

## **Company Registration Application**

Thank you for enquiring about Company Registration with the RDI-LB.

Please find enclosed the relevant forms and information you need to apply for Company Registration Membership.

Once we have received all completed forms and payment (which is currently £45 + VAT), we will process your application and advise you of your Company Registration Number. This number is to be used in all advertising and promotions.

Should you have any queries, please don't hesitate to contact us.

Kind regards

Wendy Brook  
**Scheme Manager**  
RDI-LB

Tel: 01353 644041  
Fax: 01353 644045  
Email: [wendy.brook@rdi-lb.tv](mailto:wendy.brook@rdi-lb.tv)

COMPANY REGISTRATION N°

## COMPANY REGISTRATION FORM

### Company Information

Company Name:

Give all other Trading Names:

Head Office Address:

Telephone No:

Email:

Fax No:

Website:

### Contact Information

Please give details of the person who can be contacted with reference to the Company registration.

Name:

Contact Address:  
(if different from above)

Telephone No:

Email:

Position Held:

### Company Information:

How many Installers do you currently employ?

Do you have more than one branch?

Yes

No

If yes:

How many branches?

Use the space below to give addresses of all other branches: (complete on separate sheet if necessary):

### Company Installation Information

Category: (please tick as appropriate)

Domestic Installer  
(individual/terrestrial/satellite)

Systems Installer:  
(MATV/SMATV/Telecoms)

Geographical Areas covered by  
your Company:

Insurance Status			
A minimum of £2m Liability Cover is required.			
Insurance Company			
Amount of cover		Expiry date	

Declaration	
I declare to the best of my knowledge that the information given is true and complete, I understand that false or misleading information in this application may lead to disqualification as a Registered Digital TV Aerial Installer Company.	
Signature:	Date:

Monitoring Information	This information is used solely for monitoring purposes by RDI-LB	
Are you a member of a Trade Association? (If Yes, please give the name of the trade association and your membership number)	Yes	<input type="checkbox"/>
	No	<input type="checkbox"/>
Please tick this box if you do not wish to receive updates from RDI-LB		

Please complete this Company Registration Form and return it together with Form B   
 and a copy of your  
 Company Public Liability Insurance as soon as possible.

**RETURN TO: RDI-LB, E-Space South 26 Saint Thomas Place Ely Cambs CB7 4 EX**



## FOR INFORMATION ONLY

### COMPANY REGISTRATION SCHEME

Provided that a partner, director, or principal of a company is able to demonstrate that at least one in 5 of their Signal Reception Installers are Registered Installers (RDIs) and that the remaining installers are registered as Associates, he or she can apply for the company to become a **Registered Installer Company**: i.e. *there must be one nominated Registered Installer to every 4 Associates. The Registered Installer takes responsibility for the work of Associate Installers, ensuring that they will perform to a standard of competence not less than that of a Registered Installer.*

#### How Does it Work?

1. Complete and return the following to the RDI:-
  - Company Registration Form (**Form A**),
  - Installer List (**Form B**),
  - Copy of Public Liability Insurance Certificate
  - Payment (currently £45.00 + VAT).
  - Completed and Signed, Company User Licence Agreement (this can be downloaded from our website, in the Installer section under Applications)
2. Once your application has been processed and approved, you will receive a Company Registration Number, a Certificate and a complimentary van sticker for each registered installer.
3. You, as a Registered Installer Company, can then use the “digital tick” logo for promotional purposes and the right to use the logo is maintained provided that:
  - The **qualified RDIs** act in an overall supervisory role in respect to those still working towards full accreditation
  - The remaining Associate RDIs achieve their S/NVQ and full accreditation within 12 months of the date of enrolment with the Training Provider
  - Your company provides the RDI-LB with the necessary information and informs the RDI-LB of any change in circumstances. The RDI-LB will of course allow for attrition and recruitment situations.
  - Your Company Registration will be subjected to an annual review and inspection to ensure you are still complying with the terms and conditions of the Licence Agreement