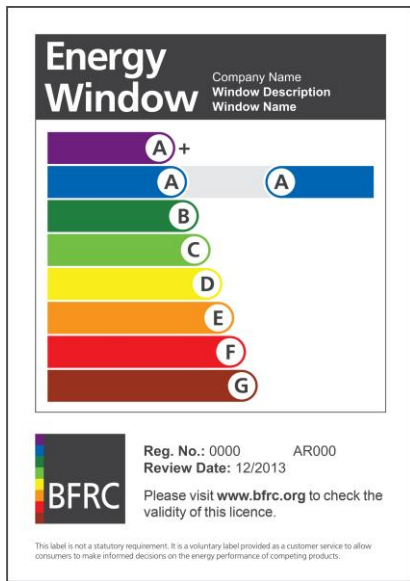


AUTHORISED RETAILER APPLICATION FORM



Key steps to becoming an Authorised Retailer:



- 1) Speak to your suppliers. Either your frame manufacturer or IGU manufacturer must be a BFRC licence holder if you wish to join the scheme.
 - 2) Complete this application form for the WER & DSER Products you want to retail.
 - 3) If you are buying unglazed products from your frame manufacturer, you will need to ensure you are purchasing sealed units that are **identical** to those used by the licence holder.
 - 4) Upon receipt of your application and payment, your company details and the energy rated products you are retailing will be listed on the BFRC website. You will receive copies of the artwork relating to your BFRC licences (energy labels) via email.
 - 5) As a BFRC Authorised Retailer, you will be required to retain documentation relating to the purchase and supply BFRC rated products – If you are sourcing sealed units independently you will need to keep record what specification of glass has been purchased and from whom.
- 6) When BBA carry out your on site inspection you will be required to make available BFRC documentation covering a given period (such as purchase order, delivery notes).

If you have questions regarding the application process please contact BFRC on 020 7403 9200

Company Details

Company Name: _____

Company Address: _____

Are you currently BFRC registered? Yes / No **If yes, AR number** _____

FENSA Reg. No. (if applicable): _____

Date: _____

Company Representative

Contact details:

(Shown on BFRC website)

Name: _____

Position: _____

Tel: _____

Fax: _____

Email: _____

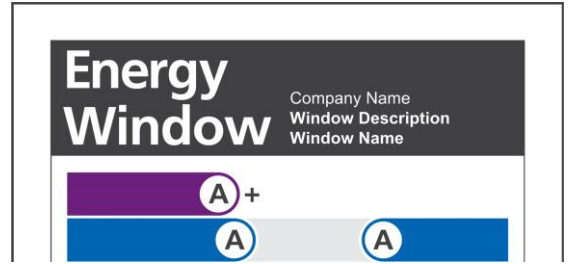
Product/Licence Details (Please obtain the licence number from your manufacturer (the licence holder))

To complete this section you will need to have contacted your manufacturer (the licence holder) to confirm the licences relevant to the products you buy.

Please complete this section with these licence numbers.

You can add your company name onto the rainbow label and also name your product. The identifying name for your product can be simple e.g. A rated, B rated or C rated, or alternatively you may wish brand your products.

The company name and name of the window you specify will feature on your licence artwork.



Licence number: _____ **Name of licence holder (Manufacturer):** _____

Details to appear on your rainbow label

Company name: _____ Window / Door

Description will be the same as the licence product

Identifying name for product: _____

Licence number: _____ **Name of licence holder (Manufacturer):** _____

Details to appear on your rainbow label

Company name: _____ Window / Door

Description will be the same as the licence product

Identifying name for product: _____

Licence number: _____ **Name of licence holder (Manufacturer):** _____

Details to appear on your rainbow label

Company name: _____ Window / Door

Description will be the same as the licence product

Identifying name for product: _____

Licence number: _____ **Name of licence holder (Manufacturer):** _____

Details to appear on your rainbow label

Company name: _____ Window / Door

Description will be the same as the licence product

Identifying name for product: _____

If you require additional licences please print this page and attach to this application form.

Fee Matrix

Fees below are charged annually at date of registration. Initially you will receive a pro-rated invoice, payable by Direct Debit to reflect date of registration.

	Cost	VAT@20%	To pay
FENSA Registered	£200.00	£40.00	£240.00
Non-FENSA Registered	£350.00	£70.00	£420.00

Please note: If you require additional licences or need to make changes throughout the year a £50 admin fee is applicable.

To receive a FENSA registered fee you must include your FENSA Reg no. within the Company Details section of this application form (page 1).

Application Detail

Number of licences applied for: _____

BFRC require all payments to be made by Direct Debit. Please fill out and return this application form, when received, we will send you a Direct Debit mandate form. Please provide a valid email address. If you do not have an email address we will send a form in the post, please allow more time for the application process via post.

Please Read:

I certify that the information contained in this application is correct to the best of my knowledge. I am aware I will need an annual audit undertaken by a BFRC appointed agent and I am fully responsible for ensuring windows have a permanent mark. I also fully understand sealed units must be manufactured in accordance with BS EN 1279 pt 5. 3rd party test evidence / certification or a CE marking declaration can be provided by the IGU manufacturer. When buying unglazed products from my frame manufacturer, I will need to ensure the purchased sealed units are **identical** to those used by the licence holder.

BFRC membership is on-going. If you wish to terminate your membership, we require written confirmation. All payments must be settled before your membership is terminated.

By signing you agree to the terms of the membership.

Applicant Signature: _____

Date: _____

Please return this application form to:

BFRC Ltd,
54 Ayres Street,
London, SE1 1EU

If you have questions regarding the application process please contact BFRC on 020 7403 9200.