## **Application Form for Herga Court Leaseholder’s Association (HCLA) membership**

Your Details

|  |  |
| --- | --- |
| Name(s): |  |
| Flat Number: |  |
| Address |  |
| Post Code: |  |
| Email Address |  |
| Telephone Number |  |

As per criteria set out by the **Association of Residential Management (ARMA),** it is a requirement for leaseholders to pay an entrance fee to be recognised as a full member for their vote to be counted while forming the association. Therefore, we kindly ask you for a token £10 payment. Money will be held in the bank account detailed below and will go towards the following:

* Annual fees to The Federation of Private Residents Associations (FPRA), which is a Government Recognised Body and is around £150 p.a. which enables us to have free access to their in house legal and financial advice as well as many other services.
* To hire a hall for future AGM, this is around £90 each time with future provision to attend remotely.

We would require payment either through Bank Account, Cheque or Cash.

Bank Details (Electronic Payment is preferred):

|  |  |
| --- | --- |
| Bank | METRO Bank |
| Account Name | Herga Leaseholders Association |
| Sort Code | 23-05-80 |
| Account Number | 32044638 |

Cash/Cheque can be collected at following block:

|  |  |
| --- | --- |
| Block 1 | Flat 4 (Sue Palmer) |
| Block 2 | Flat 29 (Ellie Zaeni) |
| Block 3 | Flat 48 (Tejas Mistry) |
| Block 4 | Flat 69 (Uday Pandya) |

**Privacy Statement and Data Protection**

In accordance with the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), the information that you have provided on this form to 'Herga Court Leaseholder’s Association' will be used in the following manner:

* To store it securely either electronically or in paper form
* To use it only in connection with running the organisation
* To communicate with you as an 'Herga Court Leaseholder’s Association' member by email, post and phone
* To share with the Committee only

We will not disclose your data to anyone else without your prior consent unless we are required by law to do so. You can request for your data to be removed from our records by contacting 'Herga Court Leaseholder’s Association (HCLA). You have the right to lodge a complaint to the Information Commissioner’s Office or any other supervisory authority if you are unsatisfied by the manner we have processed, stored, provided access to your personal information.

I/We wish to become Member(s) of the Herga Court Leaseholder’s Association (HCLA) and I consent to my data being used only for membership purposes as detailed above. The above information will be treated in the strictest confidence and will not affect how we deal with your membership, nor will it be used for any other purpose than that described above.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be signed and returned to [hcla@hergacourt.co.uk](mailto:hcla@hergacourt.co.uk).