AUTOMOTIVE RETAILERS ASSOCIATION
DIVISION MEMBERSHIP APPLICATION

(This form must be accompanied by a completed ARA Membership Application Form.)

AUTO GLASS DIVISION

CODE OF ETHICS

- Members shall exhibit integrity, honour, fairness and courtesy in dealings with the general public and with other members of the Automotive Retailers Association under all circumstances.
- Only high quality, professional automotive glass replacements and/or repairs shall be supplied to the motoring public, to ensure the structural integrity of the vehicle and the safety of the customer.
- All repair work must meet industry standards for safety and quality.
- Facilities shall meet all safety, legal and environmental regulations, including municipal, provincial and federal requirements.
- Ethical and professional business practices shall be followed in all dealings with insurance providers and the motoring public alike.
- Members shall employ truth and accuracy in advertising and soliciting and shall honour any commitments made in the course of business.
- Members shall at all times conduct themselves and their businesses in such a manner as to project an image of professionalism.

PLEASE PROVIDE THE FOLLOWING INFORMATION:

1. Name of Firm: _____
   (Please PRINT.)
2. Owner: _____ Telephone: (___)_____
3. Does your firm have a valid business license?
   ☐ YES. Number: _____ ☐ NO. (Please explain below.)

   _____
4. Does your business operate from permanent premises, including at least one service bay?
   ☐ YES. ☐ NO. (Please explain below.)

   _____
5. Do you have a valid ICBC Vendor Number?
   ☐ YES. Number: _____ ☐ NO. (Please explain below.)

   _____

The applicant agrees to abide by the Code of Ethics of the Auto Glass Division of the Automotive Retailers Association and the Bylaws and Regulations of the Automotive Retailers Association. The Board of Directors of the Auto Glass Division reserves the right to reject any application without explanation. Any applicant who is not accepted will be refunded in full all pre-paid dues amounts which accompany the application

_____ Date: _____
Signature of Applicant

For Office Use Only

Accepted into the Auto Glass Division: _____ Date: _____