

CHECK LIST FOR COMPLETING YOUR REGISTRATION FORM

Please ensure you complete all sections of the form as failure to do so will lead to your application being returned to you and delay your registration.

I have:

- Fully completed **all** sections of the form
- Read, completed & **signed** the Declaration

I have enclosed the following:

- Cheque for £695 (please write organisation name and registration number on the back and attach securely to your form with a paperclip)

or notification of reference number (this should be organisation name, and registration number) and date of BACS transfer payment for £695

NOTES:

Certificates will be sent by recorded delivery and will need to be signed for upon receipt. If you are not at the address to sign for your certificate Royal Mail should leave a collection card through your door. Please collect your certificate within the time limit given on the Royal Mail collection card, otherwise it will be returned to the HAC, causing additional delays and adding to administrative overheads.

Please ensure that you pay the correct postage amount for the size of envelope that you choose to use to return your form in, as the HAC will not pay for insufficient postage.

It is the responsibility of the registrant to ensure all documentation and payments are received by the 1st April 2008 at the HAC.

Where you are a body corporate and you are the only dispenser working for that body you must still register the company and make a payment for that company in addition to your individual registration.

ORGANISATION CHECK LIST 2008-09