

# THE NATIONAL ASSOCIATION OF GOLDSMITHS

## FULL MEMBERSHIP APPLICATION FORM



Please complete this form in **BLOCK CAPITALS** and continue on a separate sheet where necessary.  
Please see notes attached to help you complete this form.

1. **Trading Name of Business:** \_\_\_\_\_  
Sole Trader  Partnership  L.L.P.  Company (Ltd)  P.L.C.

**Company Name:** \_\_\_\_\_

**Company Registration Number:** \_\_\_\_\_ **VAT Number:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Post Code:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_ **Web Page:** \_\_\_\_\_

2. **Full name of person applying (primary contact name for us to use in communications):**  
\_\_\_\_\_  
Proprietor  Partner  Director  Company Secretary

3. **Full Names of all Proprietors/Partners/Directors (other than that given above):**  
\_\_\_\_\_

4. **Please name any company with substantial measure of control in the above business and the ultimate controlling company:**  
\_\_\_\_\_

5. **Please state any connections between the Proprietor, Partners or Directors in any other jewellery business within the last five years:**  
\_\_\_\_\_

6. **Has applicant previously applied for membership?** Yes  No   
**If yes, please give brief details:** \_\_\_\_\_

7. **Date business established:** \_\_\_\_\_

8. **Date acquired by applicant:** \_\_\_\_\_

9. **Previous trading name(s):** \_\_\_\_\_

10. **Full name(s) of previous Proprietors/Partners/Directors:**  
\_\_\_\_\_

11. **Number of shops:** \_\_\_\_\_

(If more than one please provide a separate list of all branches along with trading names if different, address, phone & fax numbers, email, name of contact at each branch, current photos of each branch and any other relevant details.)

12. Total number of employees including working principals, office, sales and workshop staff in all branches:

Full time \_\_\_\_\_ Part time \_\_\_\_\_ (working less than 20 hours)

13. An N.A.G. member has a commitment to education and training throughout their business. Please list any industry related and other relevant qualifications currently possessed within your business.

Name	Position	Qualification(s)	Year Achieved
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

14. In addition to any statutory employee insurance required, does the applicant hold other insurance?

Jewellers Block Policy Yes  No   
 Cover for customer's goods while in your care (for repairs, valuations etc.) Yes  No

Name of broker/company you are insured with: \_\_\_\_\_

15. Do you use a computer for any of the following:

Stock management  Accounts  Valuations  Internet/email  Other

16. Please tick a box to indicate the approximate average value of your stockholding (at cost, excluding VAT):

Under £25,000  £25,000-£49,999  £50,000-£99,999  £100,000-£249,999  £250,000-£499,999  Over £500,000

17. Please tick a box to indicate your approximate total turnover per annum (excluding VAT):

Under £50,000  £50,000-£99,999  £100,000-£249,999  £250,000-£499,999  £500,000-£999,999  Over £1 million

18. Please indicate the approximate proportion in value terms of your stockholding:

Diamond set jewellery	%	Costume jewellery	%
Other gem set and pearl jewellery	%	Watches	%
Platinum jewellery	%	Clocks	%
Gold jewellery (18ct and above)	%	Silverware	%
Gold jewellery (9ct and 14ct)	%	Gifts	%
Silver jewellery	%	Other	%

19. Of your stockholding, how much is antique or second hand?

Jewellery \_\_\_\_\_% Watches \_\_\_\_\_% Other \_\_\_\_\_%

20. If you sell new watches, please name your three most important brands for which you have agencies:

1) \_\_\_\_\_ 2) \_\_\_\_\_ 3) \_\_\_\_\_

21. Please indicate the approximate proportion in value terms of your turnover:

Jewellery	%	Gifts	%
Watches	%	Commissions	%
Clocks	%	Repairs	%
Silverware	%	Valuations	%

**22. Do you provide a:**

	<b>On premises</b>	<b>Contracted out</b>	<b>No</b>
Jewellery repair service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Watch repair service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Design service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Special order service to make jewellery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Valuation service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**23. If you are a specialist in another relevant area (e.g. antique jewellery restoration, antique silver, clock repairs etc.) please give brief details:**

\_\_\_\_\_

**24. Which of the following industry events have been attended within the last 2 years? (tick all relevant boxes)**

N.A.G. AGM	Principals <input type="checkbox"/>	Staff <input type="checkbox"/>	Basle Fair	Principals <input type="checkbox"/>	Staff <input type="checkbox"/>
N.A.G. Valuers' Conference	Principals <input type="checkbox"/>	Staff <input type="checkbox"/>	NEC Spring Fair	Principals <input type="checkbox"/>	Staff <input type="checkbox"/>
IJL Earls Court	Principals <input type="checkbox"/>	Staff <input type="checkbox"/>	Vicenza (I, II or III)	Principals <input type="checkbox"/>	Staff <input type="checkbox"/>

Please list any others: \_\_\_\_\_

**25. Which jewellery industry publications do you read regularly?**

The Jeweller       Retail Jeweller       Goldsmiths' Review       Journal of Gemmology

Please list any others: \_\_\_\_\_

**26. Does the Applicant belong to any other Associations (eg. BJA, NPA), Buying Groups, or relevant bodies (eg. Chamber of Commerce) or committees? If so please state name and period of membership:**

\_\_\_\_\_  
\_\_\_\_\_

**27. Please indicate the principal reason(s) the Applicant wishes to join the N.A.G.:**

\_\_\_\_\_  
\_\_\_\_\_

**28. Trade references are required from two of the main jewellery industry suppliers with whom the applicant has dealt with regularly. Please give the following details to whom we may refer:**

Contact name	Supplier	Address
_____	_____	_____
_____	_____	_____

**29. A Bank Reference can be obtained from:**

Bank: \_\_\_\_\_ Branch: \_\_\_\_\_ Contact name: \_\_\_\_\_

Address: \_\_\_\_\_

**30. Please provide the names of two current N.A.G. Members who are willing to sponsor your application for membership.**

Contact name	Business Name	Address
_____	_____	_____
_____	_____	_____

**TO THE BOARD OF DIRECTORS**

- I/We hereby apply to be admitted as a Member of the National Association of Goldsmiths of Great Britain and Ireland, subject to the Memorandum and Articles and Bye Laws of the said Association.
- I/We approve and promise to observe the conditions of membership, Bye Laws and Code of Practice as laid down by the Association and as from time to time amended.
- I/We fully understand that should my/our membership cease for whatever reason(s), I/we will no longer display or use any emblem and title of the Association or imply in any way membership of, or approval by, the Association.
- I/We agree that while members we will pay the subscription for membership as from time to time decided by the Board of Directors.
- I/We understand that if any information given in this application form is found to be incorrect after membership has been granted, after due consideration by the Association and in its own absolute discretion, the Board of Directors may decide that the Applicant's membership shall cease forthwith, or that it may not be renewed after the current membership period has ended.
- I/We understand that the Association may consult local N.A.G. Branches or Centres, Affiliated Associations, Banks, Credit Agencies or other sources to establish suitability for membership and give any necessary authority to do so.
- I/We understand that if this membership application is turned down or deferred, the Association will not normally give the reason.

**I/We enclose:**

**Yes**

- This form duly completed along with \_\_\_\_\_ continuation sheets (state number).  
(We strongly advise that you keep a copy.)
- The Association's Code of Practice duly signed and dated.
- A recent photograph of our shop front and of every branch shop front, as well as close ups of jewellery.  
(The close ups will need to be of clearly priced stock on display in the shop.)
- A sample of all stationery in use. (Letter headings, business cards, compliment slips, etc.)
- Our completed Direct Debit mandate.
- Our application fee of £100 plus VAT = £120  
(Non-refundable in the event of non-election).

**Note:** It is a requirement of membership of the Association that you disclose all criminal convictions (apart from spent convictions) including those of persons involved in the management or control of your business ('connected persons'). If you are aware that you or any connected persons are or have been the subject of a Police investigation, then you must also disclose this to the N.A.G., even if this does or did not lead to you or such connected persons being prosecuted.

If you or any connected persons commit or are found to have committed an act of fraud or dishonesty (whether or not giving rise to legal proceedings), are convicted of a criminal offence or fail to disclose a criminal offence to the N.A.G., then your application for membership may be refused or your membership may be terminated with immediate effect.

**DECLARATION: I certify the information stated in this application form is accurate and complete in all respects.**

Signature: ..... Date: .....

**PLEASE RETURN THIS FORM TO: The National Association of Goldsmiths, 78a Luke Street, LONDON EC2A 4XG  
(T) 020 7613 4445 (F) 020 7613 4450 (E) membership@jewellers-online.org**

We may send you information about other products the N.A.G. believes will be of benefit to members.

Data Protection Act 1998: Please tick this box if you DO NOT want the N.A.G. to contact you by mail.

Privacy & Electronic Communications Regulations 2003: Please tick this box if you DO NOT want the N.A.G. to contact you by email.