

Annual Re-Registration Instructions for LCA Members



July 2017

Annual re-registration of your LCA membership is due with effect from 1st July 2017 for the period 2017/2018. All 2017/2018 re-registration documents and invoice will be emailed to you on 3rd July 2017.

Requirements for 2017/2018 annual re-registration are:

YOU SHOULD:

- 1. Complete the Re-registration form 2017/2018** giving all details requested.
- 2. Make your payment** – the following methods are accepted:
Credit/Debit Card: Please call us to make your payment. (Amex/Diners Club not accepted).
Cheque: Made payable to the 'Legionella Control Association Limited' with the correct amount.
BACS with email remittance advice: Account Name: Legionella Control Association;
Sort Code: 40-44-02; Account No: 51381083; Ref: Registration.
- 3. Complete the Areas of Interest Form** making sure that all categories of service you offer are ticked and giving all details requested.
- 4. Send in your most recent (within last 12 months) completed annual Internal Audit.**
- 5. Send in your latest Statement of Compliance.** Your Statement of Compliance must be dated within the last 12 months to show that you have reviewed the document. If there are no changes, you should still ensure that the date of review is inserted. If there are any changes to your SoC, including those agreed as your most recent Company Audit, these should be highlighted.
- 6. Please note that we cannot re-register companies with outstanding Company Audit action points or outstanding invoices.**

All paperwork for re-registration MUST be submitted from 3rd July 2017 onwards and accepted as satisfactory by the LCA before 31st August 2017. Please send in your paperwork in July 2017 to assist the LCA to re-register all LCA members before 31st August 2017. Failure to do this will incur a £400 administration fee.

Latest documentation is also available in the Downloads area of www.legionellacontrol.org.uk

APPLICATION FORMS

- » [Re-registration Form 2017-2018 \(ref: 305.17 06-17\)](#)

PREPARATION GUIDE

- » [Preparation for a Statement of Compliance \(ref: 202.17 06-17\)](#)
- » [Areas of Interest Form \(ref: 203.17 06-17\)](#)
- » [Requirements for an Internal Audit \(ref: 205.17 06-17\)](#)

LCA members' websites will be checked to ensure LCA members are registered for all services offered. All marketing claims on LCA members' websites regarding membership of LCA will be checked for inaccuracies. Please see the following document on What You Can and Cannot Say about your LCA registration:

IMPORTANT INFORMATION FOR LCA MEMBERS

- » [What You Can and Cannot Say \(ref: 901.17 06-17\)](#)

Any questions, please do not hesitate to contact us.