

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):				
Faye roofing, 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, bound by the Terms and Conditions.	if admitted to membership, will perform and observe and be			
Signed:	Date: 18 May 2022			
Please scan or click the QR code ar I agree to BMI Group UK Ltd terms	Initial and agree to our 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 busine	ss name OR "Unincorporated - " and the name of the contractor
E.g. "Limited - First Roofing Solutio	ns 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.

o add a document	Uploa	d Attachment	×
	BMI Group L T +44 1908 i Registered C Register No	UPLOAD A FILE	icopal
	IMA Renewal Form 2022		5 of 6
	DocuSign Envelope ID: 5CC35BE2-78EA-49	8C-9CB7-031E287A7853 DEM PRO 990 3 990 3 900 3 9000 9000	DNSTRATION DOCUMENT ONLY INDED BY DOCUSION ONLINE SIGNING SERVICE docusion com Approved CONTRACTOR
	INSURANCE DO	DCUMENTATION	
NEXT	Please provide the foll	lowing (drag and drop your files into the b	oxes below):
	A copy of your	public, product and employers liability ins	urance certificate

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.



Done! Select Finish to send the completed document.		FINISH
	Q Q ±, 😐 Q	
A copy of your Required - Attachment	Contract Works Insurance Certificate	
I confirm that the docu and correct to the best	mentation supplied above in relation to ZZZ My Company Ltd is complete of my knowledge:	

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

Select the Sign field to create and add your signature.					FINISH	MORE OPTIONS -
		@ Q ±∗ €	• 🖵 💿	1	Finish Later	
	On:	10 May 2022	On:	11 May 2022	Sign on Paper Assign to Someo	ne Else
START	Representation: Limited - Faye Roofing UK Ltd			Decline		
	Specify "Limit	ted - " and your company name OR "Uninco	orporated - * and the	e name of the contractor	Help & Support	3
	E.g. "Limited	- First Roofing Solutions UK Ltd" or "Uninco	rporated - Joe Blog	1gs"	About DocuSign	ď
					View History	
	Deed Signed I	by:	In the presenc	e of:	View Certificate (PDF) 🖾
					View Electronic F Disclosure	ecord and Signature
	Signature:	Four Grisson	Signature:	sign 👱	Session informati	on
	Name:	Faye Grigson	Name:	Faye Grigson		
	Role:	Managing Director	Role:	Managing Director		
	On:	11 May 2022	On:	11 May 2022		

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

	New Signatory's Name *
	1
	New signatory's email address *
	Provide a reason for assigning this to someone else
	250 characters remaining
The	e sender and the new signatory will be notified of these changes. You will be added as a 'carbon cony'
	recipient



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

Your document has been completed	
VIEW COMPLETED DOCUMENTS	

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 <u>ima@bmigroup.com</u> 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.

