

# Application for OFTEC competent person scheme registration



Please complete the form in full, using a black ball point pen and in block capitals.

## 1. BUSINESS DETAILS

Business name:		
Business type: <i>(tick as applicable – if you are unsure please visit <a href="http://www.simpleformations.com/types-business.htm">http://www.simpleformations.com/types-business.htm</a>)</i>		
<input type="checkbox"/> Sole trader	<input type="checkbox"/> Limited liability partnership	<input type="checkbox"/> Private limited company
<input type="checkbox"/> Public limited company	<input type="checkbox"/> Guarantee company	<input type="checkbox"/> Other (please specify)
OFTEC business registration number: <i>(if previously registered)</i>		
Address:		
	Postcode:	
Email:	Secondary email:	
Tel. no:	Website:	
Mobile no:	VAT no:	

## 2. INDIVIDUAL TECHNICIAN DETAILS *(or responsible/competent person if registering for Part P electrical scheme.)*

Full name:	
National insurance no. (UK) or PPS no. (Republic of Ireland) :	
Technician individual registration number: <i>(if previously registered)</i>	
Address <i>(if different from section one above)</i> :	
	Postcode:
Tel no:	Mobile no:
E-mail:	Date of birth:

How did you hear about OFTEC <i>(tick as applicable)</i>		
<input type="checkbox"/> OFTEC website	<input type="checkbox"/> Training centre	<input type="checkbox"/> Google search
<input type="checkbox"/> Word of mouth	<input type="checkbox"/> Trade magazine <i>(please specify)</i>	<input type="checkbox"/> Other <i>(please specify)</i>
<input type="checkbox"/> OFTEC flyer	_____	_____

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## 3. TRAINING AND ASSESSMENT INFORMATION (must be completed by all applicants)

Please note that you will be inspected on all scopes of work for which you register. If you are unable to be inspected on a particular scope, it may be withdrawn. Please tick the scopes you wish to be registered for below. Please send copies of your training certificates with your application.

		Scopes required (please tick)	Date qualifications passed
<b>Registration band A</b>	<b>Oil heating scopes*</b>		
OFT10-105E	Installation of oil and bio-liquid fuelled fixed combustion appliances and systems		
OFT10-600A	Installation of oil fuel storage and supply systems connected to fixed combustion appliances		
OFT107	Installation and commissioning of unvented hot water systems		
OFT10-101	Servicing and commissioning of single stage pressure jet appliances		
OFT10-102W	Servicing and commissioning of oil and bio-liquid fuelled vaporising burner fired domestic fixed combustion appliances under 45kW (wet)		
OFT10-102D	Servicing and commissioning of oil and bio-liquid fuelled vaporising burner fired domestic fixed combustion appliances under 45kW (dry)		
OFT10-201	Servicing and commissioning of oil and bio-liquid non-modulating multi-stage pressure-jet burners		
<b>Registration band B</b>	<b>Solid fuel scopes</b>		
OFT15-108D	Installation, commissioning and servicing of solid fuel burning appliances (dry)		
OFT15-108W	Installation, commissioning and servicing of solid fuel burning appliances (wet)		
OFT18-108S	Servicing and commissioning of solid fuel burning appliances (domestic space heating)		
<b>Registration band C</b>	<b>Heat pumps systems**</b>		
OFT504	Installation of heat pump systems under CPS (QCF mapped qualification required with application)		
<b>Registration band D</b>	<b>Solar thermal systems**</b>		
OFT501	Installation of solar thermal systems under CPS (QCF mapped qualification required with application)		
<b>Registration band E</b>	<b>Biomass systems**</b>		
OFT505	Installation of biomass systems under CPS (QCF mapped qualification required with application)		
<b>Registration band F</b>	<b>Electrical</b>		
OFT103	Electrical scheme - full scope (dwellings only) Part P		

\* If you wish to add PAS2030 registration, please also complete form R567.

\*\* If you wish to include Microgeneration Certification Scheme (MCS) registration please also complete form R572.

R567 and R572 forms can be obtained from [www.joinoftec.com/areas-of-registration/](http://www.joinoftec.com/areas-of-registration/) or by contacting the registration department on 01473 626 298 (UK) / 01 864 5771 (RoI) or by emailing [registration@oftec.org](mailto:registration@oftec.org)

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## 4. HOW WE WILL USE YOUR DATA

OFTEC will process your data in accordance with the General Data Protection Regulation (GDPR). We only collect your data for the purposes of granting certification with the OFTEC registration schemes. We will process and hold your data lawfully, fairly and securely. Your data will be processed accurately and kept up to date either by you notifying us of any changes, or via your own updates to your online registration account.

As part of the agreement to provide your business and technician(s) with registration, OFTEC will keep you updated on any industry changes that affect the work you do. Receiving these updates counts towards your commitment to obtain industry-related professional development to enable continuous registration. We will also notify you on any matters affecting your registration and will also send you reminders before your qualifications or registration expires. These may be by post, email and/or telephone.

In addition to providing your certification with the OFTEC registration schemes, OFTEC may introduce new or discounted products and services for heating professionals, or offer other related services provided by third parties. To choose whether to receive these offers or not, please indicate your preferences below. Please note, you can change these preferences at any time.

- Tick this box if you would like to hear about new or discounted products and services offered by OFTEC, including OFTEC Direct, a specialist online outlet of essential equipment for heating technicians.
- Tick this box if you would like to hear from OFTEC's external partners that provide you with business services such as low-cost insurance, web design and discounted fuel cards.

**To view the full OFTEC privacy notice and the rules for registration please visit [www.oftec.org](http://www.oftec.org)**

## 5. CHECKLIST

**IMPORTANT** - please ensure you have included all of the following with your application form (if applicable):

- At least one signed passport-sized photograph of the applicant for the ID card. Please print name on the reverse side. We do not receive photographs from the assessment centres. Failure to enclose a signed photograph will result in the registration process being delayed
- A completed payment details sheet and direct debit mandate (if applicable)
- Copy of valid certificate(s) of achievement for assessments taken for all scopes chosen in section 3.
- Please provide a copy of your current public liability insurance policy showing clearly the details of the provider, your business name, amount of cover (minimum £2M / €2.8M), expiry date and description of business activities insured. OFTEC Insurance Services can provide quotes for various types of insurance. Please visit <http://www.oftecinsuranceservices.co.uk> or telephone 01483 521 637 UK or in the Republic of Ireland visit <http://www.arachas.ie/> or telephone 0818 30 70 30.
- Additionally, please ensure you have completed ALL the relevant sections of the form. Failure to ensure all the necessary documents are enclosed and all sections have been completed will result in your application being delayed.

Has your company or any individual applying for OFTEC registration been registered previously with another Competent Persons Scheme? Yes  No

If yes please give details of scheme provider: \_\_\_\_\_

Please state reason for leaving the scheme and date: \_\_\_\_\_

**Now complete the declarations payment details sheet and direct debit mandate (if applicable).**

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## 6. APPLICATION DECLARATION

The registration agreement expects the work you carry out under your certified scope(s) of registration to meet the standards required by OFTEC in its published technical books, subsequent amendments and other legislative documents. You are also expected to comply with the rules of the OFTEC registration schemes (Document R100) as published in its current version.

I hereby apply for registration with OFTEC in the scopes of registration noted in section three above. I certify that, to the best of my knowledge, all the information I have given in this form is correct and that I agree to the conditions listed above. I understand that any inaccurate statement or omissions may disqualify me from registration with OFTEC.

### Individual declaration (to be signed by the technician)

Name of technician (block capitals):
Signature:
Date:

### Business declaration (to be signed by the owner of the business)

Name of business:
Name (block capitals):
Position:
Signature:
Date:

**Please return the completed application form and enclosures by email to [applications@oftec.org](mailto:applications@oftec.org) or post to OFTEC Registration Services, Foxwood House, Dobbs Lane, Kesgrave, Suffolk, UK, IP5 2QQ.**

## ADDITIONAL NOTES

1. A business audit (if applicable) will be conducted by your regional OFTEC inspector within three months of your registration. The audit will include a competency check, understanding of unsafe situations procedure and regional legislative requirements. Failure to undertake an audit or failure to meet the required standard when requested may result in suspension of registration. Following the audit your ID card and certificate will be sent to you.
2. The OFTEC registration scheme is accredited to BS EN ISO/IEC 17065:2012. Requirements for bodies certifying products, processes and services (excluding the Republic of Ireland). The OFTEC competent person scheme operating in England and Wales is run in accordance with the Building Regulations competent person scheme conditions of authorisation. The competent person schemes operating in Jersey, Guernsey and the Isle of Man also adopt these conditions.
3. Before returning your application to OFTEC, please ensure that you have completed all relevant sections and provided the necessary payment details and enclosures.
4. Please be advised that your application will not be processed and payment will not be taken until we have received confirmation of successful assessment from either yourself (in the form of copies of your valid certificate(s) of achievement for assessments), or from the certification body. This can take up to six weeks from the date of assessment to come through from the certification body. From receipt of your completed application and correct payment we will endeavour to process your application within seven days.
5. Direct debits for one year registration periods are 'rolling'. This means that before your renewal date we will notify you in writing that your renewal is pending and advise you of the date and amount that will be debited for the new registration period. Renewal will go ahead unless you advise us in writing that you do not wish to renew or that you wish to renew but pay by other means.

# Payment options and fees for Great Britain, Channel Isles and Isle of Man



You can register with OFTEC's competent persons scheme for either one year (annual renewal) or for five years (five years for the price of four – enjoy the fifth year free!).

<b>PAYMENT DETAILS*</b>	1 year	5 years
Initial joining fee <i>(Only payable for your first period of registration)</i>	£190	£190
Business registration fee	£140	£560
Technician registration fee <sup>1</sup>	£85	£340
Add another band of registration <sup>2</sup>	£60	£240
Add Electrical Part P scope <i>(Registration band F)</i>	£295	

(1) This allows for any combination of scopes within a particular registration band, excluding band F. See section 3 of the application form R250 for the registration bands.

(2) This enables you to add a scope from a different registration band, per technician.

\* Prices correct at the time of print. OFTEC reserve the right to amend prices without notice.

Payment can be made by credit or debit card over the phone 01473 626 298 option 1, or by setting up a direct debit – simply complete and return this form and the direct debit mandate via email to registration@oftec.org (see terms and conditions overleaf).



**Please only complete and return the form below if you wish to pay by direct debit. If you are paying by credit/debit card, we will call you on receipt of your application.**

**You will need to retain the top half of this sheet as the direct debit terms and conditions are overleaf**

Company name:	Company registration number: <i>(If already issued, if not leave blank)</i>
1st technician's name:	Registration number: <i>(If already issued, if not leave blank)</i>
2nd technician's name:	Registration number: <i>(If already issued, if not leave blank)</i>
<b>For additional technicians, please supply their details separately on a sheet of headed paper.</b>	

<b>PAYMENT DETAILS*</b>	1 year	5 years	Please complete quantity	Please complete
Initial joining fee <i>(Only payable for your first period of registration)</i>				£190
Business registration fee	£140	£560		
Technician registration fee <sup>1</sup>	£85	£340		
Add another band of registration <sup>2</sup>	£60	£240		
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<b>Sub-total</b>	
<b>VAT @20%</b>	
<b>Total</b>	

**Signing this form is confirmation that you agree to OFTEC's direct debit terms and conditions overleaf.**

Signature:	
Print name:	
Date:	VAT registration number: <i>(if applicable)</i>

# Payment options and fees for Great Britain, Channel Isles and Isle of Man



## OFTEC DIRECT DEBIT SCHEME TERMS AND CONDITIONS

- Once your direct debit has been set up, you will receive an Advance Notice via email confirming the payment date (1st of each month or thereafter), and monthly payment amount.
- If you are registering for a one year registration, you will receive an annual email to let you know about your renewal which gives you time to cancel your direct debit or change your bank details, (new mandate will be required for change of bank details). If you wish to continue and your bank details remain the same you do not need to do anything. You will receive a further Advance Notice by e-mail.
- Unfortunately, it is not possible to transfer a technician's registration from one company to another during the direct debit period. The technician will need to complete an application form to register with their new company and pay the technician fee in full.

### Rejected direct debit payments

In the unlikely event that your direct debit payments are rejected we will contact you for payment of this rejected direct debit amount. If payments are rejected more than twice within the time frame of your collections your OFTEC registration will be suspended until the remainder of the amount owed is paid in full by credit or debit card.

# OFTEC registration scheme direct debit form



Company name
OFTEC company registration number
Email address to notify when direct debit set up

## Instructions to your bank or building society to pay by Direct Debit



Please fill in the whole form using a ball point pen and send to:

Oil Firing Technical Association Ltd Foxwood House, Dobbs Lane, Kesgrave, Suffolk IP5 2QQ
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Name(s) of account holders

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Bank/building society account number

--	--	--	--	--	--	--	--

Branch sort code

--	--	--	--	--	--

Name and full postal address of your bank or building society

To the Manager	Bank/building society
Address	
Postcode	

Service user number

4	2	0	0	2	6
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Reference (to be completed by OFTEC)

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Instruction to your bank or building society

Please pay the Oil Firing Technical Association Ltd Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee.

I understand that this instruction may remain with the Oil Firing Technical Association Ltd and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

Banks and Building Societies may not accept Direct Debit instructions for some types of account.



This guarantee should be detached and retained by the payer.

### THE DIRECT DEBIT GUARANTEE

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit the Oil Firing Technical Association will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request the Oil Firing Technical Association to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by the Oil Firing Technical Association or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society – If you receive a refund you are not entitled to, you must pay it back when Oil Firing Technical Association asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify the Oil Firing Technical Association.

