



Hackney Enterprise Network and New Markets for Hackney Enterprise

Membership Registration Form

 Ref No:

Main Contact Details:

Name:	Job Title:
Office Telephone No:	Email:

Your Business Details:

Business Name:	Company Registration No/ Unique Tax Reference (if self-employed)
Business Address:	
Post Code:	London Borough:
Telephone:	Fax:
Email:	Website: www.

About Your Business:

What does your business do?	
Business Sector: (please tick just one) Arts, Sports & Recreation <input type="checkbox"/> Catering & Accommodation <input type="checkbox"/> Construction <input type="checkbox"/> Education <input type="checkbox"/> Health & Social Care Services <input type="checkbox"/> Import/Export & General Trading <input type="checkbox"/> IT & Telecommunications <input type="checkbox"/> Manufacturing & Engineering <input type="checkbox"/> Media & Creative Services <input type="checkbox"/> Professional, Scientific & Technical Services <input type="checkbox"/> Other Service Activities <input type="checkbox"/> Retail, Hire & Repair <input type="checkbox"/> Transport & Storage <input type="checkbox"/> Wholesale & Motor Repair <input type="checkbox"/> Other <input type="checkbox"/> Please specify	
Legal status: Sole Trader <input type="checkbox"/> Limited Company <input type="checkbox"/> Public Limited Company <input type="checkbox"/> Partnership <input type="checkbox"/> (Please tick) Charity/CIC <input type="checkbox"/> Other (please state)	
Trading start date (actual/planned):	
No of Full Time employees: (30 hours or over)	No of hours they work in total:
No of Part Time employees:	No of hours they work in total:
No of casual staff:	No of hours they work in total:

Please indicate the main geographic area you are trading in:	
Do you have any international business partners, or are you interested in business partners outside the UK? Y/N	
If Yes, please provide us with details:	
Does your enterprise possess any environmental accreditations? Y/N	
If Yes, please state:	

Financial status of your business: (alternatively, you could attach a copy of your last set of accounts)

Actual turnover for the last 12 months:	
Total wage cost for the last 12 months:	
Net profit before tax and interest for the last 12 months:	
Depreciation:	



Equality and Diversity Monitoring (these questions are for statistical purposes only)

Is more than 50% of your business owned by people who consider themselves from Black, Asian or Minority Ethnic group (delete as appropriate)		Yes	No		
If yes, from which of the following groups are they: (Please tick) White Irish [] Turkish [] Kurdish [] Other White [] Please specify _____ Asian or Asian British Indian [] Pakistani [] Bangladeshi [] Chinese [] Vietnamese [] Other Asian or Asian British background [] Please specify _____ Black or Black British Caribbean [] African [] Other Black or Black British background [] Please specify _____ Any Other Ethnic Background [] Please specify _____ Mixed [] Please specify _____					
Is more than 50% of your business owned by people who consider themselves disabled?	Y	N	Is more than 50 % of your business owed by women?	Y	N
Please provide us with information with your access needs (if any), giving us as much detail as possible in order that we are able to make arrangements to assist as far as we are able to:					
How did you hear about Hackney Enterprise Network?					
Is your business registered on www.competefor.com	Y	N	I agree for my contact details to be shared with other members in order to promote my business	Y	N

De Minimis Declaration I confirm that I have read and understood the following:

You are being offered assistance under the European Commission's de Minimis regulation (Commission Regulation (EC) No 1998/2006 of 5 December 2006 on the application of Articles 87 and 88 of the Treaty to de Minimis aid, Official Journal L 379 of 28.12.2006). This allows an enterprise to receive up to €200,000 worth of assistance over any three fiscal year period. To confirm that you are able to receive this assistance you must therefore declare the full amount of de Minimis aid (in pounds and euros) you have already received over the past two fiscal years and current. You must declare the amount of aid received under new 'Small amounts of compatible aid' scheme (N43/2009). The maximum combined aid that can be granted to any enterprise under de minimis and the Small amount of compatible aid scheme is €500,000. Potentially any assistance you may have received from a public body might be a de Minimis aid. This could be from central, regional, devolved governments or agencies or a local council. I declare that the amount* (if Nil, please state) of aid received by the business over the last three fiscal years is:

Dates of Assistance	De Minimis		Small Amounts of Compatible aid	
	(£)	(€)	(£)	(€)

The 'small amounts of compatible aid' scheme is a temporary measure that was approved by the European commission in response to the economic downturn. It allows aid, of up to €500,000, to be granted to small and large enterprises in 2009 and/or 2010. The aid granted under this scheme can not be combined with aid granted as *de minimis* for the same expenditure. The maximum combined aid under *de minimis* and this scheme can not exceed €500,000 to any individual enterprise during the period from 1 January 2008 to 31 December 2010. The estimated amount of State Aid that you will receive through support provided in the fiscal year under this project will be £2760. Over the next three fiscal years, if you are offered any services or products that constitute de minimis aid, you will need to declare the value of the state aid support received under this project. A letter confirming the actual amount will be issued on completion of support.

Signed : _____ Full Name: _____

Position: _____ Name of Business _____ Date _____

The information you provide on this is for record keeping and general administration purposes, along with helping us to monitor our effectiveness in delivering services to the local community. Your information will only pass to relevant funding agencies for the purposes of project monitoring. LB Hackney may use this information to tell you about services or events which they believe may be of interest to you.



Explanation of the European Commission's Rules on "De Minimis Aid"

You are being offered assistance under this Project in accordance with the European Commission's rules on "De Minimis Aid" (Commission De Minimis Aid Exemption Regulation 1998/2006). These rules allow any single business (firm, company, sole trader or entrepreneur) to receive up to €200,000 (approximately £130,000 sterling) of aid and assistance from public bodies over any consecutive three financial years without contravening European state aid rules. (State aid rules are designed to prevent the public sector giving the private sector subsidies, or covering costs that commercial firms would normally be expected to bear themselves, in order to ensure the common market in goods and services within European Union.)

If your business has received any aid or assistance as "De Minimis Aid" from a public body in the past 3 consecutive financial years (1st April to 31st March) then it must be disclosed and recorded in this form in the table at paragraph 2. This includes aid and assistance provided by the LDA under this Project or any other one, as well any provided by another public body or source. The Project Administrator will use this information to decide whether you are eligible to receive assistance under the Project.

Any type of assistance, grant or other benefit funded by or from a public body might be caught by these rules if it covers (completely or in part) a cost, risk or liability your business would normally be expected to bear itself if run on normal commercial lines. The following is a list of the more common forms of aid that might come within these rules; however it is not exhaustive. Potentially **any** assistance from a public body or source might be caught. Depending on the circumstances aid may have been provided as "De Minimis Aid" or under another State Aid regulation. Should you have any doubts on this matter, please contact the body who provided the assistance to clarify the terms on which was given (ask if it was classed as "De Minimis aid") or the Project Administrator.

- Consultancy advice provided either free or at a reduced rate
- Training provided either free or at a reduced rate
- Grants from public bodies (capital or revenue)
- Loans from public bodies at favourable rates
- Loan guarantees from public bodies
- Aid for investment in environmental projects at a free or reduced rate
- Provision of a free or reduced rate feasibility study for research and development or other assistance with research and development
- Grants from an investment trust (including charities) which may themselves have received the funds from a public body
- Grants from a part publicly funded venture capital fund
- Publicly administered funds, even if the funds were originally not public such as the national lottery
- Waiver or deferral of fees or interest normally due to a public body such as the waiver or deferral of rent or waiver of interest normally due on late payment of taxation, rent or other costs to a public body.



Terms & Conditions

Who are we?

Hackney Enterprise Network (HEN) is a service provided by HBV Enterprise (hereafter HBV), a UK registered company, BIS approved and subject to UK company laws.

What is our aim?

We aim to help local entrepreneurs strengthen, grow and fund their enterprises by networking, making new contacts, and entering new markets.

Membership of HEN

Standard Membership of HEN is open to all small to medium size enterprises based in Hackney. In the future, we expect to offer membership to businesses based outside the borough.

Any enterprise can apply to HEN for membership. HBV reserves the right to deny or cancel membership, access to its events or services if we deem the enterprise inappropriate for subsidized support. Any member enterprise or its representatives acting unacceptable to the aims of HEN may have its membership suspended or rescinded at the discretion of HBV. In such cases, HBV will not refund membership fees. Membership is not transferable.

2010 Introductory Fees

HEN members pay an annual subscription fee in return for services. Small enterprises based in London Borough of Hackney, trading for less than 12 months, pay £25 (inc. vat.) Those trading 12 months and over pay £50 (inc. vat.) Fees (reduced if the first membership period is less than one year) are payable on registration by debit or credit card or cheque, and renewable by direct debit on 7th September annually. Different arrangements will apply to large or non-Hackney based organisations. We cannot refund the annual membership fee, once paid.

Event and adviser bookings

Most HEN services are free to members. Each member enterprise may apply to send one representative to any event, although membership of HEN does not guarantee a place at every event. Event places and meetings with our advisers must be booked in advance, and bookings will be taken on a 'first come first served' basis. You can make bookings by email, by telephone or in our office.

All data collected when booking is subject to our Privacy terms below.

Membership does not guarantee receipt of a grant, loan or any other HEN or HBV service.

Privacy and data protection

This service is made available by London Borough of Hackney and is part funded by European Regional Development Fund (ERDF). We will not disclose your personal details to any third party or use them for any reason other than to measure the impact and success of this service. LB Hackney may use this information to tell you about services or events which we believe may be of interest to you. HBV will hold the information supplied by you on a database and will use it to inform you of member benefits and events, survey your views and manage your membership. We do not keep or store any credit or debit card details.

Communication

HEN regularly communicates with its members by email, post and telephone. We aim to approach members with information that is of interest to them. This is an essential part of membership, and by becoming a member, you agree to be contacted by HEN.

HEN Logo

Any unauthorised use of the Hen or the HBV logos will constitute a breach of our rights. In such cases, HBV reserves the right to take all necessary actions to protect its property.

Indemnity

You agree to indemnify and hold harmless HBV, its officers, directors, employees and agents, from and against any claims, actions or demands, including without limitation reasonable legal and accounting fees, alleging or resulting from your use of any HEN services.

Disclaimer

HBV will not be liable for any losses arising from any member using services offered by a fellow member. We will not be responsible for advice given or services provided by our third party services providers. HBV will not be liable for any damages whatsoever arising out of the use, inability to use, or the results of the use of our services.

Equal Opportunities

HBV is committed to ensuring that our services are provided equally to benefit all businesses in London Borough of Hackney. To measure the effectiveness of our work we monitor the ethnicity, gender and disability of everyone supported by us.

The LDA and London Borough of Hackney use this information to help evaluate current performance, and plan programmes for the future, which address any gap in our work.

We are aware that some people may find some of the questions in the form intrusive but we would like to reassure you that your project manager will store the data confidentially and that it plays a vital role in shaping our future work.

Definition of Disability:

The Disability Discrimination Act (DDA) defines disability as, 'A physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities' (see Annex 1 for further details). 'Normal day-to-day activities' include mobility, manual dexterity, continence, speech, hearing, eyesight, perception of risk etc. Long-term means has lasted, or is expected to last, for 12 months. Included in this definition are the following:

- Physical impairments (including asthma, diabetes, epilepsy etc)
- Mental impairments relating to mental functioning, including learning difficulties, dyslexia and mental health issues which are clinically well recognised
- Sensory impairments such as hearing impairment or visual impairment (not corrected by glasses)
- Progressive conditions such as cancer, multiple sclerosis, muscular dystrophy or HIV infection
- People who have had an impairment in the past but have since recovered (such as cancer, mental health issues)

