



# JOIN EFQM APPLICATION FORM



**EFQM**<sup>®</sup>

Leading Excellence

# IMPORTANT: PLEASE READ BEFORE COMPLETING YOUR APPLICATION

## 1. Appoint your EFQM Representative

The first step each organisation has to take when joining our community is to choose one individual from the same organisation to be the EFQM Representative. The highest ranking executive or a member of the Board of Management appoints the EFQM Representative.

This individual acts as a partner within the overall EFQM community contributing to the ongoing development of Sustainable Excellence.

To be truly effective, she/he must be one of the most senior officers directly involved in the organisation's activities and will normally report directly to the highest ranking executive.

The EFQM Representative should be the driving force in aiding the highest ranking executive in the development and implementation of Sustainable Excellence within the organisation.

This role is key for the success of your engagement with the EFQM network, both within and outside the organisation. Therefore, the EFQM Representative should be an individual in whom the highest ranking executive has full confidence and trust.

## 2. Fill in the application form

Please fill in the **application form** and **affiliation agreement** (pages 4-7)

Please provide us with 2 signed copies of the affiliation agreement and 1 copy of the application form.

### ■ Invoicing

Invoices are for a period of 12 months. At the end of this period the affiliation is automatically renewed.

### ■ Cancellation

If you wish to cancel your affiliation a written notice from the highest ranking executive has to be sent to the CEO of EFQM explaining the reasons for which you wish to cancel **no less than two months** before the renewal date.

*Please note that the decision to discontinue your affiliation can also be taken by EFQM in accordance with the Articles of the Foundation.*

## 3. Attach additional information

- Latest annual report or similar information, clarifying the organisation's size and scope of your activities and turnover / budget figures.
- An organisational chart outlining the position of the designated EFQM representative for your organisation (see point 1).

*EFQM will treat this information as strictly confidential.*

## 4. Please send the scans of the whole EFQM application pack to: [membership@efqm.org](mailto:membership@efqm.org)

The membership will be processed only when we receive the scan of Application Form including hand signed Affiliation Agreement (page 6 & 7), as well as the additional documents (see point 3).

## 5. What happens next?

EFQM will inform you of the decision on your affiliation within one week from receipt of the application form, together with all the relevant annexes.

Once your affiliation has been confirmed, please send us an electronic version of your organisation's logo. This will be used when we announce your affiliation to our EFQM community through an edition of our newsletter "EFQM Excellence in Action" and/or via other appropriate communication channels. We will publish your website address with your logo, so that other members can find out more about you.

## 6. Certificate, access to services and discount

Subject to payment of the invoice in accordance with our terms of payment, you will receive a certificate confirming your affiliation. Please note the comment about services in (2) of the affiliation agreement.

### Types of Affiliation

Business enterprises, governmental and other public sector organisations can apply to join our community. The first question to answer is, “What is the size, scope and complexity of your organisation?” You have the choice to apply as a corporate headquarters or division (business unit / subsidiary).

#### Corporate

- If the headquarters of an organisation joins our community as ‘A’ member, 5 other divisions / fully owned subsidiaries operating under the same brand name and/or same line of business can be considered part of the affiliation. If the headquarters of an organisation joins our community as ‘B’ member, 2 other divisions / fully owned subsidiaries operating under the same brand name and/or same line of business can be considered part of the affiliation. Any other fully owned subsidiary should apply separately, with the possibility to apply for ‘X – Additional’ category. This is applicable only for corporate memberships of ‘A’ and ‘B’ category.
- When applying for corporate affiliation, please include an appendix with a list of business units/subsidiaries that will fall under the scope of the agreement. Any business unit/subsidiary/division not on this list will not be eligible for discount or access to services under the affiliation agreement.

#### One Business Unit / Division / Subsidiary

- If only a division of an organisation joins our community, then the benefits are applied to only those employees within the scope of this division. The other divisions under the same company name would not be considered as affiliates.

In either case, the size, scope and structure of your organisation will help us to determine your annual subscription fee for joining our network.

#### Contribution:

The annual subscription fee depends on the **annual turnover** of the business enterprise, or the **expense budget** for governmental and public sector organisations, or **total assets** for financial institutions within the scope of your engagement plan. If this basic parameter for size, scope and structure is not representative of your organisation’s actual size and scope, EFQM requires more information on other facts and figures such as number of employees, subsidiaries, partners, competitors, etc. for determining your annual subscription fee.

#### Categories of Affiliation

Annual Turnover (business enterprises) <sup>1</sup> Expense Budget (government) Total Assets (financial/real estate)	Category	Annual Subscription Fee in EUR (€)
More than 1 billion Euros	■ Category A	■ 11,550
Between 100 million Euros and 1 billion Euros	■ Category B	■ 5,750
Between 5 million Euros and 100 million Euros	■ Category C	■ 2,800
Less than 5 million Euros	■ Category D	■ 1,400

For **educational institutions** (such as universities and schools), EFQM has a special category called Associate. In order to fulfil the mission of EFQM, we wish to share our knowledge with future business leaders (in any industry) and, as such, we have created one annual subscription fee of **€1,150** regardless of size for educational institutions.

Please note that this category is strictly limited to educational (teaching) institutions whose primary purpose is to teach at primary, secondary or tertiary level.

<sup>1</sup> Please give the total turnover for the whole group if applying for corporate affiliation.

## EFQM Affiliation Agreement – Application Form

### Name of the organisation applying for affiliation

(Note: this name will be mentioned on the certificate and on any information published by EFQM)

### The main activities of the organisation:

Please use the attached sector overview (page 8) to indicate your sector:

Manufacturing and Products

Services

Public Sector / Not for profit

Consultant

Please indicate the countries in which your organisation is operating:

Europe

The Americas

Africa

Asia

Australia/  
Oceania

Middle East

Indication of the scope/size of your organisation, including all business units/subsidiaries to be included in the affiliation agreement:

Annual turnover:

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Number of employees:

---

Number of locations /  
subsidiaries:

---

Specific country:

NB: For A category membership, please provide an appendix listing all business units/subsidiaries to be included.

### VAT Number

(Note: this number is compulsory for any organisation based in one of the EU countries)

### Categories of Affiliation

(please indicate which category you are applying for – amount in euros):

- |   |                                       |                          |
|---|---------------------------------------|--------------------------|
| A | ■ more than €1 billion                | <input type="checkbox"/> |
| B | ■ between €100 million and €1 billion | <input type="checkbox"/> |
| C | ■ between €5 million and €100 million | <input type="checkbox"/> |
| D | ■ less than €5 million                | <input type="checkbox"/> |
| Y | ■ Associate (Education only)          | <input type="checkbox"/> |
| X | ■ Additional                          | <input type="checkbox"/> |

### Who recommended that you join EFQM?

Name:

Organisation:

## EFQM Affiliation Agreement – Application Form

	Highest ranking executive/ Member of the Board					EFQM Representative					Financial Director				
Prefix:	Mr.	Mrs.	Ms.	Prof.	Dr.	Mr.	Mrs.	Ms.	Prof.	Dr.	Mr.	Mrs.	Ms.	Prof.	Dr.
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
First name:															
Last name:															
Function / Title:															
Tel.:															
Mobile:															
Work-Email:															

(Please note that EFQM does not accept personal e-mail addresses such as @yahoo, @gmail, @hotmail etc.)

	Invoicing Address:	Shipping Address:
Name:		
Street & No.:		
City & Code:		
Country:		

### Invoice sent by:

(Please note that by default all invoice are sent by email to the email address of EFQM Representative. Please mark the box below if you want to receive the hard copies instead)

- Send hard copy by post instead

This **AFFILIATION AGREEMENT** comes into effect on:  
\_\_/\_\_/\_\_

**BETWEEN**

**EFQM PRS**, a private foundation existing under Belgian law, with registered office at 1140 Evere, Olympiadenlaan, Belgium, registered with the register of legal persons under number 871.740.087 at the "Kruispuntbank Ondernemingen",

Hereinafter referred to as **EFQM**;

**AND**

**Organisation:**

**Represented by (highest ranking executive):**

Hereinafter referred to as the **Affiliate**.

Each a **Party** and, together, the **Parties** to the affiliation agreement.

**WHEREAS**

- (A) EFQM is to be the driving force for Sustainable Excellence.
- (B) The Affiliate wishes to intellectually and financially participate in and contribute to (the **Affiliation**) the community of Sustainable Excellence established by EFQM (the **EFQM Community**)
- (C) In the context of the Affiliation, the Affiliate shall be entitled to benefit from rights provided by EFQM (the **Affiliation Rights**). In consideration with these rights the Affiliate shall be bound by certain obligations (the **Affiliation Obligations**).
- (D) The Parties wish to lay down the terms and conditions of the Affiliation in an agreement.

**IT IS AGREED AS FOLLOWS**

**1. AFFILIATION**

Following signature of this Agreement, the affiliate and EFQM will enter into an affiliation agreement on the date specified above, the terms and conditions of which will be governed by the internal rules and by the by-laws of EFQM.

**2. RIGHTS AND OBLIGATIONS UNDER THIS AGREEMENT**

As from the entry into force of this agreement, the Affiliate will enjoy the Affiliation Rights and will be bound by the Affiliation Obligations that are described in detail in the internal rules, as modified from time to time by the Board of Directors of EFQM. The internal rules can be found on:

[\[Click here to read and access the Internal Rules\]](#)

The obligations of the affiliates include the payment of an annual affiliation fee. The first annual affiliation fee will be due within thirty days from the date of invoice that will be sent to you, pursuant to signing this agreement.

NB: EFQM reserves the right to suspend all services to the affiliate in the case of late payment.

The EFQM representative is responsible for:

- 1) Acting as the **key contact** for all general correspondence, invoicing and annual survey
- 2) Connecting EFQM with **other key people** in the affiliate organisation
- 3) Drawing up and implementing the **EFQM excellence action plan**
- 4) **Updating EFQM** on contact changes, structural changes etc. within the affiliate organisation
- 5) **Maintaining regular contact** with EFQM. *NB: The appointed EFQM Representative must be fluent in English as this is the communication language for our international community.*
- 6) Participating in **periodic scheduled telephone calls** with EFQM staff
- 7) **Checking EFQM incoming emails** and responding when necessary.

**3. DURATION AND TERMINATION**

- 3.1. This agreement enters into force on the date specified above and is concluded for an **indefinite period**.
- 3.2. Each Party shall be entitled to terminate the adherence agreement for the reasons and in the manner set out in the internal rules, which include the notice period that is required.

**THE PRESENT AGREEMENT** is signed in two originals (by the highest ranking executive), each Party acknowledging having received a copy.

**For EFQM**

**For the Affiliate**

**Léon Tossaint**  
Chief Executive Officer

**Name:**  
**Function:**

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**For EFQM**

**For the Affiliate**

Léon Tossaint  
Chief Executive Officer

Name:  
Function:

## Most Common Sectors of EFQM Affiliates

The list below gives the most common sectors of the existing affiliates of EFQM. If you do not see any related sector, please complete your actual sector on page 4 in the relevant section. We will periodically update the list of main sectors in our network and it will be very helpful to have this information from you.

If possible, please choose an overall group from those given on page 4 and then complete your own sector in the space provided.

Manufacturing and Products	Services
Aerospace	Banking
Automotive	Construction/Mining
Chemical	Energy
Clothing	Engineering
Electronics	Healthcare
Food/Drink	IT
Metals	Media
Oil & Gas	Post
Other manufacturing	Rail
Pharmaceuticals	Telecom
	Transport
	Utilities
Public Sector/Not for Profit	EFQM Partner
Associations	EFQM Primary Partner
Education	EFQM Partner
EU Institutions	EFQM Representative
Government	EFQM Distributor
Healthcare	EFQM Licensed Advisor
NGO	EFQM Licensed Trainer
Not for profit	
Other public sector	