

# CEDIA Electronic Systems Professional Provisional Membership Application (New Zealand)



CUSTOM  
ELECTRONIC  
DESIGN &  
INSTALLATION  
ASSOCIATION

**CEDIA Asia Pacific**  
**Unit 2, 10-18 Ocean Street**  
**Botany NSW 2019 Australia**  
**T 61 2 9666 1677 F 61 2 9666 9263**

ELECTRONIC SYSTEMS PROFESSIONAL MEMBERSHIP IS EXTENDED TO ELECTRONIC SYSTEMS PROFESSIONAL OF CUSTOM ELECTRONIC SYSTEMS, SUBJECT TO THE FOLLOWING CONDITIONS:

- The Applicant must comply with all Commonwealth & State laws concerning the conduct of their business. If licenses are applicable for any of the Applicants' operations, copies must accompany this application.
- The Applicant must provide proof of current Public & Product Liability Insurance in the minimum amount of \$5,000,000. A copy of the current valid certificate must accompany this application.
- The Applicant must complete the CEDIA Profile Sheet included as part of this Application.

The Applicant must provide three examples of their recent design and/or installation work, including photos on CD ROM and/or client details.

(For membership application purposes only, not for publication without written consent from applicant.)

- Each Applicant will need to have a installer/s of custom electronic equipment employed (not subcontracted).
- The Applicant must provide details, on the form overleaf, of three referee companies who are members of CEDIA Asia Pacific. This application cannot be processed without three referees\*. These companies can be either supplier or designer/installer members.

If you are unsure which companies are CEDIA members, please contact the CEDIA office.

- Annual membership fees are \$900 NZD No GST per calendar year, with renewals due each January. These fees apply to each company and entitle all employees of the company to be considered CEDIA members. A non refundable \$30.00 NZD application fee applies.
- The Applicant agrees to abide by CEDIA's *Principles of Conduct & Ethics*, as attached.
- The Applicant is not an undisclosed bankrupt.

THE MEMBERSHIP COMMITTEE WILL ONLY CONSIDER COMPLETE APPLICATIONS: THAT IS THOSE ACCOMPANIED BY PAYMENT OF THE ANNUAL DUES. MEMBERSHIP IS PROBATIONARY FOR SIX (6) MONTHS INITIALLY, ALLOWING TIME FOR THE COMMITTEE AND OTHER MEMBERS OF CEDIA TO REVIEW THE APPLICATION. SHOULD REJECTION OF AN APPLICATION OCCUR, THE COMPANY CONCERNED WILL BE ADVISED OF THE COMMITTEES REASONS AND PRO-RATA DUES WILL BE REFUNDED. THE APPLICANT MAY PURSUE AN APPEAL TO THE FULL BOARD OF CEDIA ASIA PACIFIC, IF DESIRED.



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Application Date: \_\_\_\_\_

Company Name: (attach certificate) \_\_\_\_\_

Trading As: (attach certificate) \_\_\_\_\_

GST No: \_\_\_\_\_

Address: \_\_\_\_\_

State \_\_\_\_\_ Post Code \_\_\_\_\_ Country \_\_\_\_\_

Postal Address: (only if different from the above address) \_\_\_\_\_

\_\_\_\_\_

State: \_\_\_\_\_ Post Code: \_\_\_\_\_ Country: \_\_\_\_\_

Authorised Delegate: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Website Details: \_\_\_\_\_

Back up delegate: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone No: \_\_\_\_\_ Fax No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

## References

### Reference #1

CEDIA Member Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### Reference #2

CEDIA Member Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

### Reference #3

CEDIA Member Company: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_



# CEDIA Electronic Systems Professional Provisional Membership Application (New Zealand)

## Installation Job History Sheet

### Installation #1

Date of installation: \_\_\_\_\_

Client Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Copy of contracts provided: \_\_\_\_\_

Photos provided on disc: \_\_\_\_\_

### Installation #2

Date of installation: \_\_\_\_\_

Client Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Copy of contracts provided: \_\_\_\_\_

Photos provided on disc: \_\_\_\_\_

### Installation #3

Date of installation: \_\_\_\_\_

Client Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Copy of contracts provided: \_\_\_\_\_

Photos provided on disc: \_\_\_\_\_

Please note that copies of photos and contracts are for membership application purposes only and remain confidential.

Photos will not be published without the written consent of the applicant and the client.



# CEDIA Electronic Systems Professional Provisional Membership Application (New Zealand)

## Profile Sheet

Geographic area served: \_\_\_\_\_

Number of years in Custom industry: \_\_\_\_\_

How many are installers: \_\_\_\_\_

Is labour in-house or sub-contracted: \_\_\_\_\_

Gross company turnover: \_\_\_\_\_

Staff industry qualifications: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your current location is:

- Home
- Retail Store
- Office Building
- Other (please describe)

\_\_\_\_\_

Percentage of retail sales: \_\_\_\_\_

Percentage requiring installation: \_\_\_\_\_

What percentage of your work is residential: \_\_\_\_\_

What percentage of your work is commercial: \_\_\_\_\_

Average value of your installations: \_\_\_\_\_

Where did you learn about CEDIA?

\_\_\_\_\_

Why have you applied to join CEDIA Asia Pacific?

\_\_\_\_\_  
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\_\_\_\_\_



# CEDIA Electronic Systems Professional Provisional Application

Please complete the section below, using ticks where appropriate:

- This Company complies with all relevant State & Commonwealth laws and copies of any applicable trade licenses are attached
- This company agrees to abide by CEDIA's Principles of Professional Conduct & Ethics
- Read and understood Provisional Member requirements
- Abide with the guidelines for using the CEDIA logo after probational period
- Names and contact details of three referees, who are CEDIA members

*The Membership Committee is authorised to request appropriate information to support this application.*

- Copy of Public & Product Liability Insurance (\$5M) is attached
  - Copy of Company Name Registration
  - Three examples of recent installations including photos on CD Rom
  - Payment of \$930.00NZD is enclosed
- OR I authorise CEDIA to debit by credit card for \$930.00 NZD

**MasterCard**       **Visa**

*Please note there is no facility for Amex payments*

**Amount NZD:** \$ \_\_\_\_\_

**Card No:** \_\_\_\_\_ **Expiry Date:** \_\_\_\_\_

**Card Security No:** \_\_\_\_\_

**Cardholder Name::** \_\_\_\_\_

**Signature:** \_\_\_\_\_



# **CEDIA Electronic Systems Professional Provisional Application**

## **PRINCIPLES OF PROFESSIONAL CONDUCT & ETHICS**

**Each member of CEDIA shall agree to adhere to the following:**

1. Provide to all persons truthful & accurate information with respect to the professional performance of duties.
2. Maintain the highest standards of personal conduct to bring credit to the custom electronic and design industry.
3. Promote and encourage the highest level of ethics within the profession.
4. Recognise and discharge by responsibility to uphold all laws and regulations relating to CEDIA policies and activities.
5. Strive for excellence in all aspects of the industry.
6. Use only legal and ethical means in all industry activities.
7. Protect the public against fraud and unfair practices and attempt to eliminate from CEDIA all practices that bring discredit to the profession.
8. Use written contracts clearly stating all charges, services, products and other essential information.
9. Demonstrate respect for every professional within the industry by clearly stating and consistently performing at or above the standards acceptable to the industry.
10. Make a commitment to increase personal growth and knowledge by attending educational programs recommended, but not limited to, those prescribed by CEDIA.
11. Contribute knowledge to professional meetings and journals to raise the consciousness of the industry.
12. Maintain the highest standards of safety and other responsibilities.
13. When providing services or products, maintain in full force adequate or appropriate insurance.
14. Co-operate with professional colleagues, suppliers and employees to provide highest quality service.
15. Extend those same professional commitments to all those persons supervised or employed.
16. Subscribe to these principles as listed above and abide by the CEDIA's constitution.



# CEDIA Electronic Systems Professional Provisional Application

## Requirements for Provisional Membership

1. Provisional membership is for 12 months
2. Trading under the current company name for a period of 12 months or more
3. Commitment for one person to attend and hold CEDIA Certification within the first year of Provisional membership
4. Submit three (3) references from CEDIA members to verify that you are engaged in the custom installation business
5. Submit photocopies of Public and Product Liability Insurance (\$5 million dollars)
6. References are required of three (3) completed custom installations, full client contact information and photographs on CD Rom to support each of the installations
7. Provisional members are not listed on the CEDIA member finder server on the CEDIA website
8. Provisional members are non-voting members
9. Provisional members **can not use CEDIA logo until one member of staff are CEDIA CERTIFIED**
10. **Once the Provisional Member company has one member of staff CEDIA CERTIFIED they will become a FULL Electronic Systems Professional Member**

## Benefits for Provisional Members

- Reduced rates for CEDIA Education seminars and workshops
- Your company will be listed on the CEDIA international database
- Participation through CEDIA's high profile marketing campaign which promotes all CEDIA members through raising awareness of custom installation to Architects, Designers and the end user.
- Opportunities to be involved & promote your company at exhibitions. CEDIA host a member stand, on behalf of members, at exhibitions in Australia and New Zealand
- Access to legal advice from the CEDIA appointed lawyer who specialises in the custom electronic industry
- Free subscription to industry publications
- Reduced rates for advertising in industry publications
- Free entry to the annual Expo when pre-registering
- Participation in the Annual CEDIA Electronic Lifestyles® Awards (Asia Pacific)
- Access to all CEDIA members
- Access to industry information and Ideas Bank
- Crosspoint – a new resource tool that allows members to research and respond to hot topics and future trends. This tool allows ESP members to communicate globally
- A \$300AUD CEDIA Education Voucher per renewal of membership, to be used towards CEDIA Education only

***Please note: Provisional members do not have the right to use CEDIA logo until such time as they fulfill the requirements of a CEDIA Certification.***

### Annual Fees:

- Annual dues are (per location): \$900.00
- Each additional location: \$200.00

