



IMA Renewal process 2022

step-by-step guide

We would like to invite you to renew your IMA membership for 2022. In order to successfully complete the process please follow the instructions in this step-by-step guide.

1. You will receive an email into your inbox on the 23rd May, the subject line will read – IMA renewal form 2022 waiting for your signature.
2. Click on the link in the email to open the form. Docusign will provide you an electronic signature, or you can upload an existing electronic signature. You can use the selected signature to sign and initial the renewal form, in doing so this will mean you agree to the terms of the renewal. You will need to sign, initial, add your registered business address and contact telephone number to the form

RENEWAL FORM 2022-2023

IMA member number: T-0003

I (First name, Surname): Faye Grigson

of (Registered Business Address):

Contact telephone number:

Email address: faye.grigson@bmigroup.com

Hereby apply for renewal of membership of the IMA on behalf of name of sole trader/business:
ZZZ My Company Ltd

and agrees that, I / the business* will, if admitted to membership, will perform and observe and be bound by the Terms and Conditions.

Signed:  Date: 18 May 2022

 Please scan or click the QR code and read and agree to our terms and conditions of sale.
I agree to BMI Group UK Ltd terms and conditions of sale



3. At this stage the document will ask you to complete a box stating if your business is limited or unincorporated – please enter your company details in the box.

Representation: Required - Company

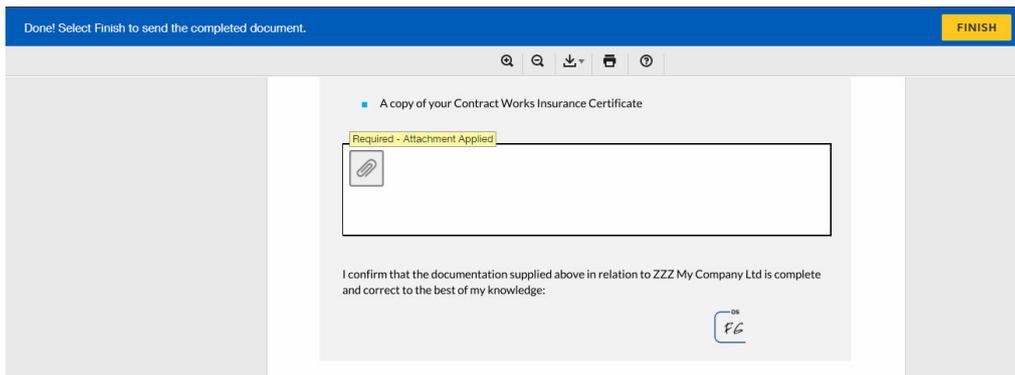
Specify "Limited - " and your business name OR "Unincorporated - " and the name of the contractor

E.g. "Limited - First Roofing Solutions UK Ltd" or "Unincorporated - Joe Bloggs"

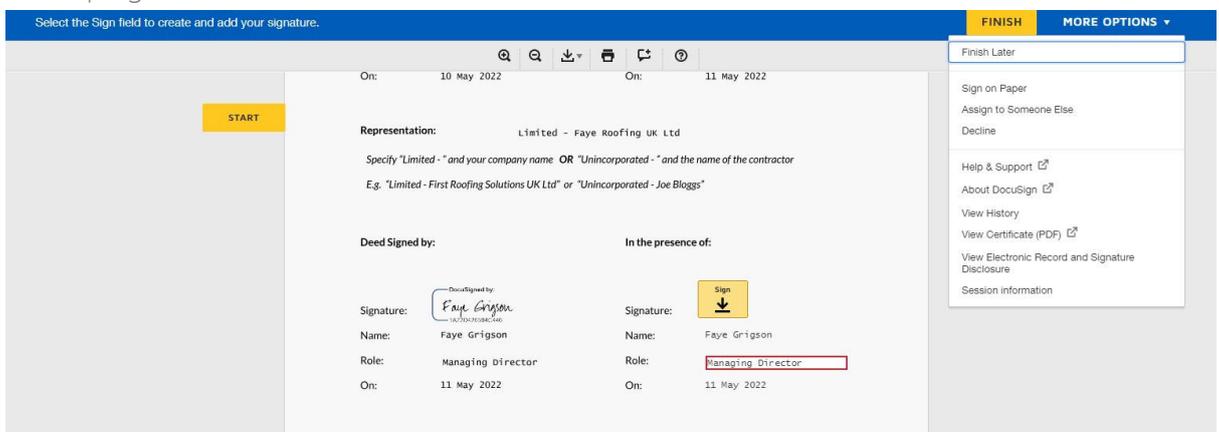
4. Sign the Deed of Indemnity and enter your role (e.g. Managing Director).
5. Upload your insurance documents, there are two boxes for this and you will need to upload a copy of your Public, Product and Employers Liability insurance certificate and a copy of your Contracts Works Insurance certificate.

The screenshot shows a document interface for the IMA Renewal 2022. A modal window titled "Upload Attachment" is open, featuring an "UPLOAD A FILE" button and a "DONE" button. The background document includes the IMA logo and the text "APPROVED CONTRACTOR". Below the logo, the "INSURANCE DOCUMENTATION" section is visible, with instructions to "Please provide the following (drag and drop your files into the boxes below):" and a list item: "A copy of your public, product and employers liability insurance certificate". A file upload icon is present in a box below the list item.

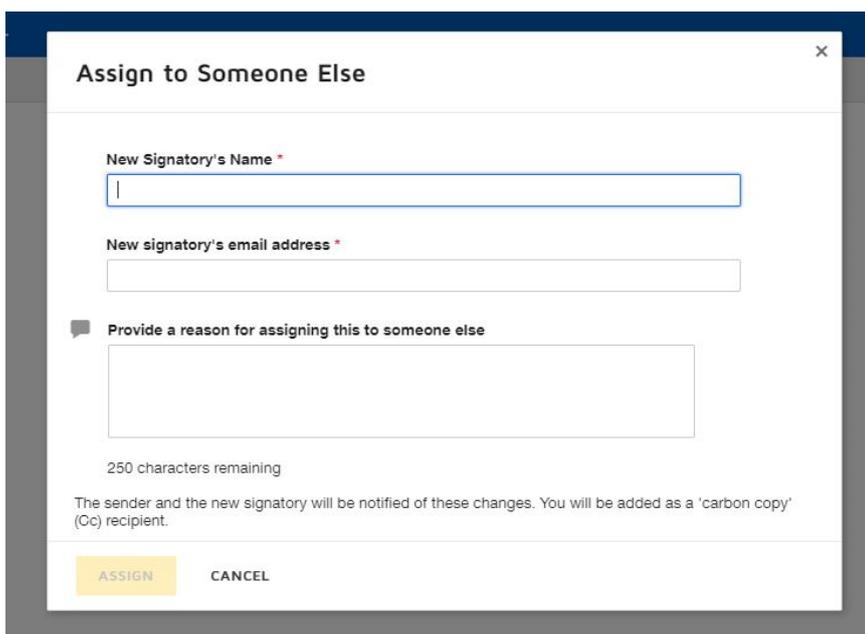
6. Once you have finished signing the document and uploaded your insurance documents please click the button that says 'Finish', at this stage the updated renewal document will be emailed to you. You will then need to return to your inbox.



- Click the link in the email to open the document once more. Click more options in the top right corner of the form



- From here, in the drop down menu, click *Assign to Someone Else*.

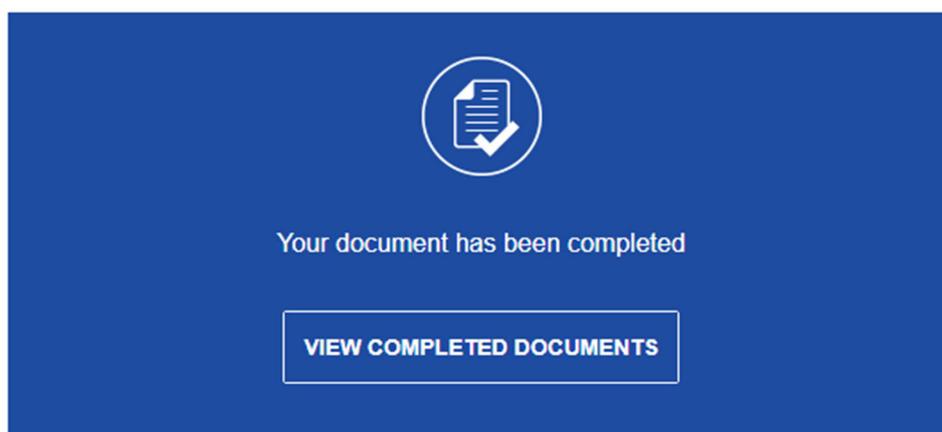


9. Enter the person you would like to nominate as your witness*, you will need to enter their name, email address and reason for assigning. We suggest you write 'Nominating as a witness to my signature for IMA Renewal 2022'.

*The witness MUST be 18 years or over and MUST NOT be a spouse, partner or close family member.

10. The form will then be emailed to your nominated witness.
11. Once your witness has signed the form the process is **complete**. At this stage the completed renewal documents will be emailed to you for reference.

DocuSign



12. A representative from BMI will check through your renewal documents and insurance certificates. Once everything has been confirmed as **completed**, you will be issued with your new IMA membership certificate and logo.

If at any stage of completing the process anything is unclear please don't hesitate to contact a member of the IMA team by emailing ima@bmigroup.com or speak to your Technical Specification Manager.

Thank you for your continued support of the IMA. We look forward to issuing you with a new IMA certificate and working closely with you going forwards.