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| logo - rgb | **FULL Membership**  **Details** | |
| Email: [contact@sara-relocation.com](mailto:contact@sara-relocation.com)  [www.sara-relocation.com](http://www.sara-relocation.com) | | |
| FULL MEMBERSHIP FORM Full Membership of SARA is open to companies whose commercial activities are related to and whose income is derived from private individuals or corporate bodies for the provision of relocation services.  A relocation company is deemed to be any organisation offering a range of services designed to facilitate the mobility of individuals, or groups of individuals and their families. Such services may be delivered in the departure or destination area or both.  As a Full Member you will beneficiate from all the advantages of being a SARA member:   * Visibility and credibility (Website, Facebook, EuRA, etc.) * Access to our closed SARA Member Group on LinkedIn * Free webinars * Reduced fees for training with several associations * Invitation to events with and from different partners * Access to specific legal templates * Reduced fees on diverse services, goods, newspapers & insurances * Priority information flow on available properties * Full voting rights * Use of SARA logo on any printed material or in advertisement   Requirements for admission:   * Adhere to SARA’s Rules of Conduct, please sign the attached copy and return together with your application; * Have traded as a relocation agent for at least two years in Switzerland, proof of company registration must be supplied; * Provide the names and addresses of three customers for whom work has been carried in the last 12 months. These clients will be contacted by SARA for references. * Provide copies of all printed material, as well as any other information that may assist the Membership Committee when considering your application; * Provide evidence that you/your firm is adequately insured; * Provide the brief details of the careers of all Directors or Partners of the firm; * Be available for interview.   Cost:   * Joining fee: CHF 500 * Annual fee: CHF 400   SARA will review Subscription fees annually  a non profit making organisation | | |
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| SECTION 1 GENERAL INFORMATION  Company name:  Trading name:  Registration number in Trade Register:  Address:  Website:  VAT number:  Full Name of responsible person:  Position:  Telephone N°/s:  Email:  Other relevant information e.g. Is your company a subsidiary of another Company?      EuRA Member: | | | |

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| SECTION 2 TRADING INFORMATION  1. How long has your organisation been offering relocation services?    2. How long has your organisation been trading?  3. Please state the geographical area(s) in which you offer your services:    3. Number of Employees directly employed in offering relocation services:  Full Time:       Part time:  4. Please give a brief description of the service provided and/or your marketing material:    5. Please list any other organization of which your firm is a member: |

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| SECTION 3 REFEREES   1. Customer name :   Contact name:  E-mail :  Phone and Fax :   1. Customer name :   Contact name:  E-mail :  Phone and Fax      :   1. Customer name :   Contact name:  E-mail :  Phone and Fax : | |
| I/we       (individual name/s)  of       (company name)  apply for FULL MEMBERSHIP of the Swiss Association of Relocation Agents and agree to abide by the rules of conduct and objectives of the SARA.  I/we hereby indemnify and hold harmless the Swiss Association of Relocation Agents against any claims arising from my/our activities.  I/we will pay CHF 900 within 10 days after confirmation of Membership approval by the board (CHF 500 joining fee plus CHF 400 Full Membership).  Payment are not subject to VAT.  Membership will only become valid after Full Membership is confirmed and full payment has been received.  Signature(s):    ……………………………………………………………………………………………    Place and Date: | |

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| **RULES OF CONDUCT**   1. Every member shall abide by the objectives and rules of the Association 2. Members will abide by the Swiss, Federal and Cantonal legislation 3. Members will always work solely in the best interest of the clients by whom they are retained 4. A member shall not seek business or conduct business by improper or illegal means. 5. Members must not bring the Swiss Association of Relocation Agents into disrepute 6. Members will not misrepresent themselves, or the services they offer, or any subject property, or the Swiss Association of Relocation Agents. 7. Members will not accept instructions from clients whose requirements cannot possibly be met. 8. Members will maintain regular client contact to keep their clients informed as to progress, lack of progress and action that has been taken. 9. Any interest in a subject property must be declared to a client from the beginning. 10. Members will ensure that each client is aware of the terms and conditions upon which the services are being supplied 11. All members will indemnify and hold harmless the Swiss Association of Relocation Agents against any claims arising from their activities. 12. When holding clients' monies, members will hold such monies in a designated and regulated bank account and will maintain clear records of that account. 13. Members shall not misrepresent their class of membership nor will they claim membership when their membership has ceased. 14. Member will accept that any alleged breach of the rules of conduct will be investigated by the Executive Committee. Decisions will be binding. 15. Members will treat with confidence all information supplied by clients and customers 16. Members may not accept any real estate commission without the agreement of the client   We have read and understand these rules and agree to abide by them at all times.  Signed by (name/s)  Place and Date  On behalf of (name of company)  …………………………………………………………………………………………………………….  Signature (s) | | |