

What the CMA is doing for you and the Cabinet Making Industry

The Cabinet Makers Association Inc. helps CABINET MAKERS run their businesses more **SUCCESSFULLY!**

It's your association - use it!

Newsletter

Industry specific communication and information for members on topics of interest and keeping members up to date with current industry trends and happenings.

Industrial relations advice and support

As part of your CMA (Victoria) membership, you are entitled to industrial relations telephone advice, and a regular update service. This includes advice and updates on wage rates, annual leave, employer and employee entitlements and responsibilities.

Occupational Health and Safety

The Cabinet Makers Association has produced an occupational health and safety manual for members, setting out the basic principles of occupational health and safety, and providing some draft materials to help members document their procedures and policies.

Standard contracts and variation forms for members

Provision of the CMA Domestic Building Contract, commercial documents for trade clients and associated documentation designed specifically for Cabinet Makers.

Annual cabinet maker of the year award and dinners

A night to acknowledge and celebrate the work of our members. So often the work of skilled cabinet makers goes largely unobserved apart from the clients themselves. Eleven awards are on offer including the prestigious 'Cabinet Maker of the Year.'

Registered Building Practitioner

The Association can assist members with their application to become a Registered Building Practitioner and CMA Insurance can assist with the provision of the necessary builders warranty insurance at very competitive rates.

WorkCover management services

Gallagher Bassett provide a range of services to assist members in the management of claims and also can provide training and occupational health and safety advice.

Industry Specific Representation to Government on furnishing industry training matters

CMA are committed in ensuring the future and viability of our trade. Training and skills development is a priority for the association and consultation with members on future training needs is considered critical.

Trade information nights and training seminars

CMA conducts events throughout the year providing opportunities for members to gain the latest information and keep abreast of changes within the industry.

Promote Association members to the public

CMA promotes member businesses via the CMA website and in the media as well as referring the significant number of callers to CMA's "Find a cabinet maker" page on the website.

Jobs Wanted/Vacancies

CMA provides a web-based service for members seeking staff and people wanting to work in the industry.

Industry networking

Many members have gained significant benefits by attending informal industry functions and sharing their experiences with fellow cabinet makers at regional meetings, annual awards night or social events such as the annual golf day.

Lobby government departments

Protecting the interests of cabinet makers by providing a collective voice for the Industry in order to lobby government on key issues.

Insurance

Industry specific insurance is available at very competitive rates from CMA Insurance.

Join now and reap the benefits that a CMA membership offers.

Fill in and send us the following application and payment forms; and we will process your application promptly.

CMA Code of CONDUCT

Membership of the Cabinet Makers Association Inc. signifies a belief that members pledge to be guided by the following principles—

- › Provide prompt attention and friendly and courteous service.
- › That, at all times, the customer should receive value for money.
- › Adopt pricing policies that are fair and competitive.
- › Members aspire to provide the highest standard of design, workmanship and service.
- › Conform to recognised industry practices.
- › Use materials only in grades in accordance with Standards Australia.
- › Provide a safe working environment
- › Ensure all materials used are fit for their intended use.

Contact Details

Cabinet Makers Association Inc.

a: PO Box 424, Eltham VIC 3095

p: 1300 767 738

f: 03 8640 0474

e: info@cmavic.com.au

w: www.cmavic.com.au

ABN: 39 825 868 732

(A0002026K)

APPLICATION FOR MEMBERSHIP of the Cabinet Makers Association Inc.

To promote, communicate and maintain principles in our industry, complete this form and fax to (03) 8640 0474.

Name of Applicant/Owner

Company/Business Name

Postal Address

Phone

Mobile

Fax

Email

Website

I/we wish to become a member of the Cabinet Makers Association Inc. My/our business is operated from a registered factory at the above street address.

Does your business supply domestic clients? Yes No. Are these domestic orders over \$5,000? Yes No.

I want my contact details on the CMA Website? Yes No

I will be represented at CMA meetings by:

If accepted as a CMA Member, I/we agree to be bound by the rules and Code of Conduct of the Cabinet Makers Inc for the time being in force.

Signature

Date

ANNUAL MEMBERSHIP FEE - Includes GST. A tax invoice will be issued on receipt of payment.

MONTHLY PAYMENT OPTIONS REFER TO FOLLOWING PAGE.

NB. Membership will not be considered until payment is received.

\$550 Cabinet Makers, Kitchen Manufacturers OR \$600 Affiliate Members, Suppliers.

PAYMENT DETAILS. Please make cheques payable to the Cabinet Makers Association Victoria.

Please tick. Cheque Visa Master Card EFT (contact CMA for details), OR

Credit Card Number

Expiry Date

Total \$

Name on Card

Signature

APPLICATION FOR MEMBERSHIP of the Cabinet Makers Association Inc.

DIRECT DEBIT AUTHORITY

Request and Authority to debit the account named below to pay Cabinet Makers Association Inc.

Request and Authority to debit

Your surname or company name

Your Given names or ABN/ARBN "you"

I, the above-mentioned request and authorise **Cabinet Makers Association Inc.** to arrange, through its own financial institution, a debit to your nominated account any amount **Cabinet Makers Association Inc.** has deemed payable by **you**.

This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

Name and address of financial institution at which account is held

Name of financial institution

Address

Insert details of account to be debited

Name(s) of account holder(s)

BSB number (must be six digits)

Account Number

Acknowledgement

By signing and/or providing us with a valid instruction in respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and Cabinet Makers Association Inc. as set out in this Request and in your Direct Debit Request Service Agreement.

Insert your signature and address

If signing for a company, sign and print full name and capacity for signing e.g. Director.

Signature

Date

Address

Signature

Date

Address

Cabinet Makers Association Inc.

Direct Debit Request - Service Agreement

Direct Debit Request – Service Agreement

The following is your Direct Debit Service Agreement with the **CABINET MAKERS ASSOCIATION IINC**. The agreement is designed to explain what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit Provider.

We recommend you keep this agreement in a safe place for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR form.

Definitions

- **account** means the account held at *your financial institution* from which we are authorised to arrange for funds to be debited.
- **agreement** means this Direct Debit Request Service Agreement between *you* and *us*.
- **banking day** means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.
- **debit day** means the day that payment by *you* to *us* is due.
- **debit payment** means a particular transaction where a debit is made.
- **direct debit request** means the Direct Debit Request between *us* and *you*.
- **us** or **we** means the **CABINET MAKERS ASSOCIATION INC.**, (the Debit User) *you* have authorised by signing a *direct debit request*.
- **you** means the customer who signed the *Direct Debit Request*.
- **your financial institution** means the financial institution nominated by *you* on the DDR at which the *account* is maintained.

1. Debiting your account

By signing a *Direct Debit Request*, *you* have authorised *us* to arrange for funds to be debited from *your account*. *You* should refer to the *Direct Debit Request* and this *agreement* for the terms of the arrangement between *us* and *you*.

We will only arrange for funds to be debited from *your account* as authorised in the *Direct Debit Request*

If the *debit day* falls on a day that is not a *banking day*, *we* may direct *your financial institution* to debit *your account* on the following *banking day*.

If *you* are unsure about which day *your account* has or will be debited *you* should ask *your financial institution*.

2. Amendments by us

We may vary any details of this *agreement* or a *Direct Debit Request* at any time by giving *you* at least fourteen (14) **days'** written notice.

3. Amendments by you

You may change, stop or defer a debit payment, or terminate this agreement by providing *us* with at least fourteen (14) **days** notification by writing to: **P O Box 424, Eltham 3095.** or by telephoning *us* on **1300 767 738** during business hours or arranging it through your own financial institution.

4. Your obligations

Is *your* responsibility to ensure that there are sufficient clear funds available in *your account* to allow a *debit payment* to be made in accordance with the *Direct Debit Request*.

If there are insufficient clear funds in *your account* to meet a *debit payment*:

- (a) *you* may be charged a fee and/or interest by *your financial institution*;

- (b) *you* may also incur fees or charges imposed or incurred by *us*; and
- (c) *you* must arrange for the *debit payment* to be made by another method or arrange for sufficient clear funds to be in *your account* by an agreed time so that *we* can process the *debit payment*.

You should check *your account* statement to verify that the amounts debited from *your account* are correct

If the **CABINET MAKERS ASSOCIATION INC.** is liable to pay goods and services tax ("GST") on a supply made in connection with this *agreement*, then *you* agree to pay the **CABINET MAKERS ASSOCIATION INC.** on demand an amount equal to the consideration payable for the supply multiplied by the prevailing GST rate.

5. Dispute

If *you* believe that there has been an error in debiting *your account*, *you* should notify *us* directly on 1300 767 738. and confirm that notice in writing with *us* as soon as possible so that *we* can resolve your query more quickly. Alternatively *you* can take it up with your financial institution direct.

If *we* conclude as a result of our investigations that *your account* has been incorrectly debited *we* will respond to *your* query by arranging for *your financial institution* to adjust *your account* (including interest and charges) accordingly. *We* will also notify *you* in writing of the amount by which *your account* has been adjusted.

If *we* conclude as a result of our investigations that *your account* has not been incorrectly debited *we* will respond to *your* query by providing *you* with reasons and any evidence for this finding in writing.

6. Accounts

You should check:

- (a) with *your financial institution* whether direct debiting is available from *your account* as direct debiting is not available on all accounts offered by financial institutions.
- (b) *your account* details which *you* have provided to *us* are correct by checking them against a recent *account* statement; and
- (c) with *your financial institution* before completing the *Direct Debit Request* if *you* have any queries about how to complete the *Direct Debit Request*.

7. Confidentiality

We will keep any information (including *your account* details) in *your Direct Debit Request* confidential. *We* will make reasonable efforts to keep any such information that *we* have about *you* secure and to ensure that any of *our* employees or agents who have access to information about *you* do not make any unauthorised use, modification, reproduction or disclosure of that information.

We will only disclose information that *we* have about *you*:

- (a) to the extent specifically required by law; or
- (b) for the purposes of this *agreement* (including disclosing information in connection with any query or claim).

8. Notice

If *you* wish to notify *us* in writing about anything relating to this *agreement*, *you* should write to **CMA at P O Box 424 Eltham 3095.**

We will notify *you* by sending a notice in the ordinary post to the address *you* have given *us* in the *Direct Debit Request*.

Any notice will be deemed to have been received on the third *banking day* after posting.