



TeX Joining Fee Form - Step by Step Guide to Completion

April 2013

This document is intended to compliment the 'TeX Notes to Joining Fee & Registration Forms' by providing a detailed, step by guide to completing the TeX Joining Fee Form.

This guide uses an example TeX Joining Fee Form that has been completed with dummy data (available for reference on the TeX website)

It should be noted that the TeX Joining Fee Form is referred to as the Joining Form throughout this document.



Contents

TeX Joining Fee Form – Step by Step Guide to Completion

Section 1 – Details	3
Section 2 – Likely Applicants	4
Section 3 – Invoice Information	4
Section 4 – Additional Information	5
Section 5 - Declaration	5
Send the completed joining form to TeX	6



Section 1 - Details

1. Indicate whether the company joining TeX is an individual entity or a corporate group

This joining fee is paid in respect of:

The entity detailed below; or

The corporate group whose parent undertaking is detailed below

Fig 0.1

2. Complete the name of the company joining TeX

Name:

TISA

Fig 0.2

3. Complete the type of entity for the company joining TeX (may be left blank)

Type of entity: Company/Partnership/LLP/Individual/Other:

A COMPANY LIMITED BY GUARANTEE

Fig 0.5

4. Complete the address of the company joining TeX (the registered address of the company)

Address:

DAKOTA HOUSE, 25 FALCON COURT, PRESTON FARM BUSINESS

PARK, STOCKTON ON TEES, TS18 3TX

Fig 0.6

5. Complete the company number of the company joining TeX (Companies House registered number)

Registered number (if relevant):

3548792

Fig 0.7

6. Complete the FSA or EEA authority number (may be left blank)

FSA or equivalent EEA authority number (if relevant):

Fig 0.8



Section 2 – Likely Applicants

1. Complete details of any likely applicants that will register with TeX as part of the company joining TeX (may be left blank)

Entity Name:	<input type="text"/>
FSA or equivalent EEA authority number:	<input type="text"/>
Brand name (if relevant):	<input type="text"/>
Entity Name:	<input type="text"/>
FSA or equivalent EEA authority number:	<input type="text"/>
Brand name (if relevant):	<input type="text"/>
Entity Name:	<input type="text"/>
FSA or equivalent EEA authority number:	<input type="text"/>
Brand name (if relevant):	<input type="text"/>

Fig 0.9

Section 3 – Invoice Information

1. Complete the address the joining fee invoice should be sent to if different from the address shown in section 1 (may be left blank)

Address to which invoice should be sent:	<input type="text"/>
	<input type="text"/>

Fig 1.0

2. Complete the name of any contact the joining fee invoice should be sent to (may be left blank)

For the attention of:	<input type="text"/>
-----------------------	----------------------

Fig 1.1

3. Complete to show any purchase order reference number to be shown on the joining fee invoice (may be left blank)

Purchase Order Reference Number if required:	<input type="text"/>
--	----------------------

Fig 1.2



Section 4 – Additional Information

1. Complete to show details of any relevant additional information

Fig 1.3

Section 5 - Declaration

1. The completed joining form must be signed by an authorised signatory of the company joining TeX

Signature:

Fig 1.4

2. Complete the name and job title of the authorised signatory signing the joining form

Name of signatory:

Job title of signatory:

Fig 1.5

3. Complete the date that the authorised signatory signed the joining form

Date:

Fig 1.6



Send the completed joining form to TeX

1. The completed joining form can be scanned and emailed to tex@tisa.uk.com or sent by post to the following address:

TISA Exchange Limited
Dakota House
25 Falcon Court
Preston Farm Business Park
Stockton-On-Tees
TS18 3TX

2. Within 48 hours of receipt the joining form will be processed
3. Confirmation of joining including a unique joining reference will be issued to the authorised signatory named in section 5 and the person who submitted the form (if different)
4. The joining fee invoice will be issued following confirmation of joining