



Master Locksmiths Association

**Approved Company
Information Pack**

The Master Locksmiths Association
1 Prospect Park
Valley Drive
Rugby
Warwickshire
CV21 1TF

Re: Application for Approved Company Membership

Thank you for your request for information concerning MLA Approved Company Membership; I have pleasure in enclosing a pack for you. If you have any questions not covered in this pack please do not hesitate to contact this office.

Please note that before company membership can proceed it is now a requirement for all applying companies to have a nominated locksmith with a qualification in Locksmithing. Therefore, the MLA Board of Directors require that you or an employee has passed the MLA Examination.

If you are already an existing MLA member then please mark the paperwork with your membership Number.

If you are not already a member you will need to apply for a Personal membership first and progress your membership to Approved Company once you or a member of your staff has passed the MLA. The Personal membership application form is included in this pack.

Please note all applying Approved Companies must have one fully paid up Qualified Master Locksmith (QML) Member per 5 locksmith staff. (So for example a company having 8 locksmith staff would require 2 paying QML members)

Also note that before arrangements can be made for you to sit the MLA Exam you will be required to provide a Standard Disclosure Barring Service Check (DBS) which we are able to do for you at a cost of £36.

When returning the Application Form to head office, please remember to take a copy together with all the necessary paperwork marked by an asterisk.

It should be noted that any reference to membership or use of the logo is not permitted until your application has completed due process.

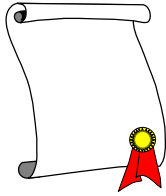
We look forward to hearing from you shortly.

Master Locksmiths Association

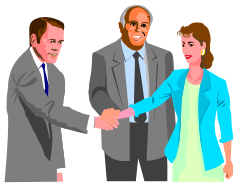
WHY JOIN THE MASTER LOCKSMITHS ASSOCIATION?



All training provided at MLA Head Office is run by tutors who are all Qualified Master Locksmith Members or Fellows of the Association. This training is recognised throughout the industry.



Registered members are encouraged to attend training to improve their skills. They are required to take 1 element of the MLA Exam per 12 months of membership, meaning that over a period of four years they will have taken and passed the MLA Examination and will have progressed to Qualified Master Locksmith membership of the Association.



Members at all levels are encouraged to attend regional meetings where they can meet their colleagues in the association, talk to experts, listen to seminars and visit small exhibitions. Research is being undertaken to establish the feasibility of instigating a Continued Professional Development scheme to include attendance at some approved meetings.



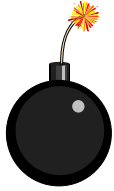
One of the major benefits of belonging to the MLA is the `network` of friends and colleagues that you can build over the years. This can never be understated, it provides the basis for personal friendships and technical back-up from other working locksmiths who will understand first hand the problems you may face during your working day.

The MLA can also offer its members more benefits from the MLA Members Benefit Site. Below is just a sample of some of the discounted benefits:

- **Insurance** (commercial, general, health)
- **Finance** (mortgages, pensions, credit card processing, business finance)
- **Vehicles** and road side recovery
- **Advertising**
- **Training** (through associated companies as well as the MLA training mentioned previously)
- **Business Related Benefits** (Personal and Health and Safety Packs, Terms and Conditions, payroll, book keeping etc)



On site and can't find the manufacturer/distributor's telephone number? Unsure of who supplies this strange lock you are confronted with? Special key blanks required urgently? MLA Head Office will do its best to find the number or name you are looking for – or a `man who can! Information on a large number of topics is available to members and research will be made to find the details if they are not on the database.



Legislation can be a minefield for the small business or the sole trader. This is another area where Head Office can probably help. Whilst not having the expertise in all fields, the staff can give you contact details for almost any scenario. If your problem is outside of the information bank, this can be researched for you and contact details obtained.



All members receive the magazine "KEYWAYS", this is an in-house magazine for members only, with hints, tips, new products, information on the association, meetings, exhibitions, members' letters and membership details.



By joining the Master Locksmiths Association as an Approved Company member, you will be opening the door for your business to gain even more credibility with your customers, both current and potential. Many people now look specifically for business that have some form of recommendation or endorsement – MLA Approved Companies are recognised and used by police, insurers and government, local and central.



Membership of MLA will not make your turnover double by magic! What it will do is promote your business through the MLA's website, its Approved Company Directory (goes to insurers, police etc) and by referrals from Head Office (think daytime Call Centre). You will be part of any Government lobbying, any initiatives with the police and discussions with the major insurance companies. You will be in the forefront when information is available concerning licensing of locksmiths and the Security Industry Authority's plans for the self-regulation of companies.



If you are still unconvinced, read the enclosed documents – they will tell you how to become a MLA Approved Company – they will tell you about MLA inspections on businesses – they will tell you why, if you operate to good business practices, you will have nothing to fear – they will tell you that the inspections are designed to help, not knock you down.



Your next step is to fill in the enclosed forms, but if you just need that final question answering – telephone 01327 262255 and the Head Office staff will be more than happy to help you.

Master Locksmith Association looks forward to welcoming you and your business as members



MLA APPLICATION FOR APPROVED COMPANY MEMBERSHIP

NEW APPLICANTS MUST ENCLOSE £130 NON-REFUNDABLE ENROLMENT FEE

Enrolment fee is not applicable for members progressing from Personal Membership

**It is necessary for company owner(s)/director(s) and all locksmith staff to undergo a DBS Check.
This will be undertaken by us at a cost of £36 per application and should be included with your enrolment fee.**

Please complete this form in **BLOCK CAPITALS**, entering details in each box except where stated.
Please do not leave blanks but enter "N/A" for Not Applicable.
Once completed please scan to membership@locksmiths.co.uk
or post to:- 1 Prospect Park, Valley Drive, Rugby, Warwickshire, CV21 1TF

MLA REF:

For Office Use

1 Company Name

2 Incorporated or T/A Company Name

3 Address of Premises and/or Vehicle for inspection

County Postcode

Extra county listing in Directory of Approved Companies

4 Owner of Business

5 Administration address for correspondance

County Postcode

6 MLA Representative

7 Position in Company *Circle one* Owner Director Manager Employee

8 Please list all Qualified Locksmith's & their Exam Certificate Number

9 Name	<input type="text"/>	Certificate No	<input type="text"/>
Name	<input type="text"/>	Certificate No	<input type="text"/>
Name	<input type="text"/>	Certificate No	<input type="text"/>
Name	<input type="text"/>	Certificate No	<input type="text"/>

10 Main Telephone No:

11 Fax No:

12 E-mail Address:

13 Website:

14 Names & Addresses of ALL branches (excluding main above) use separate sheet if necessary

15 Please give details of business type **Sole Proprietor** Yes/No

Partnership: Yes/No Names of Partners

Ltd.Company: Yes/No Names of Directors

Public Ltd: Yes/No Names of Directors

Franchise: Yes/No Details of Franchiser

17 Please list all Locksmith Staff & their DBS Certificate number & date of issue for this company/branch

Name
Name
Name
Name
Name
Name

PLEASE SUPPLY COPIES OF THE FOLLOWING DOCUMENTS

Enclosed

19 Company Registration No			
20 VAT Registration No			
21 BS EN ISO 9000 No (if applicable)			
22 Insurance Cover Held	Employers Liability	£	
	Public Liability	£	
	Professional Indemnity	£	
23 Company's Stationery			
24 Latest Advertisement (if applicable)			

Claims made in the following sections will be checked by the Inspector to validate your entry into any MLA publications.

25 Please tick as appropriate: -

Single Premises	
Main Premises - with Branches	
Branch of Main Premises	

Please tick as appropriate

Mobile	
Retail	
Workshop	

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26 What hours does the Company operate?

Monday - Friday	am	pm
Weekends	am	pm

24 Hours

Yes/No
Yes/No

Existing Customers
General Public

The following questions relate to the level of service that you offer; please tick as applicable.

All services ticked **MUST** be carried out by the Applicant Company and **NOT** subcontracted to other or bought in.

GENERAL SERVICES

27 KeyCutting: -

Lever	Yes/No
Cylinder	Yes/No
To Lock	Yes/No
To Code	Yes/No
Safe	Yes/No
Auto	Yes/No

28 UPGRADE and/or INSTALLATION OF LOCKS TO:

Timber doors	Yes/No
Windows	Yes/No
Aluminum Doors	Yes/No
UPVC Doors	Yes/No

29 SERVICES:

Workshop Repairs	Yes/No
Security Surveys	Yes/No
Lock Opening & General Lockouts	Yes/No
Master Keying	Yes/No
Door Closing Devices	Yes/No

30 Grilles/Bars	Yes/No
Folding/Collapsible Gates	Yes/No

31 Access Systems (mechanical)	Yes/No
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32 Access systems (electronic)	Yes/No
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33 Alarm Installation	Yes/No
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SAFES

34 UNDERFLOOR SAFES

Sales	Yes/No
Installation	Yes/No
Servicing	Yes/No
Opening/Repair	Yes/No
Stocks of Spare Parts	Yes/No

35 FREESTANDING/WALL SAFES

Sales	Yes/No
Opening/Repair	Yes/No
Servicing	Yes/No
Installation/Moving	Yes/No
Stocks of Spare Parts	Yes/No

AUTO

36 WORKSHOP: -

Keys to Lock	Yes/No
Keys to Code	Yes/No
Keys to Pattern	Yes/No
Transponder	Yes/No
Lost Car Keys	Yes/No

37 ONSITE: -

Keys to Lock	Yes/No
Keys to Code	Yes/No
Keys to Pattern	Yes/No
Transponder	Yes/No
Lost Car Keys	Yes/No

38 IN/ON VEHICLE: -

Vehicle security device installation (mechanical)	Yes/No
Vehicle security device installation (electronic)	Yes/No

Criminal Background Check

The Master Locksmiths Association requires that the character of each of its members is beyond reproach.

Owner(s)/Directors & all locksmith staff will need a DBS check which will be undertaken by us at a cost of £36 per application

In addition, it is essential that ALL applicants answer the following questions otherwise applications will not be accepted.

Have you: -

a) ever been convicted of any offence involving fraud, other dishonesty or violence?

YES NO

--

b) ever been convicted of any other offence, excluding minor traffic offences?

YES NO

--

c) been adjudged bankrupt or, in Scotland had your estate sequestered, within the last ten years?

YES NO

--

d) had any County Court judgement connected with Trading Practices recorded against you within the last three years?

YES NO

--

If you have answered YES to any of the above questions, please give full details (using a separate sheet if necessary)

Offence

Court

Date

Result

Comments

DECLARATION

- a) I, the undersigned on behalf of the company, declare that the information given on this form is complete and accurate to the best of my knowledge and that it forms the basis of this application.
- b) The company understands that any false declaration may invalidate this application.
- c) The company understands that the information given will be subject to confirmation during the Inspection which will be carried out as part of the application procedure by the Association's Inspectorate.
- d) The company understands that a letter of acknowledgement will be sent to the company, when the application has been verified, together with the invoice for the Inspection Fee.
- e) The company understands that the inspection will be arranged on receipt by MLA Head Office of the Inspection Fee.
- f) The company understands that, should a re-inspection be necessary following a deferral of my application, a further fee will be due.
- g) The company understands that further inspections will be carried out during the period of membership as an Approved Company and that a Fee will be payable prior to each Inspection.
- h) The company confirms that it conforms to all current statutory legal requirements, including Health & Safety regulation and that a competent person is assigned to ensure all compliances.
- i) In the event of the cessation/termination of this company's membership, the company undertakes to ensure that the use of the Approved Company logo (or whatever designation shall be in place at that time) in advertising, or on stationery, and all mention of the MLA, in any connection, will cease immediately.

Signed:

Name in Capitals:

Position in Company:

On behalf of:

Date:

Please ensure that you have enclosed the copies of the documents requested and the non-refundable Enrolment Fee

IT IS ADVISABLE THAT YOU TAKE A COPY OF THE COMPLETED FORM FOR YOUR RECORDS

General Data Protection Regulation 2018

Information given on this form will be held on digital and physical format as part of the MLA's Membership Database. We will use your personal details to create membership related documents and to contact you in regards to your membership. The lawful basis of this processing is the performance of a contract between you and us at your request, to enter into such a contract. MLA will only share your details with a third party if sharing is necessary to provide the benefits offered by this membership. MLA has signed contracts with any third party involved that we share your details with to assure that they are GDPR that are compliant.

All information is for MLA use only, except for company name, address, trading hours, telephone and fax numbers, details that will be published online on our website www.locksmiths.co.uk and shared with the affiliate members.



INSPECTION INFORMATION

Q. What is involved?

A. Further guidelines and advice can be found on pages 3 & 4 of these notes.

1. The application form to be completed by existing members and new applicants - **ALL NEW APPLICANTS ARE REQUIRED TO FORWARD A NON-RETURNABLE ENROLMENT FEE OF £130.00 (inc VAT) WITH THESE FORMS.** (Please see Q/A regarding Disclosure Barring Service Check [DBS]).
2. The application forms and DBS check are checked and processed by MLA Head Office, and an acknowledgement letter will be issued and examination confirmation, where necessary.
3. Once the DBS check has been completed and your locksmith has passed the examination to become a Qualified Master Locksmith, an invoice for the inspection fee (see below) will be issued.
4. Following payment of the inspection fee, arrangements will be made for an experienced member of our inspectorate to carry out the inspection which will also include a site inspection.
5. After the inspection, the Inspector will submit his recommendations to the Directors for their final decision.
6. Notification of your application will be published in Keyways, giving the membership twenty-one days to lodge any objection.

Q. Is a Disclosure & Baring Service Check necessary?

A. *Yes due to the important nature of ethics within the MLA we insist on checking the criminal records of our members and therefore a Standard Disclosure from the Disclosure & Baring Service check is required. For Approved Companies this is performed on the company owner and the cost of this is £36 (which should be included with your application), however, we also require that all staff performing locksmith activities within the organisation are DBS checked. Please contact us on: 01327 262 255 for details.*

Q. How much does an inspection cost?

A. Sole or main premises	£216.00
Branch premises if able to be inspected on same day as main premises	£95.00
Branch premises if inspected on another day	£216.00
Re-inspection following deferral	£95.00
Appeal (refundable if the appeal is upheld)	£95.00

All fees are plus VAT and are correct at the time of printing

Q. Why is there a non-returnable enrolment fee?

A. This fee is required as a contribution to the MLA toward the costs of the administration involved in the first line process of the application prior to the inspection being arranged.

Q. At what intervals are inspections carried out?

A. New applicants must be inspected as part of their application process and thereafter re-inspections will take place as follows:-

- Second Inspection – 2 years after First Inspection
- Third Inspection – 3 years after Second Inspection
- Thereafter continuing at 3 year intervals.

If a complaint is made against an Approved Company, or if any changes occur to either the management or premises of an Approved Company additional Inspections may be carried out. In interim years a declaration stating that no major changes (as above) have occurred within the company and copies of current documentation will be requested.

Q. What about confidentiality?

A. Inspectors are not concerned with your customer details, only in your efficient record keeping and skill base. They are not concerned about your charges or your strategy to beat the competition – only in the overall standards and procedures used in running your business. Some Inspectors have their own businesses and also have to be inspected, so they fully understand that much information is confidential – they will keep it that way. All Inspectors have signed the MLA's Confidentiality Agreement.



INSPECTION INFORMATION

Q. What are the possible outcomes of an Inspection?

A. An Inspector will recommend approval, deferral or rejection for any service claimed. Deferral means that you have one or more relatively minor faults or problems that need to be put right before approval can be given. One or three months may be allowed for you to put them right and depending on what they were, either written confirmation that they have been corrected or a re-inspection may be required.

Rejection means just that. Re-application may be permitted after an interval of two years.

Q. If I am dissatisfied with the inspection or its outcome, can I appeal?

A. Yes - An appeal must be lodged with MLA Head Office as soon as possible after notification of the result of an inspection. A second inspection will take place – whether as a full or part inspection at the discretion of the MLA – and you will be advised of the result after due consideration by the Board. A charge will be made should an appeal be unsuccessful.

GUIDELINES ON INSPECTIONS

Application Form Items 1 – 25 – ADMINISTRATION

- Health & Safety Notices should be on display in a prominent position.
- All staff should be made aware of the company's Health & Safety policy.
- It is recommended that companies use terms and conditions; MLA can supply these personalised to your company once it has successfully been inspected.
- It is advisable to ensure that the number of keys handed to customers are recorded and signed for.
- It is advisable to operate a system for accepting work, providing written quotation or estimate, order processing and raising invoices accordingly. This is to provide a documentation trail to enable the tracing of complaints details.
- Job sheets are a vital tool in the above paper trail and should give adequate details.
- Another valuable procedure is for the operative to sign the job sheet.
- The use of Authorisation details and Indemnity forms is highly recommended. MLA forms are supplied to new Members once application approved.
- The company should contact the Data Registrar to check if it needs to register in accordance with the details it holds. MLA's Welcome Pack contains these contact details.
- If items are removed from site, the company may need to register with its local council in case it needs to register as a 'carrier of waste'.
- It is recommended that the company should operate procedures to identify and prevent the use of defective materials/goods both in-house and on site.
- It is recommended that work records/Invoices should be readily traceable in the event of an enquiry.
- It is recommended that there should be adequate communication systems in the place, Pager/ Mobile/Contact telephones etc. between office and installation locksmiths. This is especially recommended in light of the issue of the 'lone worker' legislation.
- It is recommended that ID Cards should be used and signed for in the personnel records, and returned on cessation of employment, these are available for approved company employees, subject to current DBS, please contact us for details.

THE FOLLOWING NOTES RELATE TO THE LEVEL OF WORK CARRIED OUT OR THE SERVICES OFFERED AND TOOLS AND EQUIPMENT SHOULD EXIST TO EXECUTE SUCH WORK OR SERVICE IN ALL CASES

Application Form Item 26 – RETAIL SHOP

- Sales area should have a good display, adequately stocked, clean
- Staff should be able to demonstrate a good degree of knowledge covering all aspects of operations and products, in order to give sound professional advice on service offered and products sold.
- Company must ensure that precautions are taken to ensure the safety of staff and customers. Safety guards on machines, goggles available and used, retail area is free from obstacles etc.
- Procedures for care of customer's property should exist.

Application Form Item 26 – WORKSHOP

- Workshop should be suitable for service claimed.
- A high degree of knowledge relating to products, Spares etc. is expected.



INSPECTION INFORMATION

Application Form Item 28 – KEYCUTTING & CONTROL

- Restricted Key Records should always be kept securely
- Restricted keys should be controlled and secure where the public does not have ready access.
- Staff should be able to demonstrate a good degree of knowledge; covering key cutting, key blank identification and quality of finished product.

Application Form Item 29 – UPGRADE & INSTALLATION

- If aluminium door work is undertaken - stocks of Euro Profile and Oval Profile Lock cases should be held.
- If UPVC Door work is undertaken - A small range of multi-point locks should be held.

Application Form Item 30 – SERVICES

SECURITY SURVEYS

- Surveyors should have a good degree of knowledge in respect of insurance requirements and MLA Guideline for Domestic Security.

LOCK OPENING & GENERAL LOCKOUTS

- All authorised staff should have easy access to, or copies of lock identification, drill points, fitting instructions and all related technical information for services offered.

MASTER KEYING

- Where applicable proper methods for the generation and assembly of master key work - pinning kits, charts, depth keys etc. should exist
- Client master key records should be kept secure and easily retrievable.
- Master key records should note cylinder types, key history and additional key authorisation procedures where applicable

DOOR CLOSING DEVICES

- If the company states that it installs and maintains overhead door closers, then adequate stocks should be held for installations and changeovers.

Application Form Item 35 – SAFES

- A varied range of safes should be stocked, a range of spare locks, key blanks etc. should be held.
- Awareness of demotion of 'risk value' on opened containers.
- A good degree of knowledge and understanding of insurer's safe rating should be demonstrated.
- Methods of repair on drilled or forced safes/containers.
- Appropriate reference information is available i.e. drawing, diagrams, photographs and drill points etc., covering a broad range of safes/containers.
- Specialist equipment in use i.e. optics, drill bits & drill rig/s & methods of maintaining equipment.
- A high degree of knowledge relating to the installation and maintenance of free standing, under floor & wall safes/containers is expected.
- If safe sales are undertaken a small stock of safes should be held, and not just ordered as required.
- Specialist key cutting equipment should be held.

Application Form Item 37 – AUTO

- A large selection of key blanks should be held covering most vehicles in the UK.
- Car lock spares, pin/disc kits should be held.
- Sufficient and appropriate reference information should be available.
- Company must demonstrate the ability to attend site open vehicle & provide the necessary keys in the majority of cases.
- Roadside operatives should use the necessary road safety equipment.
- If the Company installs vehicle security devices, knowledge of approved products and their application should be demonstrated.



APPLICATION FOR PERSONAL MEMBERSHIP

Please complete this form in BLOCK CAPITALS, entering details in each box.

Please enclose £51 NON-REFUNDABLE Registration Fee and £36 for a Disclosure & Barring Service Check. Return to: 1 Prospect Park, Valley Drive, Rugby, Warwickshire, CV21 1TF or email to membership@locksmiths.co.uk

Temporary No:

Assigned Membership No:

Title (e.g. Mr.)	<input type="text"/>		
Forename(s)	<input type="text"/>		
Surname	<input type="text"/>		
Home Address	<input type="text"/>		
	<input type="text"/>		
County	<input type="text"/>		
Postcode	<input type="text"/>	Country	<input type="text"/>
Telephone No.	<input type="text"/>		
E-Mail Address	<input type="text"/>		
Date of Birth	<input type="text"/>		
Place of Birth	<input type="text"/>		
Current Job Description	<input type="text"/>		
Present Employer	<input type="text"/>		
If employer is a MLA member please give their Registration Number	<input type="text"/>		
Work Address	<input type="text"/>		
	<input type="text"/>		
Include Postcode	<input type="text"/>		
Telephone No.	<input type="text"/>		
Date joined Company	<input type="text"/>		
If unemployed please state date employment ceased	<input type="text"/>		
If self-employed, please give the following information			
Business Name	<input type="text"/>		
Business Address	<input type="text"/>		
If different from home	<input type="text"/>		
Address for correspondence	Tick <input type="checkbox"/>	Home address	OR <input type="checkbox"/>
		Work address	
Have you passed the ALA, BLI (now MLA) exam?	<input type="text"/>	Yes/No	
if yes give certificate number	<input type="text"/>		
Have you provided a copy of your certificate	<input type="text"/>	Yes/No	
Are you not a locksmith but working in the industry?	<input type="text"/>	Yes/No	

REFERENCES

The following referees will be requested to supply a reference.

Referees must not be related to the applicant unless he/she is a Member of the Association.

Referees should be professional people who are able to provide a character reference

1ST REFEREE

Name	<input type="text"/>		
Profession	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
County	<input type="text"/>		
Postcode	<input type="text"/>	Country	<input type="text"/>
Email Address	<input type="text"/>		

2ND REFEREE

Name	<input type="text"/>		
Profession	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
County	<input type="text"/>		
Postcode	<input type="text"/>	Country	<input type="text"/>
Telephone No.	<input type="text"/>		
Email Address	<input type="text"/>		

The Master Locksmith Association requires that the character of each of its members is beyond reproach.

You will need to have a DBS check which will be undertaken by us at a cost of £36 (unless you have one already - standard level or above)

In addition, it is essential that ALL applicants answer the following questions otherwise applications will not be accepted. Have you: -

a) ever been convicted of any offence involving fraud, other dishonesty or violence?

YES NO

b) ever been convicted of any other offence, excluding minor traffic offences?

YES NO

c) been adjudged bankrupt or, in Scotland had your estate sequestered, within the last ten years?

YES NO

d) had any County Court judgement connected with Trading Practices recorded against you within the last three years?

YES NO

If you have answered YES to any of the above questions, please give full details (using a separate sheet if necessary)

Offence	<input type="text"/>
Court	<input type="text"/>
Date	<input type="text"/>
Result	<input type="text"/>
Comments	<input type="text"/>
	<input type="text"/>

DECLARATION

I certify that I have read this form, answered the questions truthfully and understand that these answers are part of my application for membership.

I understand that failure to disclose any conviction which subsequently comes to the notice of the Board of Directors of the Master Locksmiths Association will immediately invalidate membership.

In the event of the answers I have given changing at any time I will immediately notify MLA Head Office.

I will abide by the Bylaws of the Master Locksmiths Association and will assist the Association in achieving its objectives.

I understand that membership of the MLA is a personal membership and claim to membership is only allowed on one's own website.

I undertake not to use any logos or title other than those designated by the Bylaws.

I will return membership certificates and identity cards and cease using any reference to MLA if my membership is terminated.

Please provide a photograph of yourself, hard copy or electronically which will be used to make your ID card once application finalised

please tick

NON -REFUNDABLE Registration fee of £51 plus £36 for DBS enclosed

please tick

Please make cheque payable to MASTER LOCKSMITH ASSOCIATION or MLA

Signed

Date

GENERAL DATA PROTECTION REGULATION

Information given on this form will be held on digital and physical format as part of the MLA's Membership Database during your membership and 5 years after your membership has been ceased. We will use your personal details to create membership related documents and to contact you in regards to your membership. The lawful basis of this processing is the performance of a contract between you and us and your request, to enter into such a contract.

MLA will only share your details with a third party if sharing is necessary to provide the benefits that are offered by this membership. MLA has signed contracts with any third party involved that we share your details with to assure that they are GDPR compliant.

For more details about the way we manage your personal data please see our Privacy Policy on www.locksmiths.co.uk

GUIDANCE NOTES

This application is for **membership** of the MLA and is not a qualification. MLA Qualifications are by examination.

When your application has been successfully processed, payment will be required to pay the Annual Subscription

During their course of work, many locksmiths will come into contact with vulnerable persons, people in vulnerable situations, will attend secure sites and private dwellings. It is, therefore, imperative that the MLA can recommend its members with full confidence

Referees must not be related to the applicant unless he/she is a Member of the Master Locksmith Association.

Referees should be professional people who are able to provide character references

You will be advised if further checks are required from any other appropriate sources.

The completion of the form is deemed to be part of the application for membership of the Master locksmith Association

Applicants who are granted membership of the Institute are advised that this form will become the property of the Master Locksmiths Association and will form part of the records of the Association.

Applicants to whom membership is refused, for whatever reason, may request this form to be returned to them. Please indicate whether you wish for this form to be returned or destroyed if membership is refused.

If you require assistance or advise on completing any part of this form, please do not hesitate to contact MLA Head Office on 01327 262255 or membership@locksmiths.co.uk