

**Application for membership 2009 – 2010**

I wish to become a

- PPA Scotland member**  
 **Full national PPA member**

**1. Name of company**

\_\_\_\_\_

**2. Date of incorporation**

\_\_\_\_\_

**3. Company number**

\_\_\_\_\_

**4. VAT number**

\_\_\_\_\_

**5. Address**

\_\_\_\_\_

\_\_\_\_\_

City

\_\_\_\_\_

Postcode

\_\_\_\_\_

Telephone

\_\_\_\_\_

Fax

\_\_\_\_\_

Email

\_\_\_\_\_

Website

\_\_\_\_\_

**6. Address for correspondence / accounts department, if different from 5 above**

\_\_\_\_\_

\_\_\_\_\_

City

\_\_\_\_\_

Postcode

\_\_\_\_\_

Telephone

\_\_\_\_\_

Fax

\_\_\_\_\_

Email

\_\_\_\_\_

**7. Name and position of person to whom correspondence should be addressed**

\_\_\_\_\_ / \_\_\_\_\_

**8. Names of Directors**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**9. Finance controller**

\_\_\_\_\_ (please print name)

**10. Publishing turnover**

£ \_\_\_\_\_ (most recent figures)

Year \_\_\_\_\_

**11. Number of employees**  
in magazine business

Full time \_\_\_\_\_ Part time \_\_\_\_\_

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12. Is the company a subsidiary of, or associated with, another company?  Yes  No

13. If yes, please give details of subsidiaries to be included in membership

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14. Magazines to be included in membership

Title	Date 1st issue	Frequency	Average circ	Paid/unpaid
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

15. ABC / BPA / VFD Member  Yes  No

16. If no, please provide two Presstream statements or Printer's certificates for each magazine title

17. Please supply two trade references

Reference 1 \_\_\_\_\_  
\_\_\_\_\_

Reference 2 \_\_\_\_\_  
\_\_\_\_\_

18. PPA requires potential members to provide two sponsors from existing PPA members / associate members.  
(PPA staff may be able to assist in finding sponsors).

Please give details of sponsors who may be approached for written references:

**Sponsor 1** \_\_\_\_\_

**Sponsor 2** \_\_\_\_\_

19.  I have enclosed my application fee for membership (£50 + vat)  
(One-off administration payment. Please make cheques payable to PPA Scotland)

20.  I agree to be invoiced £\_\_\_\_\_

21.  I accept the terms and conditions of application and membership and agree to abide by PPA's membership criteria and the PPA Code of Publishing Practice

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Print name \_\_\_\_\_

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Application procedure

The application will be circulated to the executive committee of PPA Scotland and then submitted for approval to the PPA Board in London. After approval, applicants will be required to pay the agreed subscription fee and will be invoiced for the appropriate amount. On receipt of payment, the applicant will be invited to join the Association and a full information pack and details of how to access the PPA website and download the appropriate PPA/PPA Scotland logo will be sent.

Terms and Conditions of PPA membership

- All companies/organisations applying for membership of the Periodical Publishers Association (PPA) must have been publishing a magazine for at least six months (or two issues)
- Applications must be endorsed by two existing PPA members. Two trade references are also required
- Applications must be accompanied by remittance of the stated application fee
- Subject to the above requirements having been met, membership is effective upon payment of the membership subscription fee and acceptance of the application by the PPA Audit Committee
- PPA reserves the right to reject a membership application for any reason it deems appropriate. The applicant will be notified of such a decision in writing and any application fee refunded within 28 days of the Board's decision
- Membership of PPA is corporate and is not open to individuals (other than Sole Traders)
- All PPA members are required to complete an annual 'self-assessment' of the company's magazine publishing turnover and supply this information to PPA for calculating the following year's membership subscription level
- Membership of the Association is ongoing unless a member gives written notice of resignation to the Association no later than 31 August to terminate membership for the following calendar year
- Where a company ceases to be a member, it must remove all references to PPA from its stationery and publications within one month. After this date, use of the logo will be deemed an infringement of PPA's Intellectual Property Rights
- Applicants must agree to abide by the PPA Code of Publishing Practice which is to
  - Adhere to the highest standards of publishing practice
  - Be able to prove their circulation figures
  - Agree to be bound by PPA Agency Recognition agreements in their dealings with advertising agencies
  - Observe the Code of Advertising Practice and contribute to funding through the Advertising Standards Board of Finance (ASBOF)
  - Abide by the Press Code of Practice and accept and act upon Press Complaints Commission findings
  - Abide by the terms of the PPA Mail Order Protection Scheme

Data protection

- PPA holds data on its member companies in a secure database and uses it to circulate information, publications and details of its events, products and services to members
- The company name and address of PPA member companies is included on PPA's website. If you do not wish your company details to appear on the site, please tick here
- From time to time PPA would like to pass your information on to carefully screened companies whose products and services we feel would be of interest to you. If you do not wish to receive such information, tick here

Application fee

There is a one-off administration charge of £50 + vat.

[Please make cheques payable to PPA Scotland](#)

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**Please return this form with the application fee to**

Business Manager  
PPA Scotland  
22 Rhodes Park  
North Berwick  
EH39 5NA

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**For PPA Scotland use**

- Application fee
- Acknowledged receipt    \_\_\_ / \_\_\_ / \_\_\_
- Sponsors                    1     2
- Trade reference            1     2
- Printer / Presstream      1     2