



ASSOCIATE Membership Details

Email: contact@sara-relocation.com
www.sara-relocation.com

ASSOCIATE MEMBERSHIP FORM

Associate Membership of SARA is open to companies whose commercial activities are related to and whose income is derived from private individuals or corporate bodies for the provision of relocation services but do not qualify for Full Membership yet.

A relocation company is deemed to be any organisation offering a range of services designed to facilitate the mobility of individuals, or groups of individuals and their families. Such services may be delivered in the departure or destination area or both. Associate Membership of SARA is intended as a stepping stone to Full Membership and every assistance will be given to you in achieving this.

As an Associate Member you will:

- Receive assistance from the Association, should this be required;
- Be entitled to being listed on the Association's Website;
- Be invited to attend any regional, national and international meetings, seminars, conferences or any European EARP accredited Training.

Please note that associate members:

- Are not eligible to vote
- May not display the Association's logo

Requirements for admission:

- To adhere to SARA's code of ethic
- To be trading as a relocation agent in Switzerland, proof of company registration must be supplied;
- To provide the names and addresses of three customers for whom work has been carried in the last 12 months. These clients will be contacted by SARA for references.
- To provide copies of all printed material, as well as any other information that may assist the Membership Committee when considering your application;
- To provide evidence that you/your firm is adequately insured;
- To provide the brief details of the careers of all Directors or Partners of the firm;
- To be available for interview.

Cost:

- Joining fee: CHF 1'000.- (will not have to be repaid when becoming a full member)
- Annual fee: CHF 300.-

SARA will review Subscription fees annually
A non profit making organisation



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SECTION 1 GENERAL INFORMATION

Company or Trading Name:

Full Name:

Position:

Address:

Country: Telephone N°/s:

Fax N°: Email:

Website: VAT/TVA number.....

Number of Employees directly employed in offering relocation services:

Full Time: Part Time

Other relevant information e.g. Is your company a subsidiary of another Company?
.....

EuRA Member: yes/no/application pending ?.....

SECTION 2 TRADING INFORMATION

How long has your organisation been offering relocation services?

Please enclose any promotional literature and give a brief description of your
services:

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SECTION 3 REFEREES

1. Customer name :
 Contact name:
 E-mail :
 Phone and Fax :
2. Customer name :
 Contact name:
 E-mail :
 Phone and Fax :
3. Customer name :
 Contact name:
 E-mail :
 Phone and Fax :

I/weof
apply for ASSOCIATE MEMBERSHIP of the Swiss Association of Relocation Agents and agree to abide by the rules of conduct and objectives of the SARA.

I/we declare that my/our income is derived from private individuals and/or corporate bodies and that my /our activities are aimed at providing relocation services and that these services are solely provided in the best interests of my/our clients.

I/we hereby indemnify and hold harmless the Swiss Association of Relocation Agents against any claims arising from my/our activities.

I/we enclose CHF 100.-, non-reimbursable, for the administration fee and will pay CHF 1'200.-, being CHF 900.- rest joining fee and CHF 300.- Associate Membership annual subscription. Payment are not subject to VAT.

Membership will become valid after Associate Membership is confirmed and full payment has been received.

Signed:

Date and place:.....



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CODE OF ETHIC

- Every member shall abide by the objectives and rules of the Association
- Members will abide by the Swiss, federal and cantonal legislation
- Members will always work solely in the best interest of the clients by whom they are retained
- Members will not misrepresent themselves, the service which they offer, any subject property, or the Association
- Members will ensure that each client is aware of the terms and conditions upon which the services are being supplied
- Any alleged breach of the rules of conduct will be evaluated by the Executive Committee. The decision will be binding.
- Members will treat with confidence all information supplied by clients
- Members may not accept any commissions, payments or other inducements offered by any third party as a result of transaction undertaken on behalf of a client without the prior knowledge and agreement of that client
- A member shall not seek business or conduct business by improper or illegal means
- All members will indemnify and hold harmless the Association against any claims arising from their activities.
- Members shall not misrepresent their class of membership nor will they claim membership when their membership has ceased
- Members engage themselves not to be involved in any financial links with a third party (i.e. real-estate agencies)
- Members must not establish third party financial affiliation (i.e. real estate agencies).



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CODE OF ETHIC (rest)

- Members will pay their employees according to work legislation and provide adequate professional insurance

We have read and understand these rules and agree to abide by them at all times.

Signed by Date

On behalf of*

* please insert the name of your company