



Register of Qualified Memorial Fixers

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Website: www.rqmf.org.uk

Business Registration and Renewal

Terms & Conditions Explanatory Notes

For existing RQMF registered businesses the RQMF Administrator will provide an invoice for renewal together with payment options. In this instance registration renewal will be applied annually on 31st December. For new Business registration applications received within six months of the annual renewal date the fee will be half the full annual fee. Subsequent RQMF business registration invoices will then be sent annually as above.

RQMF business certificates will be issued for the current year for which they are applicable. In paying the RQMF registration invoice businesses will be agreeing to the Terms and Conditions of RQMF Registration as follows. Submitting an application for registration with the RQMF does not enable claims to being registered with the RQMF. Confirmation of acceptance and an invoice for registration will be sent once the application has been approved. The RQMF administrator reserves the right to decline registration requests.

- ☐ **Terms & Conditions** - By paying an invoice and renewing registration Businesses are agreeing to the RQMF 'Terms & Conditions' shown overleaf.
- ☐ **Payment** – Payment is due within 30 days of the invoice date. Payment Options are shown on your Invoice.
- ☐ **Insurance** - It is a requirement of registration that Public Liability Insurance for £5 million and Employers Liability Insurance (if applicable) for £10 million is kept continually up to date; written confirmatory evidence from your Insurance Company will be required. When policy renewals take place or insurance details change current information as above must be provided to the RQMF Administrator giving evidence of expiry date and amounts of cover.

Note: Some self-employed RQMF Fixers have been assuming that they can use the Public Liability Insurance of the business they are sub-contracted to. Professional advice has confirmed that this is not allowed and NAMM require that all registered RQMF self-employed Fixers must provide proof of their own insurance as itemised above.

- ☐ **Your Details** – If your company details or named Fixers change at any time the **RQMF Administrator must be immediately informed to keep the Register files up to date.** Please ensure we always have your **current email address and telephone number.**
- ☐ **Fixers** - It is a requirement of Business Registration that at least one RQMF registered Fixer is listed with the registered Business and that the listed Fixer undertakes memorial fixing for that business. If the information provided by the Business regarding a registered Fixer is not correct or to register a new Fixer to the Business the RQMF Registrar must be informed. Settlement of a registration invoice will be considered confirmation that details supplied by the applicant are correct.
Note: A qualified Fixer must be present while fixing any memorial.
- ☐ **RQMF Logo** – The RQMF is an independent register Administered by NAMM. RQMF listing alone does not imply or give just claim to NAMM membership. The RQMF logo (as shown at the top of this page) should be used by all RQMF registered Businesses. The NAMM members' logo must not be used unless the Registered Business is also a full retail member of NAMM. Misuse of the NAMM logo could result in a breach of Trading Standards regulations and removal from the Register.

Continued overleaf

RQMF Business Terms & Conditions

1. I confirm that I have up to date Public Liability Insurance (£5million minimum).
2. I confirm that I have up to date Employer's Liability Insurance (£10million minimum).
3. I confirm that I am fully conversant with the process and importance of carrying out Risk Assessments.
4. I confirm that I have a Health & Safety Policy Document if I employ five or more people.
5. I confirm that all work shall be carried out in accordance with the current NAMM Code of Working Practice and the current British Standard 8415.
6. I understand that it is a requirement to provide updated insurance information on an annual basis or at renewal of the policy. One reminder will be sent by email (where possible) and failure to provide this information within 28 days will result in removal from the Register.
7. **RQMF Disciplinary Procedures.** By inclusion on the RQMF register Companies and individual Fixers acknowledge and confirm that they will abide by the decisions of any independent disciplinary committee formed to rule on an alleged breach of fixing standards made against them
8. **Data Protection Act 1998.** The personal information provided to us will be treated in strict accordance with the Data Protection Act 1998. You must consent to the personal and business information being published on the Register of Qualified Memorial Fixers and acknowledge that the information will be freely available to those accessing the database on the RQMF website for the purposes of confirming the credibility of both your company and those employed within it. You have the right to access the information at any time and request that any factually incorrect errors be corrected. You may ask at anytime to have your information removed from the database.

RQMF Fixer Terms & Conditions

RQMF Registered Businesses must supply up to date details of any RQMF registered Fixer linked to their Business. Each Fixer must agree to the upkeep of standards of fixing by complying with the following declaration:

Confirmation that they have access to and are fully conversant with the current NAMM Code of Working Practice and that all work shall be carried out in compliance of these standards and BS8415.

Confirm that they are fully conversant with the process and importance of carrying out Risk Assessments.

RQMF Disciplinary Procedures. All memorial masonry companies and registered Fixers wishing to participate in the RQMF must sign an undertaking to abide by the decisions of any independent disciplinary committee formed to rule on an alleged breach of fixing standards made against them.

Data Protection Act 1998. The personal information provided to us will be treated in strict accordance with the Data Protection Act 1998. You must consent to the personal and business information being published on the Register of Qualified Memorial Fixers and acknowledge that the information will be freely available to those accessing the database on the RQMF website for the purposes of confirming the credibility of both your company and those employed within it. You have the right to access the information at any time and request that any factually incorrect errors be corrected. You may ask at anytime to have your information removed from the database.

RQMF Disciplinary Agreement

All Businesses and Memorial Fixers wishing to be included in the RQMF must sign an agreement at their initial application to abide by the decisions of the appointed independent disciplinary committee which may be formed to consider charges of alleged breach of fixing standards which may be made against them. If the RQMF registered business is also a NAMM retail member then NAMM disciplinary procedures will apply.

Note: The Register of Qualified Memorial Fixers (RQMF) is a Ltd company registered under the jurisdiction of England and Wales. Any dispute or legal claim arising out of or in connection with the application of RQMF Disciplinary Procedures or its subject matter shall be governed in accordance with English law and the courts of England and Wales shall have exclusive jurisdiction.

RQMF Disciplinary action can only be taken in relation to standards of memorial fixing.

As an indication of acknowledgement to the above and in agreement to the above undertaking please complete and sign the following details as deemed appropriate and submit with your formal application.

On behalf of the Business.

Business Name / Address

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Signed.....

Date.....

Fixer 1/ Name

Signed.....

Date.....

Fixer 2/ Name.....

Signed.....

Date.....

Fixer 3/ Name.....

Signed.....

Date.....

Fixer 4/ Name.....

Signed.....

Date.....

Fixer 5/ Name.....

Signed.....

Date.....