

## CONFIDENTIAL

### APPLICATION FORM AND QUESTIONNAIRE FOR MEMBERSHIP OF AIRTO

The Application form “A” and Questionnaire “B” shall be completed by organisations seeking election to AIRTO.

All information will be regarded as confidential and will only be used for consideration of an application for election to AIRTO and, following election, to compile general statistics for the AIRTO memberships.

AIRTO Board regards it as important that new members should have a business basis, status and aims compatible with those of existing members and the details requested are intended to establish whether this is the case (see Membership Criteria below).

#### AIRTO Membership Criteria

AIRTO membership is driven by applications from organisations which perceive benefit and thus request membership, rather than by restrictive criteria.

AIRTO will include in membership those organisations engaged in the creation, transfer, evaluation and exploitation of knowledge –scientific, engineering, technical etc. Its membership embraces those organisations which :

- are concerned with doing business in the open market on a commercial basis and the main purpose of which is to serve industry, commerce and public sector clients who seek independent technology-backed services;
- operate on an arms-length basis from their major sources of funding;
- wish to achieve a fully open and competitive market for such services on a “level playing field“ for all contracting with customers, including government;
- are prepared to support the above guidelines and acknowledge that they are conditional for membership.

Against the above definition, the Board will test membership applications from all organisations.



**Please return, with Questionnaire, to:  
Mr John Wilkinson, Honorary Company Secretary, CCFRA, Chipping Campden, Gloucestershire,  
GL55 6LD**

**FORM "B" – QUESTIONNAIRE**

**NAME OF ORGANISATION** \_\_\_\_\_

**1. CORPORATE STRUCTURE, ORGANISATION AND DIRECTION**

**1.1 What is the corporate structure of the Organisation? \*** Cross out those not applicable

- 1.1 Partnership
- 1.2 Company Limited by Shares – Private/Public
- 1.3 Company Limited by Guarantee
- 1.4 Public Corporation
- 1.5 Other (please state)

**1.2 Name and legal owners of your Organisation**

(If equity shareholders, list all those owning more than 25% of equity share capital.) Use separate sheet if necessary

\_\_\_\_\_

**1.3 Are the profits/surpluses distributed? If so, on what basis?**

\_\_\_\_\_

\_\_\_\_\_

**1.4 Please list Board of Directors (or governing body)**

\_\_\_\_\_

\_\_\_\_\_

**1.5 Do you file an annual return under the Companies Act?**

(If so, please attach a copy of the last return filed)

\_\_\_\_\_

2. ACCOUNTS

2. Turnover

1

2.1 Please give turnover (total sales or similar figure) in last year for which complete figures are available and state the year ending date. Please consolidate all sales accruing to the organisation, including sales of wholly owned subsidiaries, but not of parent bodies.

£ ..... For the year ending .....

3. BUSINESS

3. Geographic Source

1

Of the figure for turnover in answer to Question 2.1, approximately what proportion of turnover was derived from clients in:

3.1.1 United Kingdom ..... 3.3 USA .....

3.1.2 EC ..... 3.4 Other areas.....

3. Analysis of type of revenue

2

3.2.1 Of the figure for turnover in answer to Question 2.1, approximately what proportion was derived from:

(i) Research, development, design, consultancy and similar contract services provided for:

		%	
a)	Industrial and Commercial customers	)	
	UK	.....)	
	Other	.....)	
		)	Sub Total
	Government and Government-funded	)	(a) + (b)
b)	Agencies	.....)	=
	UK	.....)	.....%
	Other		

(ii) Sales of:

c) Information services and training (books, courses, conferences etc.) .....

d) Manufactured goods (instruments, other products) .....

(iii) Levies and Grants

e) Statutory levies .....

- f) Trade Association block grant .....
- g) Parent Organisation block finance .....
- (iv) Other Income .....
- Please specify if over 10% .....
- 100%
- Total = sub-total (a + b) .....

3.2.2 Other Revenue Information

What proportion of total revenue from all sources does the management of the organisation regard as being fairly attributable to contracts/sales separately and individually negotiated on a truly arms-length basis? .....

Did any single body account for more than 49% of turnover by way of contracts, grants and all other payments? (For this purpose, UK Government to be regarded as a single body, excluding nationalised industries. A commercial company is to be regarded as one body, even though business done with subsidiaries.) YES/NO

**4. STAFF**

4.1 Total number of full time employees, all grades, in the year given in 2.1 .....

4.2 Total number of graduates (or equivalent) .....

**5. Any additional statistical information regarded as relevant:**

.....  
 .....  
 .....  
 .....

Signature: ..... Status: ..... Date: .....

**Please send, with this questionnaire, copies of any relevant published documents about the organisation, including annual report and accounts, publicity brochures or like material.**