

Annual Re-Registration Instructions for LCA Members



July 2018

Annual re-registration of your LCA membership is due with effect from 1st July 2018 for the period 2018/2019. 2018/2019 re-registration documents and invoice will be emailed to you on 2nd July 2018.

Requirements for 2018/2019 annual re-registration are:

YOU SHOULD:

- 1. Complete the Re-registration form 2018/2019 (305.18 05-18)** 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: Re-Registration & **YOUR LCA NUMBER.**
- 3. Complete the Areas of Interest Form (203.18 05-18)** making sure that all categories of service you offer are ticked and giving all details requested.
- 4. Please note that we cannot re-register companies with outstanding invoices.**

All paperwork for re-registration **MUST** be submitted from 2nd July 2018 onwards and accepted as satisfactory by the LCA before 31st August 2018. Please send in your paperwork in July 2018 to assist the LCA to re-register all LCA members before 31st August 2018. Failure to do this will incur a £400 administration fee.

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

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 document in the Downloads area of the LCA website on What You Can and Cannot Say (901.17 06-17) about your LCA registration.

Any questions, please do not hesitate to contact us.