

Membership Application Form

Part 1 : Application Information

Membership eligibility requirements

To be eligible for membership in the UKVIA the applicant must:

1. Be actively trading for commercial reasons in the UK vaping industry or supply a product/service to the UK vaping industry
2. Pay an annual association membership fee
3. Agree to abide by the UKVIA Code of conduct
4. Agree to carry out sufficient age verification online and adopt the 'Challenge 25' principal in all retail settings.
5. Agree to abide by all UK vaping related regulations. (TRPR and CLP)

Membership Levels & Fees

Membership fees are paid annually by the members. The current fees are detailed below:

Full Board
Membership

£10,000
Yearly

* Represents membership fee. Members may make the decision to fund extra projects throughout the year that could require additional funding.

Associate
Membership

£5,000
Yearly

* Represents membership fee. Members may make the decision to fund extra projects throughout the year that could require additional funding.

Retail Membership - Three tiers

Available to small and medium vape online and retail stores. (Between 1 – 20 stores).

Physical Stores

S1.

1-3 Stores £60 PM**
(£720 PY or £600 if paid in full)

S2.

4-9 Stores £100 PM**
(£1200 PY or £1000 if paid in full)

S3.

10-20 Stores £150 PM**
(£1800 PY or £1600 if paid in full)

* Represents membership fee. Members may make the decision to fund extra projects throughout the year that could require additional funding.

** Membership is based on 12-month contract. Monthly fees are paid through monthly standing order.

Online Only

01.

Turnover of £100,000 or
below £60 PM**
(£720 PY or £600 if paid in full)

02.

Turnover of £300,000 or
below £100 PM**
(£1200 PY or £1000 if paid in full)

03.

Turnover of £400,000 or
below £150 PM**
(£1800 PY or £1600 if paid in full)

* Represents membership fee. Members may make the decision to fund extra projects throughout the year that could require additional funding.

** Membership is based on 12-month contract. Monthly fees are paid through monthly standing order.

Business Classified Member

Business classified membership is available to companies with a strategic business interest in supplying the vaping industry and wish to access or provide special deals to UKVIA members.

C1.

Featured
Annual Fee £1,500

C2.

Standard
Annual Fee £1,000

We will contact you to confirm receipt of your application. On approval of your membership application we will issue you with a membership fee invoice*. On receipt of your membership fee, we will contact you to confirm your membership. Once confirmed, you will receive the following:

- A copy of the UKVIA 'member' logo to use across your website & social media platforms
- A unique membership number & password to access the UKVIA's members only resource area via the website at www.ukvia.co.uk
- UKVIA Certificate of membership
- UKVIA Member Window Sticker
- Your company displayed on the 'members' page of the UKVIA website
- Member announcement on UKVIA social media channels

* Full Board Members are subject to a 1 month probationary period

UKVIA Code of Conduct

[Read](#)

ASA Guide

[Read](#)

Should you have any questions before continuing with your application, please contact us on:

Telephone: 020 3267 0074

E-mail: john@ukvia.co.uk

Opening hours: Mon–Fri, 9.00am–5.00pm

Membership Application Form

Trading Name	
Contact Name	
Address	
Telephone	
Email Address	
Number of stores	

Membership Level (Please Mark X in desired level)

Full Board Member	S1.	O1.	C1.
Associate Member	S2.	O2.	C2.
	S3.	O3.	

Website Address	
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Social media information

Please cut and paste the link below

Facebook	
Twitter	
LinkedIn	
Instagram	

I certify that I have reviewed and agree to comply with the UKVIA Code of Conduct in the link above.

Yes

N/A

Age Verification

This section is for companies which sell directly to consumers.

<p>Online retailers, can you confirm that you either have integrated an age verification provider on your website to prevent underage sales (evidence of contract or email confirmation to be sent along with this form), or carry out a manual age verification process on all orders (please provide details of your manual process).</p>	<p>Yes</p> <p>No</p>
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Name of age verification provider:

<p>Does your company implement a 'Challenge 25' policy in your shops?</p>	<p>Yes</p>	<p>No</p>
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<p>Do you carry out regular 'Challenge 25' staff training across your retail estate to prevent underage sales?</p>	<p>Yes</p>	<p>No</p>
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If yes, please details of your training procedure or, if carried out by a 3rd party, evidence of contract or email confirmation to be sent along with this form.

Marketing

From time to time the UKVIA and some of our partners would like to contact you about their events, products, services & offers we feel you may be interested in. If you would like to receive them please opt-in by selecting your preferred method of contact below:

Email

SMS

Phone

Post

I declare that to the best of my knowledge and belief that the information provided is complete, accurate and up to date.

Dated:

Submitted by:

Position:

A signed copy of this form should be electronically sent to: john@ukvia.co.uk

Application Review Checklist

Areas for review prior to submission to the membership committee.	Enter Y/N and Comments
Does the Company currently operate in the UK vaping sector or supply a UK-based company that does?	
<p>Have the company's website and social media sites been reviewed for compliance with TRPR and ASA regulations?</p> <p>Specific areas to look at:</p> <ul style="list-style-type: none"> • Age verification • Offer brands that appeal to children • Does the company's promotions follow ASA and CAP guidelines? 	
<p>If operating online retail, has the company provided evidence (contract or email verification) of an age verification provider used to prevent underage access?</p> <p>Has the company been test purchased to check compliance with online age verification?</p>	
If a retail store or chain, has the company provided evidence of bi-annual Challenge 25 training of all retail staff, prior to entry to the UKVIA?	
Website Landing Page	

<p>Has the Company bio and logo been received for inclusion on the website and social media?</p>	
<p>Completed application submitted to the Membership Committee on: (Full Members only)</p>	
<p>Membership approved on:</p>	

UKVIA

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