|  |  |
| --- | --- |
| logo - rgb | **SUPPLIER Membership****Details** |
| Email: contact@sara-relocation.com[www.sara-relocation.com](http://www.sara-relocation.com) |
| SUPPLIER MEMBERSHIP FORMSupplier Membership of SARA is open to those organisations that provide products or services that may be of use to either relocation specialist or their clients. As a Supplier Member you will beneficiate from the following advantages:* Visibility and credibility (Website, Facebook, EuRA, etc.)
* Access to our closed SARA Member Group on LinkedIn
* Submit specific offers to our members
* Invitation to events with and from different partners
* Organisation of specific marketing events for our members
* Use of SARA logo for specific material preapproved by the board
* Participation to meetings, seminars, webinars and conferences at members rate
* Limited voting right according to Bylaws

Requirements for admission as aSupplier Member:* Minimum two years of experience
* Completion of attached application form
* Provision of the names and addresses of two client referees or nomination as a Supplier Member by a Full Member of SARA.
* Remittance of all printed material, as well as any other information that may assist the Membership Committee when considering your application;
* Adhesion to SARA Rules of Conduct as it applies to your own business

Cost:* Joining fee: CHF 500.-
* Annual fee: CHF 400.-

SARA will review Subscription fees annuallyA non profit making organisation |
|  |

|  |  |
| --- | --- |
| logo - rgb | **SUPPLIER Membership****Details** |
| SECTION 1 GENERAL INFORMATIONCompany 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: [ ]  |

|  |
| --- |
| SECTION 2 TRADING INFORMATION1. How long has your organisation been offering relocation related services?      2. How long has your organisation been trading?      3. Please state the geographical area(s) in which you offer your services:      4. Please give a brief description of the service provided: 5. Please list any other organization of which your firm is a member:       |

|  |  |
| --- | --- |
| logo - rgb | **SUPPLIER Membership****Details** |
|  Email: contact@sara-relocation.com[www.sara-relocation.com](http://www.sara-relocation.com) |
| SECTION 3 REFEREES NOMINATED BY:      Founding or Full member of SARA. OR CLIENT REFEREE: Customer name A:      Contact name:      E-mail :      Phone and Fax :      Customer name B:      Contact name:      E-mail :      Phone and Fax :       |
| I/we       (individual name/s) of       (company name)apply for SUPPLIER 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. Membership will become valid after Supplier Membership is confirmed and full payment has been received. I/we will pay CHF 900 within 10 days after confirmation of Membership approval by the board (CHF 500 joining fee plus CHF 400 Supplier Membership). Payment are not subject to VAT. Signature(s): …………………………………………………………………………………………… Place and Date:       |

|  |  |
| --- | --- |
| logo - rgb | **SUPPLIER Membership****Details** |
| **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 whomthey are retained
4. A member shall not seek business or conduct business by improper or illegalmeans.
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 anysubject 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 conditionsupon 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 theyclaim 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 within the specificities of our own professional compliance rules. Signed by:       (Individual name/s) Place and Date:      On behalf of (name of company)       (Company name)………………………………………………………………………………………………Signature (s)  |