



GUIDANCE NOTES FOR COMPANIES APPLYING FOR SAiF MEMBERSHIP

Applicants should read these guidelines BEFORE completing their application form. Failure to complete the application form correctly may lead to delays in processing the application.

All paperwork listed on the declaration of ownership needs to be submitted along with the signed application form and declaration form within 28 days or your application will not be processed.

If you have any difficulty completing the application form, please contact SAiF Business Centre on 01279 726777 or email maria@saif.org.uk

Application Form

Section 1 Company Details

All sections to be completed by applicant including:

Full Company trading name

Full Company address

Contact details including website (if applicable)

Managers name and email as information may be provided that is relevant to those managing the business.

Please list ALL branches/offices - if you do not have your own mortuary/office please indicate where the deceased are kept. Please be aware whether you are using another SAiF, NAFD, IFSO or non-affiliated funeral director then there must be a service level agreement in place and available upon inspection / request.

If the company is an NAFD or IFSO member, then a copy of the latest inspection certificate or the inspection report is made available upon inspection / request. If you are unable to provide this then you will be required to bear the cost for an on-site assessment.

If the company is non-affiliated, then an on-site assessment of the premises will be required which will incur a cost to be paid by yourselves.

If using a hospital mortuary or such like, then a copy of the most recent CQC or other regulatory bodies inspection report is required to be made available. If you are unable to provide this then you would be required to bear the cost for an on-site inspection.

The cost for an assessment will be at £100.00 .

Section 2 Applicants Details

Full Applicants previous employers and contact details

In relation to the job title on the application form please see below SAiF's definition:

Funeral Director: Is someone who both arranges and conducts funerals..

Arranger: is someone who has only worked in the office arranging funerals.

Operative: is someone who collects the deceased, prepares the coffin and the deceased, drives the vehicles and acts as a bearer.

Please provide the name of the funeral plan company(s) that you use, if any, as the Finance Conduct Authority (FCA) website will be checked as part of our due diligence process.

Please complete the reference template provided (If employed for less than 5 years) and the CPD form. If any funeral related courses have been completed please also provide a copy of the certificate.

Probationary membership:

If either the company or the owners/operating principals have been practising funeral directors for less than 1 year, then Probationary membership may be granted. Probation is for a year where a mentor will be assigned to liaise with you on a regular basis and reports provided as part of your probation. Towards the end of the year a re-assessment will be required and if fully compliant then the applicant will be put to our Executive Approval Committee for full member approval.



Section 3 Sponsor Details

This section is not compulsory. If you do have a sponsor who is a member of SAIF please ensure all contact details are completed, including SAIF membership number if applicable.

Section 4 Declaration

Once all areas of the application are complete, please ensure it is signed and dated and returned to the SAIF Business Centre by post or emailed to maria@saif.org.uk Please circle source of membership enquiry - How you heard about SAIF

Declaration of Ownership

Section 1 Ownership

All sections to be completed:

Please ensure that you confirm company type by deleting

Full company trading name

Sign and print name of company owners. One signature is compulsory

Private Limited company registration number (if applicable)

Section 2 Directors and Shareholders

All Directors and Shareholders need to be listed along with the amount of shares they hold (if applicable)

Check List

Please ensure all documents required are submitted with your application.

All applications require a non-refundable administration fee of £200.

which can be made the following ways:

- By contacting the SAIF Business Centre to pay by either debit or credit card
- BACS payment:

SAIF Bank Details:

Bank: NatWest Bank, Camden Town

Sort: 60 04 24

Account No: 90098110

Please put your company name as the reference.

All documents accompanying your application need to be received within 28 days or your application will be closed.

Additional fees

Following approval for full membership, a further invoice for subscription will be sent based on the number of funerals conducted over the last 12 months taken from the information supplied at inspection. This will be pro-rata for the remainder of the year and in November you will be invoiced for the following year.

SAIF is committed to ensuring your membership fees are spent on important work, such as government representation, education and standards. So, to help prevent unnecessary overheads annual subscription payments are collected via Direct Debit. This is the most cost effective and efficient way to take your payment. However, we can look at other options if Direct Debit causes challenges

Section 4 General Data Protection Regulations

This section provides the link to SAIF's Privacy Policy and where you have the option to confirm whether you wish to be contacted by SAIF's Associate members who provide services to the funeral profession. Your preference can be change at any time.



SIMPLIFIED WAY OF INTERPRETING THE CMA REQUIREMENTS

The information below should be used in conjunction with the following:

CMA Legal Orders <https://www.gov.uk/government/publications/working-with-the-funerals-market-investigation-order>

Window

- The Standardised Price list (A4)

Inside

First A2 'Separate' poster or display monitor.

- The Standardised Price list.

Second A2 Poster or display monitor must include.

Not in any particular order.

- Crematorium Price information (Brief – headline price and applicable times).
- Terms of business – minimum information required.
 - o The amount of any deposit
 - o When any such deposit and the final balance must be paid
 - o The payment options: including whether interest is payable, which the FD offers to a customer in respect of payment of any deposit made and final balance
 - o Any charges which the FD will make for late payment of sums due
- Disclosure of interests.
 - o Ultimate Owners.
 - o Business or material financial interest in a price comparison website.
 - John Smith Funeral Services does not have any business or material financial interest in price comparison websites that compare Funeral Director Service and/or Crematoria Services and their respective prices.
 - o Register of charitable donations to third parties connected to the funeral sector.
 - John Smith Funeral Services has not made any charitable donations to third parties connected to the funeral sector in the last 12 months.

Separate folder or display.

- Crematorium Price Information (full).
- Additional Options Price List (this could be your normal itemised price list)

Online

- The Standard Price List (1 click from the home page) (pdf)
- The Additional Options Price List. (pdf)
- Crematorium Price Information (full). (pdf)
- Terms of business. (pdf)
- Disclosure of interests. (pdf)

If the website is not technically able to host PDF, then the information can be displayed as HTML.