



**CONFEDERATION OF PROFESSIONAL AWARDING BODIES
(COPAB)**

40 Archdale Road
East Dulwich
London SE22 9HJ

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Email: secretary@copab.net Website: www.copab.net

REGISTRATION FORM

SECTION 1: DETAILS OF THE ORGANISATION AND CHIEF EXECUTIVE
(To be completed by the Chief Executive)

Please use BLOCK CAPITALS in all sections

Name of the organisation.....
.....

When incorporated..... Company No.....

Address.....
.....

Telephone No..... Fax.....

Email address..... Website.....

Title of the Chief Executive.....

Name of the Chief Executive.....

Date of birth..... Nationality.....

SECTION 2: GENERAL

What professional sector is your organisation?.....
.....

What does your organisation do?.....
.....
.....
.....

SECTION 3: DETAILS OF THE DIRECTOR

Name.....

Title.....

Date of birth.....Nationality.....

Address.....

.....

Telephone No.....Fax.....

Email address.....

SECTION 4: ADDITIONAL INFORMATION

Please use the space below for any other relevant information:

.....
.....
.....

SECTION 5: MEMBERSHIP FEE

The Membership Fee for both Member and Affiliate is GBP 300.00. This must accompany the Registration Form. The fee covers registration, renewable every three years.

SECTION 6: METHOD OF PAYMENT

Payment may be made by Cheque or Bankers Draft made payable to:

Confederation of Professional Awarding Bodies

Or by Bank Transfer to:

Bank and Branch: HSBC, 66 Lordship Lane, East Dulwich, London SE22 8HL

Account Name: Confederation of Professional Awarding Bodies

Sort Code: 40-02-32 Account No: 01567330

IBAN: GB49MIDL40023201567330 Swift (BIC): MIDLGB2140G

SECTION 7: CHECKLIST

- Complete and sign the Registration Form
- Attach the membership fee (or proof of payment)
- Provide a copy of your current prospectus
- Two passport size photographs of the Chief Executive
- Two passport size photographs of the Director

SECTION 8: DATA PROTECTION ACT 1998

All personal information on this form is held in accordance with the provisions of the Act and may be passed on to third parties for the promotion of goods and services. All rights, duties and responsibilities under the Act are acknowledged.

If you do not wish to receive other information from third parties, then please indicate here:
.....

SECTION 9: DECLARATION BY THE CHIEF EXECUTIVE

On behalf of (name of the organisation).....

I declare that the information given on this form and the attached documents are true records to the best of my knowledge and belief.

Registration Fee enclosed:

I promise to abide by the Regulations of the Confederation.

Name.....

Signature.....

Date.....

SECTION 10: THE DIRECTOR'S COUNTER SIGNATURE

Name.....

Signature.....

Date.....

SECTION 11: FOR OFFICE USE ONLY

Date Registration Form Received.....

By.....

Registration Fee of £.....Received.....

By.....

Acknowledgement Sent By.....Date.....

Membership Certificate Issued No.....Date.....

Date Certificate Sent.....

Signature.....Date.....