



Hackney Enterprise Network and New Markets for Hackney

Membership Registration Form

Ref No:

Main Contact Details:

Name:	Job Title:
Office Telephone No:	Email:

Your Business Details:

Business Name:	Company Registration No/ Unique Tax Reference (if self-employed)
Business Address:	
Post Code:	London Borough:
Telephone:	Fax:
Email:	Website: www.

About Your Business:

What does your business do?	
Business Sector: (please tick just one) Arts, Sports & Recreation <input type="checkbox"/> Catering & Accommodation <input type="checkbox"/> Construction <input type="checkbox"/> Education <input type="checkbox"/> Health & Social Care Services <input type="checkbox"/> Import/Export & General Trading <input type="checkbox"/> IT & Telecommunications <input type="checkbox"/> Manufacturing & Engineering <input type="checkbox"/> Media & Creative Services <input type="checkbox"/> Professional, Scientific & Technical Services <input type="checkbox"/> Other Service Activities <input type="checkbox"/> Retail, Hire & Repair <input type="checkbox"/> Transport & Storage <input type="checkbox"/> Wholesale & Motor Repair <input type="checkbox"/> Other <input type="checkbox"/> Please specify	
Legal status: Sole Trader <input type="checkbox"/> Limited Company <input type="checkbox"/> Public Limited Company <input type="checkbox"/> Partnership <input type="checkbox"/> (Please tick) Charity/CIC <input type="checkbox"/> Other (please state)	
Trading start date (actual/planned):	
No of Full Time employees: (30 hours or over)	No of hours they work in total:
No of Part Time employees:	No of hours they work in total:
No of casual staff:	No of hours they work in total:

Please indicate the main geographic area you are trading in:	
Do you have any international business partners, or are you interested in business partners outside the UK? Y/N	
If Yes, please provide us with details:	
Does your enterprise possess any environmental accreditations? Y/N	
If Yes, please state:	

Financial status of your business: (alternatively, you could attach a copy of your last set of accounts)

Actual turnover for the last 12 months:	
Total wage cost for the last 12 months:	
Net profit before tax and interest for the last 12 months:	
Depreciation:	



Equality and Diversity Monitoring (these questions are for statistical purposes only)

Is more than 50% of your business owned by people who consider themselves from Black, Asian or Minority Ethnic group?	Y/N	
If yes, from which of the following groups are they: (Please tick) White Irish [] Turkish [] Kurdish [] Other White [] Please specify _____		
Asian or Asian British Indian [] Pakistani [] Bangladeshi [] Chinese [] Vietnamese [] Other Asian or Asian British background [] Please specify _____		
Black or Black British Caribbean [] African [] Other Black or Black British background [] Please specify _____		
Any Other Ethnic Background [] Please specify _____		
Mixed [] Please specify _____		
Is more than 50% of your business owned by people who consider themselves disabled?	Y/N	
Please provide us with information with your access needs (if any), giving us as much detail as possible in order that we are able to make arrangements to assist as far as we are able to:		
Is more than 50 % of your business owed by women?	Y/N	
How did you hear about Hackney Enterprise Network?		
Is your business registered on www.competefor.com ?	Y/N	
I agree for my contact details to be shared with other members in order to promote my business	Y/N	

De Minimis Aid Declaration

You are being considered for assistance under the *de minimis* Regulation (Commission Regulation 1998/ 2006 on the Application of Articles 87 and 88 of the Treaty to *de minimis* aid). This may allow an enterprise to receive up to €200,000 *de minimis* aid during any three consecutive fiscal years (approximately £180,000 at current exchange rate).

To establish whether you are eligible to receive our support you must declare the full amount of *de minimis* aid which you have already been granted during the current or previous two fiscal years.

Potentially any assistance you may have received from a public body might be a *de minimis* aid. This could be from central, regional, devolved governments or agencies or a local council. You should only include amounts that were strictly classified as *de minimis* aid. For examples of possible forms of state aid, see p. 3.

I declare that the amount of *De Minimis* aid received by the enterprise during the current or previous two fiscal years is (please put £0 if you have not received any state aid): _____

I confirm that the information provided in this form is true and to the best of my knowledge:

Signed : _____		Full Name: _____	
Position: _____		For & behalf of: _____	
Date: _____		(Name of Business)	

The information you provide on this is for record keeping and general administration purposes, along with helping us to monitor our effectiveness in delivering services to the local community. Your information will only pass to relevant funding agencies for the purposes of project monitoring.



The following are examples of possible forms of aid (this is not a comprehensive list). It should give you an indication of common forms of aid which you may have been given over the past three years. If you are not sure whether or not any public assistance you have received is classified as *de minimis* aid please contact the body which granted the assistance to get clarification.

- Grant from public bodies
- interest rate relief;
- tax relief;
- tax credits;
- State guarantees or holdings;
- State provision of goods or services on preferential terms;
- direct subsidies;
- tax exemptions;
- preferential interest rates;
- guarantees of loans on especially favourable terms;
- acquisition of land or buildings either gratuitously or on favourable terms;
- provision of goods and services on preferential terms;
- indemnities against operating losses;
- reimbursement of costs in the event of success;
- State guarantees, whether direct or indirect, to credit operations preferential re-discount rates;
- dividend guarantees;
- preferential public ordering;
- reduction of, or exemption from, charges or taxes, including accelerated depreciation and the reduction of social contributions;
- deferred collection of fiscal or social contributions;
- assistance financed by special levies;
- capital transfers;
- certain State holdings in the capital of undertakings.

Less obvious examples where State aid might arise include:

- consultancy advice provide either free or at a reduced rate;
- advantages resulting from the activities of agencies for urban renewal;
- assistance to help companies invest in environmental projects;
- assistance to help a public enterprise prepare for privatisation;
- legislation to protect or guarantee market share;
- public private partnerships and contracts not open to competitive tendering;
- Receipt of landfill tax credit funding.

Some surprising examples of State aid:

- free advertising on State owned television;
- infrastructure projects benefiting specific users.

Please note that the current *de minimis* regulation begins on 01 January 2007 and will expire on 31 December 2013.



Terms & Conditions

Who are we?

Hackney Enterprise Network (HEN) is a service provided by HBV Enterprise (hereafter HBV), a UK registered company, BIS approved and subject to UK company laws.

What is our aim?

We aim to help local entrepreneurs strengthen, grow and fund their enterprises by networking, making new contacts, and entering new markets.

Membership of HEN

Standard Membership of HEN is open to all small to medium size enterprises based in Hackney. In the future, we expect to offer membership to businesses based outside the borough.

Any enterprise can apply to HEN for membership. HBV reserves the right to deny or cancel membership, access to its events or services if we deem the enterprise inappropriate for subsidized support. Any member enterprise or its representatives acting unacceptable to the aims of HEN may have its membership suspended or rescinded at the discretion of HBV. In such cases, HBV will not refund membership fees. Membership is not transferable.

2010 Introductory Fees

HEN members pay an annual subscription fee in return for services. Small enterprises based in London Borough of Hackney, trading for less than 12 months, pay £25 (inc. vat.) Those trading 12 months and over pay £50 (inc. vat.) Fees (reduced if the first membership period is less than one year) are payable on registration by debit or credit card or cheque, and renewable by direct debit on 7th September annually. Different arrangements will apply to large or non-Hackney based organisations. We cannot refund the annual membership fee, once paid.

Event and adviser bookings

Most HEN services are free to members. Each member enterprise may apply to send one representative to any event, although membership of HEN does not guarantee a place at every event. Event places and meetings with our advisers must be booked in advance, and bookings will be taken on a 'first come first served' basis. You can make bookings by email, by telephone or in our office.

All data collected when booking is subject to our Privacy terms below.

Membership does not guarantee receipt of a grant, loan or any other HEN or HBV service.

Privacy and data protection

This service is made available by London Borough of Hackney and is part funded by European Regional Development Fund (ERDF). We will not disclose your personal details to any third party or use them for any reason other than to measure the impact and success of this service.

HBV will hold the information supplied by you on a database and will use it to inform you of member benefits and events, survey your views and manage your membership. We do not keep or store any credit or debit card details.

Communication

HEN regularly communicates with its members by email, post and telephone. We aim to approach members with information that is of interest to them. This is an essential part of membership, and by becoming a member, you agree to be contacted by HEN.

HEN Logo

Any unauthorised use of the Hen or the HBV logos will constitute a breach of our rights. In such cases, HBV reserves the right to take all necessary actions to protect its property.

Indemnity

You agree to indemnify and hold harmless HBV, its officers, directors, employees and agents, from and against any claims, actions or demands, including without limitation reasonable legal and accounting fees, alleging or resulting from your use of any HEN services.

Disclaimer

HBV will not be liable for any losses arising from any member using services offered by a fellow member. We will not be responsible for advice given or services provided by our third party services providers. HBV will not be liable for any damages whatsoever arising out of the use, inability to use, or the results of the use of our services.

Equal Opportunities

HBV is committed to ensuring that our services are provided equally to benefit all businesses in London Borough of Hackney. To measure the effectiveness of our work we monitor the ethnicity, gender and disability of everyone supported by us.

The LDA and London Borough of Hackney use this information to help evaluate current performance, and plan programmes for the future, which address any gap in our work.

We are aware that some people may find some of the questions in the form intrusive but we would like to reassure you that your project manager will store the data confidentially and that it plays a vital role in shaping our future work.

Definition of Disability:

The Disability Discrimination Act (DDA) defines disability as, 'A physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities' (see Annex 1 for further details). 'Normal day-to-day activities' include mobility, manual dexterity, continence, speech, hearing, eyesight, perception of risk etc. Long-term means has lasted, or is expected to last, for 12 months. Included in this definition are the following:

- Physical impairments (including asthma, diabetes, epilepsy etc)
- Mental impairments relating to mental functioning, including learning difficulties, dyslexia and mental health issues which are clinically well recognised
- Sensory impairments such as hearing impairment or visual impairment (not corrected by glasses)
- Progressive conditions such as cancer, multiple sclerosis, muscular dystrophy or HIV infection
- People who have had an impairment in the past but have since recovered (such as cancer, mental health issues)



Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form including official use box using a ball point pen and send it to:

HBV Enterprise
HBV Enterprise Centre
34-38 Dalston Lane
London E8 3AZ

Originator's Identification Number

6	7	6	4	2	7
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Name(s) of account holder(s)

Bank/building society account number

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Branch sort code

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Name and full postal address of your bank or building society

To: The Manager	Bank/building society
Address	
Postcode	

For (HBV Enterprise) Official Use Only
This is not part of the instruction to your Bank or Building Society

Annual debit sum £

The agreed annual debit sum is to be withdrawn on or around 7th **September** each year of continuing membership.

Instruction to your bank or building society

Please pay HBV Enterprise Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with HBV Enterprise and, if so, details will be passed electronically to my bank/building society.

Signature(s)
Date

Reference

H	E	N																	
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HBV 0634 Issue 6 06:10

DDI1

This guarantee should be detached and retained by the payer.

The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit HBV Enterprise will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request HBV Enterprise to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by HBV Enterprise or your bank or building society you are entitled to a full and immediate refund of the amount paid from your bank or building society
 - If you receive a refund you are not entitled to, you must pay it back when HBV Enterprise asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.