



BUSINESS Application Form

Please complete in block letters and return to the RQMF Registrar

1. **TRADING NAME OF BUSINESS**
ADDRESS
..... TOWN.....
COUNTY..... POST CODE
TEL NO..... E-mail
WEBSITE ADDRESS
2. **DIRECTORS or PROPRIETORS**
3. **CONTACT NAME**
4. **BRANCHES** – Do you have any branches that you wish to register? ☐
[Please complete separate Branches Application Form]
5. **ARE YOU A NAMM MEMBER?** Yes / No
6. **The following are requirements for registration, documents must be enclosed with this application form:**
 - Public Liability Insurance** – minimum cover £5,000,000. ☐
Evidence required from the Insurance Company that your business is fully covered,
the extent of cover and valid period of cover.
 - Employer's Liability Insurance** – minimum cover £10,000,000. ☐
Evidence required from the Insurance Company that your business is fully covered,
the extent of cover and valid period of cover.
 - Risk Assessment Document** – copy of completed Generic Risk Assessment. ☐
 - Health & Safety Policy Document** (for businesses employing 5 or more) ☐
Copy of Health & Safety Policy Statement required & details of where full policy
held.

[Please note that documents will not automatically be passed onto Authorities. Any Authority requiring to see copies must apply to the RQMF Registrar.]

Continued overleaf.....

7. **FIXERS** – List below person(s) engaged in the fixing of memorials. Completion of separate Fixer Registration Application Forms are also required. (Note: **All fixers are required to hold an industry recognised memorial fixing qualification such as City & Guilds Assured 'Fixing Monoliths & Lawn Type Memorials to the NAMM Code of Working Practice' or the QCF194 unit of NVQ/SVQ Level 2, Fix and Secure Memorial Masonry, VR194 and MR260.**

8. **DECLARATIONS**

- i. **Certificate of Compliance** – I confirm that I will issue a Certificate of Compliance to customers for each memorial fixed (available to download from the RQMF website www.rqmf.org.uk)
- ii. I confirm that all work shall be carried out in accordance with the current NAMM Code of Working Practice and British Standard 8415.
- iii. I understand that it is a requirement to provide updated insurance information on an annual basis at renewal. **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.**
- iv. **Disciplinary Procedures.** All memorial masonry businesses and registered fixers who participate in the RQMF must sign this undertaking to abide by the decisions of any RQMF Disciplinary Committee formed to rule on an alleged breach of fixing standards made against them. If the RQMF registered business is a retail NAMM member then NAMM disciplinary procedures will apply.
- v. **Data Protection Act 1998.** The personal information provided above 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 made freely available to burial authorities accessing the database on the RQMF website for the purposes of confirming the credibility of both your company and those employed within it. Registered businesses and fixers are able to view their own details via a personal login 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.

Signed: **Date:**

Name: (please print) **Position:**

9. **REMITTANCE: £80.00 per year.** Please do not send any payment with this Application

Once the application has been processed and approved, an invoice will be raised.

Payment can be made through BACs, credit/debit card.

10. **NAMM Code of Working Practice**

The current copy of the NAMM Code of Working Practice is freely available to view or download at www.namm.org.uk

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.

Application form should be returned with remittance to:

Register of Qualified Memorial Fixers, The Keep, Creech Castle, Taunton. TA1 2DX
Tel: 01788 542276 E-mail: info@rqmf.org.uk;