

## CTRO™ Registered Traders Scheme Application Form.

To become a member of the CTRO™ Registered Trader Scheme please complete this form and return it to the CTRO™ Traders Manager at the address at the end of the form.

Company/Business Name:	
Trading Name(s):	
Company Registration Number:	
Registered Address:	
VAT Registered (Y/N) If Yes, please provide VAT Number.	
Number of Years Trading:	
Any Previous Trading Names (Y/N)? If Yes, please supply names.	
Telephone Number:	

Mobile Number:	
Email Address:	
Website Address:	
Type of Business: (i.e. Sole Trader/Partnership/Ltd Company) If Partnership please include the names and addresses of all Partners. If Ltd, please provide the full names and addresses of all directors.	
Nature of Business (i.e. what do you do?)	
Do you provide credit? (e.g. Consumer Credit) If yes please provide license number(s).	License Number(s):
Do you use sub contractors?	YES / NO
If you do, please give details of these subcontractors:	

Number of employees	
Where did you hear about the Registered Traders Scheme?	
The fee to join the scheme is £240 per annum; please indicate how you wish to pay this fee.	Card by Paypal <input type="checkbox"/> Cheque <input type="checkbox"/> Bank Transfer <input type="checkbox"/> Paypal Transfer <input type="checkbox"/>

Please sign this only if you have read the CTRO™ Registered Trader Scheme 'Code of Practice' and agree to abide by it.

Data Protection Act 1998 & Enterprise Act 2002

I agree that details held about our business by other agencies can be released to Durham

County Council Trading Standards Service in pursuance of this application

Name & Address of Business (Including Trading Style i.e. LTD, PLC etc):	
Signature:	
Name of Signatory*	
Position in Business:	
Date:	

**PLEASE NOTE:**

**\* By submitting this application form you have agreed that this service may make the enquiries listed below without breaching your rights under the Data Protection Act 1988 & Enterprise Act 2002 and agree to disclosure of personal information by other organisations in respect of your application.**

**PLEASE NOTE:**

As part of our approval process, checks will be made on applicant's history in relation to any of the following:

Any previous criminal history, for employees and sub-contractors, including any county court judgments.

Trading Standards complaints history, consumer direct complaints history , Companies house complaints.

Verification of any Trade Association Membership / Professional Bodies claims

Compliance with civil and criminal law

Verification of relevant Public Liability and Employee Liability insurance  
Verification of the trader's business documentation

References from customers and trade accounts Consumer credit licence where applicable.

**Please email your completed application to: [traders@civictype-r.co.uk](mailto:traders@civictype-r.co.uk)**