

# MEMBERSHIP APPLICATION

Please complete this form and return via post or email to your Membership Consultant.

OFFICE USE ONLY – MEMBERSHIP NUMBER

## ORGANISATION DETAILS

REGISTERED NAME

TRADING NAME (IF DIFFERENT FROM ABOVE)

WEBSITE

PHONE

ACCOUNTS PAYABLE EMAIL

POSTAL ADDRESS

SUBURB

CITY

POSTAL CODE

STREET ADDRESS

SUBURB

CITY

WILL YOUR BUSINESS HAVE BRANCHES INCLUDED IN THIS MEMBERSHIP?

YES

NO

## BUSINESS ACTIVITIES

MAIN BUSINESS ACTIVITY:  
(PLEASE DESCRIBE)

SIC CODE (IF KNOWN):

NZ BUSINESS NUMBER (IF KNOWN):

HOSPITALITY

MANUFACTURING

I.T.

CONSTRUCTION

PROFESSIONAL SERVICES

PUBLIC SECTOR

RETAIL

HEALTH

OTHER: .....

IS YOUR BUSINESS INVOLVED IN EXPORTING FROM NEW ZEALAND?

YES

NO

IS YOUR BUSINESS A REGISTERED CHARITY?

YES

NO

CHARITY NUMBER (IF APPLICABLE): .....

## KEY CONTACT'S DETAILS

NAME

JOB TITLE

EMAIL

DDI

## OTHER CONTACTS

MANAGEMENT

(e.g. CEO, General Manager, Managing Director)

NAME

JOB TITLE

EMAIL

DDI

HUMAN RESOURCES & TRAINING

NAME

JOB TITLE

EMAIL

DDI

FINANCE/ACCOUNTS

NAME

JOB TITLE

EMAIL

DDI

E membership@businesscentral.org.nz

P 04 473 7224

Level 13, NTT Tower 157 Lambton Quay, Wellington  
PO Box 1087, Wellington 6140

## HOW CAN WE BENEFIT YOUR BUSINESS NOW?

Tick the areas that we can start assisting with today:

TRAINING NEEDS ASSESSMENT	EMPLOYMENT AGREEMENTS AND RESOURCES	RECRUITMENT
EMPLOYMENT ADVICE	TRAINING – GROUPS OR INDIVIDUALS	MEDIATION OR FACILITATION
NETWORKING FUNCTIONS / SPEAKER EVENT	MONTHLY BUSINESS PERFORMANCE SURVEYS	SPONSORSHIP
HEALTH AND SAFETY MANAGEMENT / TRAINING	EXPORTING SUPPORT, NETWORK OR DOCUMENTATION	POLICY ISSUES & ADVOCACY

## HOW DID YOU HEAR ABOUT BUSINESS CENTRAL?

## ANNUAL SUBSCRIPTION INFORMATION

To determine your annual\* membership subscription, please visit: [businesscentral.org.nz/how-to-join](https://businesscentral.org.nz/how-to-join)

NUMBER OF FULL TIME EQUIVALENT STAFF	
YOUR ANNUAL SUBSCRIPTION	\$ plus GST

\*Monthly invoicing of annual subscription is available, but incurs a 15% surcharge.

## TERMS AND CONDITIONS

I/We hereby make application to become a member of Business Central, a division of BUSINESS CENTRAL INC.  
I/We accept that Business Central may, in its absolute discretion, decline this application without giving reasons.

I/We agree that if our application is successful we will:

- conform to the Constitution and Rules of Business Central\*
- pay the annual subscription fees and any other charges for services or products of Business Central during our membership
- provide to Business Central such information as Business Central may decide is necessary for calculating our joining and annual subscriptions and any other charges due.

I/We also agree to the following specific terms and conditions:

- I/We will remain a member of Business Central until either Business Central receives both one month's written notice of resignation and full payment of all outstanding annual subscription fees and any other charges due to it; or immediately if our membership subscription, fee or other charges are unpaid three months or more from their due date.
- Annual subscriptions are due in full on the annual subscription anniversary date. The annual subscription fee due is for a full year and will not be pro-rated if we resign at any time after one month from receipt of the annual subscription invoice or part way through our membership year.
- Business Central may, in its absolute discretion, allow payment of our annual subscription fee by regular quarterly payments at no extra charge, or equal monthly instalments with an additional surcharge of no more than 15%. If three or more monthly instalments are not paid on due date, Business Central may give notice requiring immediate payment of any balance of the annual subscription fee due.

- I/We agree that failure to pay any subscription or fee or other charges within two months of due date will result in suspension of all Business Central services and our membership rights pending payment in full.
- I/We agree to Business Central's general terms of trade in force from time to time and any specific terms as they relate to the provision of services or products supplied to us. I/We agree that these terms of trade may be varied by Business Central from time to time without reference to us.
- I/We will advise Business Central in writing the contact details of who our primary contact person is for membership purposes and if different, for invoicing purposes. We will keep you informed if/when they change.
- I/We will advise Business Central in writing if we want our membership of Business Central kept confidential. In the absence of such notification, I/we agree that Business Central may forward our membership details to Business Central approved third parties who may offer products and services which could complement our membership.
- I/We agree that if, for any reason, we are dissatisfied with our membership or any services provided by Business Central we will, before resigning or taking any other action, first notify the Membership Manager or, if appropriate, follow the dispute resolution provisions in our general terms of trade, up to and including, if not resolved to the Chief Executive of Business Central (or their designate). On request will meet with Business Central with a view to resolving the problem.

\*A full copy of our Constitution and Rules, as well as our Terms of Trade, can be found on the **Incorporated Societies Register**.

## CONFIRMATION & ACCEPTANCE

We wish to apply for membership of BUSINESS CENTRAL incorporating Business Central and agree to abide by its Constitution and conditions of membership.

NAME OF SIGNATORY	SIGNATURE
TITLE/POSITION	DATE OF APPLICATION

Please contact us with information about events, information or special offers relating to our membership. This may include offers and information from third-parties, but only as it pertains to our membership. We understand we can review this decision at any time.

E [membership@businesscentral.org.nz](mailto:membership@businesscentral.org.nz)  
P 04 473 7224

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