

Retention on Register of Employers



Registrar



www.thehearingaidcouncil.org.uk

Hearing Aid Council
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020 3102 4030

Completing this form

We recommend:

- Before submitting this form, you photocopy it and all of the supporting documents for your own records; and you make sure you have included all of the relevant documents with your application. Failure to do so will result in your application being returned to you.
- You read the enclosed checklist before you return the form.

Section 1 – organisation details: (details of current register entry as required under rule 4 of Registration Rules 2007)

Name & Address:

«Org_Address_Using_Organisation_Id»

Registration No:

Are the details above correct?: Yes:

No

(if no please enclose the correct details)

Please complete all the sections below.

Section 2 – payment details: Registration fee for 1 April 2009 to 31 March 2010 £695.00

To pay my fee of £695, I have **either** (please tick):

(i) enclosed a cheque

Cheque Amount: £ _____

(Please write organisation name and registration number on the back of the cheque)

or

(ii) made a bank automated credit payment

Date of Payment: / / 2009

Reference : _____

(Please use organisation name and registration number as the reference.)

Note:

Cheque Payments: Cheques made payable to the Hearing Aid Council. **Please ensure organisation registration number and name is clearly written on the reverse of the cheque.**

BACS Payments: Payment made to the Hearing Aid Council. Sort Code: 12-18-05; Account No: 00653684

Please use organisation name and registration number as the reference.

Office use only: Date received

Cheque amount

Cheque no.

Batch no.

On concept

Staff name

Section 3 – organisation structure

Please complete section A, B or C below. (ONLY ONE SECTION TO BE COMPLETED).

A. I run the business as a Sole Trader:

Your Name :

Home Address:

Date of Birth

Business Name:

Business Address:

B. The business is run as a Partnership:

Name of Partnership:

Address of Business:

The names, home addresses and dates of birth of each of my company's partners are: (attach on separate sheet if necessary):

Partner Name
Address

Date of Birth

Partner Name:
Address

Date of Birth

Partner Name:
Address

Date of Birth

**C. The business is run as a body corporate
(e.g. limited liability partnership, limited company, PLC)**

Company Name:

Company Registration Number:

Registered Address:

The names and home addresses of each of the company's directors are (attach on a separate sheet if necessary):

Director Name:
Address

Director Name:
Address

Director Name:
Address

Section 4 - declaration

I (print your name).....

- **declare** that all the details set out above are correct;
- **declare** that I have read, understood and will adhere to the Council's Regulations;
- **understand** the HAC will only use the information provided in performing its functions under the Hearing Aid Council Act 1968 (as amended) and I authorise accordingly the HAC to process my information;
- **understand** that fraudulently procuring an entry in the HAC register may result in criminal proceedings being taken against the company.

Signature_____

Date:_____

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 and **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 2009 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 2009-10