



# **APPROVED COMPANY**

**INFORMATION PACK**



**Thank you for showing interest in becoming a Master Locksmiths Association approved company, throughout this pack you will find information on the MLA, information on why you should join the MLA, the benefits of becoming an Approved Company and Inspection information.**

Please be aware that before Approved Company membership can proceed it is now a requirement for all applying companies to have a nominated locksmith with an exam based proof of competence in Locksmithing. Therefore, the Master Locksmiths Association Board of Directors require that you or an employee has passed the MLA exam (or for those companies wanting to be promoted for auto work only the ALA exam).

If you are already an existing MLA member then please ensure any associated application paperwork is marked with your membership number.

If you are not already a MLA member you will need to apply for Personal Membership first and progress your membership to Approved Company once you, or a member of your staff has passed the MLA exam.

Please note all applying Approved Companies must have one fully paid up Qualified Master Locksmith (QML) member per 5 locksmith staff. For example, a company with 8 locksmith staff would require 2 QML members. Please be aware before arrangements can be made to sit the MLA Exam you will be required to provide a standard DBS check 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 approved company membership or MLA approval in any way, or use of the logo is not permitted until your application has completed due process.

If you have an queries not answered in this pack please do not hesitate to contact the MLA headquarters on 01327 262255 or email [membership@locksmiths.co.uk](mailto:membership@locksmiths.co.uk)

# Why Join The MLA?

There are many benefits to Company Membership ranging from online and offline based promotion, marketing material production through to discounts and legal support. You can find more information on these benefits further in this pack.

Another benefit of joining 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.

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

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, thereby ensuring they maintain a level of continuous professional development.

MLA Headquarters will do its best to support you. Whether you require any advice, information on training opportunities or marketing support through to contact details and assistance regarding your member benefits. By also having access to our closed members only Facebook group you can also network and communicate on what is a very active members area, which is also actively used by MLA board members and trainers.







# Why Join The MLA?

Legislation can be a minefield for the small business or a 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 Association's magazine "KEYWAYS", this is an in-house magazine for members only, with hints, tips, new products, information on the association, details of meetings and 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 businesses that have some form of recommendation or 3rd party endorsement/ accreditation – MLA Approved Companies are recognised and used by police, insurers and government, local and central.

Company membership of the 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.

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



# APPROVED COMPANY BENEFITS

## AS A MASTER LOCKSMITHS ASSOCIATION APPROVED COMPANY THERE ARE VARIOUS BENEFITS AVAILABLE TO YOU IN ADDITION TO THE MEMBER BENEFITS

- Use of the Approved Company Logo on marketing materials (incl. vans and websites)
- A dedicated SEO-friendly profile on the MLA's website to greatly increase sales leads
  - One member received around £500 worth of work a week from his MLA site profile – Within a few months of becoming a Company Member
  - One member received £15,000 of work from a free survey performed as a result of an MLA initiative with MP's
- Networking and training at regional events
- Membership ID card
- Discounts on training courses run by the MLA
- Free copies of our members only journal "Keyways"
- Feedback from technical committees on forthcoming legislation and access to technical information
- Your own entry within the annual MLA handbook which is distributed to the Police and during exhibitions throughout the year
- Access to Members Forum + Members Only Facebook Group
- Attended training classes and seminars at MLA Expo – Locksmith exhibition
- Financial Benefits
  - Significant savings on vehicles and discounted roadside assistance
  - Discounted and specialist insurance
  - Discounted credit card processing rates
  - Discounted website creation
  - Advantageous finance and leasing rates
  - Legal support



<b>13. Please list all Locksmiths staff. Include their DBS certificate number &amp; date of issue for this company/ branch (if available).</b> <i>(Please provide additional individuals on a seperate sheet)</i>					
Name					
Name					
Name					
Name					
Name					
<b>14. Name and addresses of ALL branches</b> <i>(Please provide any additional information on a seperate sheet)</i>					
<b>15. Please give details of business type.</b>  <i>(Please provide any additional information on a seperate sheet)</i>	Sole Proprietor				
	Partnership		Names of Partners		
	Ltd. Company		Names of Directors		
	Public Ltd:		Names of Directors		
Franchise		Details of Franchiser			
PLEASE SUPPLY COPIES OF THE FOLLOWING DOCUMENTS				Enclosed	
<b>16. Company Registration Number</b>					
<b>17. Vat Registration Number</b>					
<b>18. BS EN ISO 9000 No (if applicable)</b>					
<b>19. Insurance Cover Held</b>					
Employers Liability	£				
Public Liability	£				
Professional Indemnity	£				
<b>20. Company's Stationary</b>					
<b>21. Latest Advertisement (if applicable)</b>					
<b>22. Claims made in the following sections will be checked by the inspector to validate your entry into MLA publications. (Please tick as appropriate)</b>					
Single premesis		Mobile			
Main premesis - with branches		Retail			
Branch of main premesis		Workshop			
<b>23. What hours does the company operate?</b>					
Mon - Fri	:	am	:	pm	
Weekends	:	am	:	pm	
Open 24 hrs for public		Yes		No	
Open 24 hrs for existing customers		Yes		No	

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

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

**24. General services**

Key cutting	Yes	No	
Lever	Yes	No	
Cylinder	Yes	No	
To lock	Yes	No	
To code	Yes	No	
Safe	Yes	No	
Auto	Yes	No	

**25. Upgrade and/or installation of locks to:**

Timber Doors	Yes	No	
Windows	Yes	No	
Aluminum Doors	Yes	No	
UPVC Doors	Yes	No	

**26. Services**

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

**27. Grilles/Bars**

Folding/Collapsible Gates	Yes	No	
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**28. Access Systems (Mechanical)**

	Yes	No	
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**29. Access Systems (Electronic)**

	Yes	No	
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**30. Alarm Installation**

	Yes	No	
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**31. Underfloor Safes**

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

**32. Freestanding/Wall Safes**

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



<b>33. Workshop</b>			
Keys to Lock	Yes	No	
Keys to Code	Yes	No	
Keys to Pattern	Yes	No	
Transponder	Yes	No	
Lost Car Keys	Yes	No	
<b>34. Onsite</b>			
Keys to Lock	Yes	No	
Keys to Code	Yes	No	
Keys to Pattern	Yes	No	
Transponder	Yes	No	
Lost Car Keys	Yes	No	
<b>35. In/On Vehicle</b>			
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 you estate sequestered, within the last 10 years?

Yes

No

D) Had any county court judgement connected with Trading Practices recorded against you within the last 3 years?

Yes

No

If you have answered YES to any of the above questions please give full details.  
(Use a seperate 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 Captials	
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](http://www.locksmiths.co.uk) and shared with the affiliate members.

# Application FAQ's

## **Q. What is involved?**

**A.** Further guidelines and advice can be found on the following pages.

1. The application form needs 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 (this fee is waived for existing members). (Please see Q/A regarding Disclosure Barring Service Check [DBS]).
2. The application forms and DBS check are submitted to MLA Head Office, checked by staff and then processed, 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 on the company owner(s)/director(s) and all locksmiths. For Approved Companies this needs to be performed on the company owner and all locksmiths. The cost of this is £36 per person (which should be included with your application).

## **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

Please note regular re-inspection costs are included in membership subscriptions, therefore it is only the first inspection and any extraordinary inspections e.g. result of a complaint which will require payment separately.

## **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. 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.

**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 are the possible outcomes of an Inspection?**

**A.** An Inspector will recommend approval, deferral or rejection for membership, and in some cases for individual services offered. Deferral means that you have one or more relatively minor faults or problems that need to be put right before approval can be given. A period of time (up to 6 months maximum) 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.

**Q) What are the associated subscription fees for companies/branches?**

A) Approved Company Member (MAIN) £430

Approved Company Member (BRANCH) £235

*Please note that all regular inspections after the 1st are covered by the subscription fees.*

## **Guidelines on Inspections**

**Application Form Items 1 – 24 – 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 for you to personalise 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.

- 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 '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 them having a current DBS check logged with the MLA, 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 24 – 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 25 – 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 26 – 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 31-32 – 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 33 – WORKSHOP**

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

### **Application Form Item 34 – 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 35 – AUTO**

- As well as the equipment to cut and programme car keys/fobs, 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 - Next Page**

- MLA Approved Company members will have to employ a fully paid up Qualified Master Locksmiths (QML) member. This comes into effect from July 2020.

For approved company members who employ more than 5 locksmiths, 20% of them will need to be paid up QML members (i.e. personal members who've taken and passed the MLA Exam). This therefore means that Approved Companies with 6-10 employed locksmiths will need 2 QML members, those with 11-15 locksmiths will need 3 QML members etc.

- If you do not have a QML member, or don't have sufficient QML members based on the number of Locksmiths employed, then you can utilise the form provided overleaf to apply.



# Application For Personal Membership

Please complete this form in BLOCK CAPITALS, entering details in each box.  
**A non-refundable fee of £51 for Registration and £36 for Disclosure & Barring Service Check is required.**  
**This fee can be payed over the phone or electronic payment via generated invoice.**

Return to: 1 Prospect Park, Valley Drive, Rugby, Warwickshire, CV21 1TF or email to  
 membership@locksmiths.co.uk

Title (e.g. Mr.)			
Forename(s)			
Surname			
Home Address			
Postcode		Country	
County			
Telephone No.			
E-mail Address			
Date of Birth			
Place of Birth			
Current Job Description			
Present Employer			
<i>If employer is a MLA member please provide their Registration Number</i>			
Work Address			
Include Postcode			
Telephone No.			
Fate Joined Company			
If unemployed please state date employment ceased			
Business Name			
Business Address			
If different from home			
Address for correspondence (please tick)	Home		Work
Have you passed the ALA, BLI (now MLA) Exam? (Yes/No)			
If yes please provide Certificate Number			
Have you provided a copy of your certificate? (Yes/No)			
Are you not a Locksmith but working in the industry? (Yes/No)			

## References

The following referees will be requested to supply a character 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			
Profession			
Address			
Postcode		Country	
County			
E-mail Address			

### 2nd Referee

Name			
Professions			
Address			
Postcode		Country	
County			
E-mail Address			

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		
Court		
Date		
Result		
Comments		

## 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 the Master Locksmiths Association 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 (*Please tick*)

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](http://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. Where this is not requested then the paperwork will be destroyed.

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](mailto:membership@locksmiths.co.uk)



Master Locksmiths Association  
1 Prospect Park, Valley Drive,  
Rugby, CV21 1TF

Tel: 01327 262255  
Fax: 01327 262539