the application is rejected.

#### Membership Fee

The remaining Membership Fee can be paid by Credit/Debit cards or cheque along with your Initial Membership Fee or be made by Direct Debit by completing the direct debit instructions on the application form.

Payment for this part will be refunded if the application is rejected, direct debit payments will not be taken until the application has been approved.

When paying by direct debit we offer easy payment terms, but once accepted into membership the applicant is committed to membership for the full year. If the applicant drops out of membership mid-way through the year, then they are contractually committed.

Applicants have the right to cancel their application with a cooling-off period of 14 calendar days from the date of application. If you cancel within 14 days you will receive a full refund of all monies paid

Additional Fee for MCS application only (collected in addition to the application fee)

#### MCS Annual License fee

**£55.00 (£66.00 inc VAT)**

Fee collected by APHC Certification Ltd on behalf of the government MCS license holder for use of the scheme logo and public registering. This fee must be paid in addition to the Initial Membership Fee (£510 Initial Membership Fee + £66 MCS License Holder Fee = £576 inc VAT)

**Total Payment included with this application form is**

Cheques should be made payable to APHC Certification Ltd. Alternatively, please complete the Credit/Debit payment section.

### Important Information about your renewal

After your first year of membership and your initial first year assessments, your work categories will only require assessments every three years and will fall into a three year rolling assessment cycle. Therefore, the annual renewal fee will be based on the assessment of two work areas as follows £1158.00 inc. VAT or £96.50/month inc. VAT (based on current fees, subject to price increase) this is provided your company has a low level of customer complaints and does not require additional assessment. We will write to you at least 21 days prior to the point of your renewal.

## APHC Certification Limited – Scheme Fees

Please debit by Mastercard / Visa / Switch / Delta or Solo the sum of

£

Card Number





Expiry Date

Start Date (if shown)

Security Code

Issue Number

 / 
 / 



Cardholders Name

Cardholders Signature

Date



# Initial Application to join the APHC Certification Ltd Schemes

## Direct Debit Mandate

Instructions to your bank or building society to pay by Direct Debit



Name(s) of account holder(s)

Originator's identification number

Bank or Building Society Account Number

Reference Number

Bank or Building Society Sort Code

Please pay APHC Direct Debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this information may remain with APHC and, if so, details will be passed electronically to my bank or building society.

Name & full postal address of bank or building society

To: The Manager Bank or Building Society

Address

Signature(s)

Post Code

Date

**Banks and building societies may not accept Direct Debit Instructions for some types of accounts**

**This guarantee should be detached and retained by the payer.**



### The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit APHC will notify you 10 working days in ADVANCE of your account being debited or as otherwise agreed. If you request APHC to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your direct debit, by APHC or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society. – If you receive a refund you are not entitled to, you must pay it back when APHC Certification Ltd asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.