



HAMMERSMITH & FULHAM  
*Chamber of Commerce*

# INTRODUCTION

## MEMBERSHIP THAT MATTERS TO BUSINESS

Hammersmith & Fulham Chamber of Commerce is the voice for business, supporting the growth and success of our members. By joining Hammersmith & Fulham Chamber of Commerce you become part of the London Chamber of Commerce giving you instant access to over 3000 businesses across London. Quite simply, our business is your business.

The Chamber has developed a diverse events schedule making sure your business has every chance to meet new contacts and develop new sales leads. With a number of business support services open to members, key networking opportunities and offers to save money and time, all you have to do is join.

By joining our network, we will support your business every step of the way. All you have to do is make sure you and your business take advantage of a network designed for your success.

## OUR NETWORK

As part of our network, you will have exclusive and unlimited access to over 3000 businesses from across London. As a new member you will receive our network directory complete with contact details of every member. Our directory offers you and your business the chance to raise your profile whilst saving you time and money. With the added incentive of a profile in the directory, you have every chance of generating even more business.

Why not access our members' zone? It's exclusive to the membership, gives you access to our online directory and allows you to search for members from all areas of the network. With regular discounts available from other members, why not offer a saving of your own to the membership and boost your own sales.

The members' zone offers you up-to-date information from our many business fact sheets, support on effective networking, update on the London Games and many other support tools. All of these are geared towards making sure your business has everything it needs to succeed.

## JOINING THE CHAMBER

Our aim at the Chamber is very simple. With a number of events, services, tools, information and support, we are here to support your business right from the start. Join the Chamber today and start to benefit from the largest independent membership organisation in London.







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## EVENTS

### NETWORKING WITH THE CHAMBER

At the Chamber we offer an extensive range of networking events aimed at making sure your business meets new contacts, develops key sales leads and converts those all important sales leads.

The events at Hammersmith & Fulham Chamber of Commerce have been developed to suit your every need as a business. With regular informal and relaxed networking opportunities to our more structured opportunities, you will have every chance to succeed. Whether you attend the Connect 4 Lunch, Business Leaders Lunch, Lunch with the Mayor, Women in Business, Christmas Connect or our business development workshops, to name but a few, your business has the chance to grow on every occasion. All you have to do is get involved.

The events have been designed with one thing in mind – you and your business. With key speakers from the world of industry, offering you advice, support and inspiration, your business will receive great value from all of our events. Not forgetting your chance to network with businesses from across London with the sole purpose of developing new business.

Our events are open to your entire business; all you need to do is make sure you attend. Take a glimpse at just some of our events and begin to understand how you can benefit.



- **CONNECT 4 LUNCH** – Join us for a relaxed and informal event aimed at bringing you closer to the businesses from across the borough and beyond. Taking place every other month you will have a great chance to meet new contacts over a glass of wine and canapés. Complimentary to members, this is one event not to miss.
- **BUSINESS LEADERS LUNCH** – Relax and enjoy a chilled glass of champagne while you wait for lunch to be served. Sit and enjoy a three course meal with businesses from across the borough. With a keynote speaker from the world of business, you will leave the event full of energy and inspiration to succeed.
- **LUNCH WITH THE MAYOR** – Join us for our exclusive three course lunch with the Mayor of Hammersmith & Fulham. Network with a chilled glass of champagne in superb company with a view to developing further business. Just remember to bring your business cards.
- **TIME TO NETWORK** – Meet fresh contacts develop relationships and ultimately achieve the sales leads you need to grow your business. The Chamber will, as always, facilitate your networking through various means to ensure you receive the value you desire.
- **THE SUMMER NETWORK** – Designed to make sure you relax and enjoy some of the summer; make sure you are part of the Summer Network. Bring as many business cards as possible and watch the sun go down over a glass of wine and a delicious barbeque.
- **CHRISTMAS CONNECT** – Kick-start your Christmas celebrations with the Christmas Connect. Network to your hearts content in wonderful surroundings with the Chamber – just make sure you bring your business cards. With refreshments throughout the event, start your festivities in style.

- **NEW MEMBERS NETWORK** – Understand how to maximize your membership at the New Members Network. Held every other month, spend time with the team and make sure you utilise the full potential of the membership. With a brief introduction to networking, the value of your membership will have already begun with this event.
- **BUSINESS DEVELOPMENT WORKSHOPS** – Improve your business skills with our complimentary business development workshops. These refresher courses will open your eyes to up-to-date techniques and methods to direct you and your business in the right direction.

## EVENTS AT THE LONDON CHAMBER OF COMMERCE

Networking is a key part of the Chamber's success and as a result your success. As members of our network, you have access to additional networking events at London Chamber of Commerce, including Changing Places.

Changing Places is our monthly flagship networking event, attracting over 150 delegates every time. As members, join us every month for an informal and relaxed networking event aimed at securing your future business – complimentary.

With a number of other sector by sector networking events available to members of the Chamber, increase your potential success today.

## BOOK YOUR EVENTS WITH THE CHAMBER

The Chamber has made it even easier for you to attend our events. You can book your places online at [www.hfchamber.co.uk](http://www.hfchamber.co.uk) or contact the events team on **+44(0) 20 8840 6332**.

## PHOTOGRAPHS

- Networking
- Canapés
- Glasses of wine



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## SERVICES, OFFERS AND MEMBERS' LOUNGE

The Chamber has a number of services, offers and discounts to make sure you and your business save time and money as members. We offer a full complement of services aimed at making sure you have the tools to succeed. Membership of the Chamber offers you an unbeatable package of support – all you have to do is access it.



### THE MONEY SAVERS

- **UNLIMITED FREE 24 HOUR LEGAL ADVICE HELPLINE** – Our legal advice line offers your business unlimited FREE telephone advice 24 hours a day, 365 days a year on legal problems whether business or personal.
- **BUSINESS BUILDER** – Access our FREE online toolkit helping you to manage all aspects of your business. From developing a business plan to developing a marketing plan, the Business Builder will offer you a step-by-step guide to building your business. With the added payroll service, the Business Builder will allow you to calculate the wages and salaries of your staff and work out your tax and NI contributions.
- **ENTERPRISE EUROPE NETWORK** – Our team of experts will assist you with any questions concerning business in Europe, including EU legislation and standards, loans and grants and finding you business partners worldwide.
- **INTERNATIONAL TRADE ADVICE** – Keeping you in touch and up-to-date on all issues affecting import and export and will support you every step of the way.

### SAVE TIME AND MONEY – MEMBER DISCOUNTS

- **CHAMBER CONNECT CARD** – Our nationwide discount card, as part of the British Chambers of Commerce, offers you savings from Land's End to John O'Groats. With discounts on all aspects of business from stationary to access to airport lounges, the Chamber Connect Card can save you money. For further details visit [www.connectcard.co.uk](http://www.connectcard.co.uk)
- **CHAMBER OFFICE SEARCH** – Whether you are thinking of re-locating your business, now or in the future, access the largest office space database in the UK through the London Chamber.
- **CREDIT CARD PROCESSING SERVICE** – Gain access to state of the art credit and debit terminals at a discounted rate through the Chamber.
- **DISCOUNTED MAILING LISTS** – Make sure you and your business are targeting the right companies. Build your sales database with discounted mailing lists available through our Members' Zone.

- **ENVIRONMENTAL SUPPORT** – A range of online resources helping you tackle everything from recycling to waste management, complete with a telephone advice line so you can talk through your concerns.
- **HEALTH CASH PLAN** – If the thought of a Private Medical Insurance scheme for your employees sends you and your profit margins into a spin; our Health Cash Plan could be just what you're looking for.
- **TRANSLATION SERVICE** – A professional and cost-effective service where work is carried out by highly skilled experts providing translation of over 100 different languages from Arabic and Bulgarian to Yiddish and Zulu.

## MEMBERS' LOUNGE

Whether you are meeting a potential client, entertaining or meeting with colleagues we have everything you need at our members' lounge. Simply come in and use our venue free of charge. Take advantage of some of these great facilities:

- Internet access
- BT open zone wireless internet connectivity for your laptop or PDA
- Plasma screen showing breaking news
- Open from 8.30am to 5.00pm Monday to Friday
- Refreshments available from 8.30am to 4.30pm
- Ground floor location
- Formal and informal seating



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## PREMIER PLUS MEMBERSHIP

Why not become a Premier Plus member of the London Chamber of Commerce? As a Premier Plus member you will have access to every benefit offered by the London Chamber network. With over 2,500 Premier Plus members from across London, your business will have every chance to grow your business from across the Capital.

### EVENTS WITH THE LONDON CHAMBER OF COMMERCE

Access over 100 events throughout the year, offering you and your business the chance to grow and succeed. From events such as our Meet the Buyer offering you the chance to work with some of London's largest companies to our Business Development Club. With key networking events such as our flagship event Changing Places, you have every chance to grow your business – with the Chamber.

Our sector specific events offer a targeted approach to ensure you meet the right businesses at the right time.

- **DEFENCE & SECURITY GROUP** – Keep up-to-date on the current issues surrounding the defence and security industries at our defence and security committee. With regular briefings, networking events and updates, your business will have access to one of the largest sectors in our network.
- **ASIAN BUSINESS ASSOCIATION (ABA)** – the ABA has gained an impressive reputation and has become a vital forum for the Chambers work with Asian businesses. With around 1500 members, the ABA acts as the voice of the London's Asian businesses, culminating with the Asian Business Association Dinner.
- **WOMEN IN BUSINESS** – Our Women in Business (WiB) lunches aim to create a 'club-like' setting, in which members can network, discuss current business issues and learn from the experiences of successful businesses women. With keynote speakers from the world of business, understand how they achieved their successes, the barriers they faced and what support they needed to reach their goals.
- **PROPERTY & CONSTRUCTION** – A vital part of the London Chamber of Commerce network, the Property & Construction group is key to the development of the London economy. With a full compliment of networking events, including a series of breakfast briefings and our annual Property and Construction dinner.

### ADDITIONAL PREMIER PLUS SERVICES

**EXPORT DOCUMENTATION** – The Chamber is leading the way in offering businesses the chance to succeed internationally. The Chamber will assist you and your business in providing you with all the documentation you need to export your goods and services.

With a dedicated team of British Chamber approved documentation officers who can provide you with EUR1 movement certificates, Certificates of origin Arab and EC and ATA carnets. You can access the relevant documentation online or at our offices in central London, and as a Chamber member receive substantial discounts.



**CHAMBER HR** – This Service includes a 24/7 telephone helpline, a compliant contract of employment, employee handbook and over 150 additional policies, forms and documents to help you make any HR issue a thing of the past.

**CONFERENCE FACILITIES** – Take advantage of our modern conference facilities in the heart of London. With a dedicated support team, adaptable rooms to accommodate 2-200 people plus, in house catering and WiFi access you and your guests will be looked after as soon as you have made your booking. With competitive rates, we have all you need and more.

## WHERE CAN I GET FURTHER INFORMATION?

Visit our website [www.londonchamber.co.uk](http://www.londonchamber.co.uk) for full details on the membership, our current activities and events and the services we offer to see how your business can benefit.

Or call our Membership Sales team on **+44(0) 207 203 1881** for a one to one discussion on how the Chamber can make a real difference to the growth of your business.

## WHAT TO DO NEXT

To find out more about Premier Plus membership visit [www.londonchamber.co.uk](http://www.londonchamber.co.uk) or call our team on **+44 (0)20 7203 1881**



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# JOINING HAMMERSMITH & FULHAM CHAMBER OF COMMERCE

Joining the Chamber has never been simpler. To be a member of Hammersmith & Fulham Chamber of Commerce, your business must be located in the following post codes: **SW6, W6, W12 or W14.**

To join the Chamber, you will need to assess how many full-time employees you have in your business to ascertain the level of subscription fee required to join the membership.

## WHAT DO I DO NEXT?

- Completing an online application form with payment details at [www.hfchamber.co.uk](http://www.hfchamber.co.uk)
- Or
- Completing the application form attached with payment details (**credit card, debit card, BACS or by cheque**). All cheques must be made payable to the London Chamber of Commerce. Please send your completed form to **Hammersmith & Fulham Chamber of Commerce, Grove Mews, 42 The Grove, Ealing, London, W5 5LH.**

## CAN I GET A DISCOUNT ON MY MEMBERSHIP SUBSCRIPTION?

By completing a **direct debit** mandate form (within the pack), you will be entitled to a **5% discount** off your first year subscription fee – saving you money instantly.

Not only that...

Should your company renew its membership with the Chamber, in your second year you will also receive a **5% discount** on your membership subscription fee.

Members that renew their membership with the Chamber in the third year will receive a **7.5% discount** off their membership subscription fee.

Should your company continue to reap the benefits of membership with the Chamber in its fourth year, you will be entitled to claim a **10% discount** off your membership subscription fee and all subsequent years – for as long as you are part of the Chamber network.



# HAMMERSMITH & FULHAM MEMBERSHIP SUBSCRIPTION

## SAVE MONEY ON YOUR SUBSCRIPTION



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Fill in the Direct Debit form adjacent and return it with your application form to receive 5% discount on your first year's subscription. Your first year's subscription should be paid for by BACS, cheque or credit/debit card. If Direct Debit mandate remains active you'll receive 5% off your second year's subscription, 7.5% in the third year and 10% in the fourth.

### MEMBERSHIP SUBSCRIPTIONS WITH DIRECT DEBIT DISCOUNT

size of company	subscription	+ registration	+VAT*	= total
1-12 employees	£128.00		£19.20	£147.20
13-20 employees	£284.00	£20.00	£45.60	£349.60
21-50 employees	£342.00	£20.00	£54.30	£416.30
51+ employees	£399.00	£20.00	£62.85	£481.85

### MEMBERSHIP SUBSCRIPTIONS FULL RATE

size of company	subscription	+ registration	+VAT*	= total
1-12 employees	£135.00		£20.25	£155.25
13-20 employees	£299.00	£20.00	£47.85	£366.85
21-50 employees	£360.00	£20.00	£57.00	£437.00
51+ employees	£420.00	£20.00	£66.00	£506.00

\* Inclusive of VAT

Registration fees are only payable on joining and are not applied to renewals. Membership runs from twelve months for the date of joining and is renewable on the 1st of the month of joining. If you like to join for more than one year, please contact Membership Sales on +44 (0)20 8840 6332.

LONDON CHAMBER  
of  
COMMERCE AND INDUSTRY



#### DIRECT DEBIT FORM

Instructions to your bank/building society to pay by direct debit

Please complete parts 1 to 6 to instruct your bank to make payments directly from your account

1. Please write the full postal address of your branch below

To The Manager Bank/building society

Address

Postcode

2. Name(s) of account holder (s)

3. Branch sort code    -    -

4. Account number

5. London Chamber membership number (if known)

Originator's identification number

6. Your instructions to the bank/building society and signature(s)

- I/we instruct you to pay direct debits from my account at the request of The London Chamber of Commerce and Industry
- The amounts are variable and may be debited on various dates
- I/we understand that The London Chamber of Commerce and Industry may change the amounts and dates only after giving me prior notice
- I/we will inform the bank/building society in writing if I/we wish to cancel this instruction
- I/we understand that if any direct debit is paid which breaks the terms of this instruction, the bank/building society will make a refund

signature(s)

Date

Please return all of this form in the envelope provided to:

Hammersmith & Fulham Chamber of Commerce, Grove Mews, 42 The Grove, Ealing, London W5 5LH

Note: Banks/building societies may refuse to accept instructions to pay direct debits from some types of account

#### THE DIRECT DEBIT GUARANTEE

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change, The London Chamber of Commerce and Industry will notify you 15 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by The London Chamber of Commerce and Industry or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send The London Chamber of Commerce and Industry a copy of your letter.



FOR BANK/BUILDING SOCIETY USE ONLY - PLEASE USE BLOCK CAPITALS

Branch title

Branch sort code

Account number

Account name

Direct debits in respect of our customer's instruction under the reference number quoted should be made out as above.

To The Manager

Bank/building society

Date

Instructions to bank/building society: 1. Ensure all sections are completed. 2. Detach the lower part of this form and return it to the London Chamber of Commerce and Industry at the address below:

London Chamber membership number

# APPLICATION FORM

We hereby apply for membership of Hammersmith & Fulham Chamber of Commerce and agree to be bound by the Memorandum and Articles of Association of the London Chamber of Commerce and Industry.

Please complete this form in BLOCK CAPITALS, using a ballpoint pen



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## ABOUT YOUR COMPANY

company name \_\_\_\_\_

known as (if different from above) \_\_\_\_\_

address \_\_\_\_\_

city \_\_\_\_\_ county \_\_\_\_\_ postcode \_\_\_\_\_

telephone \_\_\_\_\_ fax \_\_\_\_\_

company email \_\_\_\_\_ website \_\_\_\_\_

description of business (products, services etc.) \_\_\_\_\_

business sector \_\_\_\_\_ number of personnel (based on full-time employees) \_\_\_\_\_

how did you hear about Hammersmith & Fulham Chamber of Commerce? \_\_\_\_\_

## YOUR DETAILS – principal contact

title (Mr/Mrs/Miss/Ms/Other) \_\_\_\_\_ first name \_\_\_\_\_ surname \_\_\_\_\_

job title \_\_\_\_\_

telephone \_\_\_\_\_ fax \_\_\_\_\_

email \_\_\_\_\_

## PRIVACY AND DATA PROTECTION – personal data/principal contact

We are committed to protecting your privacy and will only use the information we collect about you in accordance with the reasons stated when we collect the information. The information supplied by you will be held on a database by London Chamber of Commerce and used to inform you of member benefits and events, survey your views and manage your membership.

### Unless you put a cross in the box(es) provided:

- your company data will be:
- Displayed on the searchable on-line database on the Members' Zone of the Hammersmith & Fulham Chamber of Commerce website
  - Printed in the hard-copy London Chamber of Commerce members' directory
- you will receive:
- A copy of the Hammersmith & Fulham Chamber Newslink
  - A copy of the London Business Matters magazine
  - A copy of the monthly eLondon Newsletter by email
- your personal data will be used to:
- Provide you with details of member benefits including events offered by Hammersmith & Fulham Chamber of Commerce and London Chamber of Commerce
  - Inform you of offers we have negotiated with third parties to support your business or save your business money

Please indicate with a cross in the box if you do not wish to receive information by any of the following media:

Telephone  Fax  Email  Mail

Please note that by opting out of any communication channels you may miss out on events, information, discounts, exclusive offers and opportunities to voice your views, all of which are benefits of your membership.

