

ALAEA Membership Application

Personal Details

Title	<input type="text"/>	Surname	<input type="text"/>
First Name/s	<input type="text"/>		
Home Address	<input type="text"/>		
	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>
Date of Birth	<input type="text"/>	Male	<input type="checkbox"/>
		Female	<input type="checkbox"/>
Home Phone	<input type="text"/>	Fax	<input type="text"/>
Mobile	<input type="text"/>	E-mail	<input type="text"/>

I agree to become a member of the Australian Licenced Aircraft Engineers Association (ALAEA) and abide by its constitution and Rules as amended from time to time in accordance with the Workplace Relations Act 1996.

I authorise the ALAEA to be my representative in any negotiations on the terms and conditions of my employment and to act as a bargaining agent on my behalf in all matters affecting my employment with my employer.

Employment Details

Employer	<input type="text"/>		
Classification	<input type="text"/>	Employee Number	<input type="text"/>
Commencement Date	<input type="text"/>	Work Area	<input type="text"/>
Work Address	<input type="text"/>		
	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>
Work Phone	<input type="text"/>	Work Fax	<input type="text"/>
Licence Number	<input type="text"/>	Lic. Expiry Date	<input type="text"/>
Ratings/ Approvals	<input type="text"/>		

I understand that my authorisation remains in force until I revoke it in writing in accordance with the Workplace Relations Act 1996, and I have read the information supplied relating to my obligations of membership and the circumstances and manner in which I may resign my membership.

Preferred method of contact

- Mail
 E-mail

Declaration

I certify that the above statements are correct. I wish to apply for membership of the Australian Licenced Aircraft Engineers Association and agree to abide by its constitution and Rules.

Signed Date

Method of payment

Please Refer to the explanation of payment options on the back page

- Direct Debit
 Credit Card
 Payroll Deduction
 Regular Invoicing

Proposer

I, , being a financial member of the Australian Licenced Aircraft Engineers Association certify that to the best of my knowledge the above statements are correct and I propose that the above person be admitted as a member of the Association.

Signed Date

Beneficiary

The ALAEA maintains a mortality fund. In the event of a members death the nominated beneficiary shall receive a contribution towards funeral costs. The amount of this contribution is determined by the Federal Executive from time to time.

Title	<input type="text"/>	Surname	<input type="text"/>
First Name/s	<input type="text"/>		
Home Address	<input type="text"/>		
	<input type="text"/>		
Suburb	<input type="text"/>	State	<input type="text"/>
		Postcode	<input type="text"/>
Home Phone	<input type="text"/>	Work Phone	<input type="text"/>

Request for Debiting to Accounts by the Direct Debit System**Customers' Authority**

Name of member(s) giving the DDR

I/We

Authorise the Australian Licenced Aircraft Engineers Association, APCA User ID number 066017, to arrange for funds to be debited from my/our account at the financial institution identified below and as prescribed below through the Bulk Electronic Clearing System (BECS)

This authorisation is to remain in force in accordance with the terms described in the Australian Licenced Engineers Association DDR Service Agreement.

Signature

Date ___/___/___

Signature

Date ___/___/___

Details of the Account to be Debited

(All details must be supplied)

Name of the Financial Institution

Account Name:

BSB Number:

 -

Account Number:

Direct Debit Request Service Agreement

(1) Debiting Details

- Frequency of debit shall be at the same frequency as your employer pays your salary.
- Maximum amount to be debited will be the fees set by the Federal Executive from time to time for the frequency of payment, any agreed amount towards arrears and any fees and charges for unpaid transactions in accordance with the schedule below.
- The first payment date shall be the first pay period after your membership has been accepted by the Federal Executive.

(2) Members shall be advised 14 days prior to any changes to the Direct Debit Procedure.

(3) For all matters relating to the Direct Debit arrangements, members will need to visit the ALAEA office or contact the Membership Officer on (02) 9554 9399 and/or send written correspondence to the Association office outlining the request/issue and allow 14 days for the amendments to take effect.

(4) Members should be aware that:

- Direct debiting through BECS is not available on all accounts; and,
- Account details should be checked against a recent statement from your financial institution. If you are in any doubt, you should check with your Financial Institution before completing the drawing authority.

(5) It is your responsibility to ensure that sufficient cleared funds are in the nominated debiting account when the payments are to be drawn.

(6) If the due date for payment falls on a non-working day or Public holiday, the payment will be processed on the next working day. If a member is in any doubt, please refer to point 3 for further clarifications.

(7) For returned unpaid transactions, the following procedures or policy will apply:

- The unpaid amount, and any fees charged to the ALAEA by the financial institution associated with the unpaid transaction shall be added to the members account as an arrears amount; and,
- A nominal payment of up to \$5 per payment shall be added to each future transaction until the arrears amount is paid.

(8) All members records and account details will be kept confidential to be disclosed only at the request of the member or financial institution in connection with a claim to an alleged incorrect or wrongful debt.

Authorisation for account verification

I/We authorise the following

1. The ALAEA to verify the details of the abovementioned account with my/our Financial Institution.
2. The Financial Institution to release information allowing the ALAEA to verify the abovementioned account details.

Signature

Date ___/___/___

Signature

Date ___/___/___

Payroll Deduction Authorisation

Not available at all employers - if in doubt contact the ALAEA office

Paymaster,

I, , authorise you to deduct from any salary payable to me, the annual subscription, as adjusted from time to time, due by me to the Australian Licenced Aircraft Engineers Association by weekly deductions and remit such amount to said Organisation.

All amounts remitted on my behalf in accordance with this authority shall be deemed to be payment to me personally.

In consideration of you making such deduction and payment as above, I agree to hold

(employer)

and every employee thereof, indemnified against any claim arising out of any act or omission to act in pursuance of this authority.

Name

Address

Suburb State Postcode

Staff Number Location

Classification

Signature Date

Note: The Association shall coordinate payroll deductions to commence when membership is approved

Automatic Credit Card Deductions

Frequency 3 monthly 6 monthly 12 monthly

Type of Card Visa MasterCard Bankcard

Name on Card

Card Number

Expiry Date

Signature Date

Regular Invoicing

Frequency 3 monthly 6 monthly 12 monthly

Postal Address

Suburb State Postcode

Payment Options

Direct Debit from the Account of Your Choice:

The bank or credit union account nominated will be automatically debited at the same frequency as your employer pays your salary and your bank statement serves as your receipt.

To select this method of payment complete the attached Direct Debit Authorisation form. You will need to supply the BSB number of the financial institution from which the deductions are to be made. Enter the BSB number in the appropriate place on the authorisation form, along with your account number.

PLEASE NOTE: The original form must be returned to the ALAEA office by mail, as the banks require the original form before deductions are authorised.

Automatic Credit Card Deductions:

Members choosing this option will have the credit card of their choice automatically debited at 3, 6 or 12 month intervals. Complete the Credit Card Deduction section of the form, along with the frequency of your choice, and provide your credit card details.

- 3 monthly deductions will be made on 1 January, 1 April, 1 July and 1 October every year.
- 6 monthly deductions will be made on 1 January and 1 July every year.
- 12 monthly deductions are made on 1 January every year.

Regular Invoicing:

Members may choose to be invoiced on a regular basis, at 3, 6 or 12 month intervals. Payment of the invoice may be by cheque, money order, cash, credit card or BPay. Credit card payments may be by phone and the credit card transaction copy will service as your official receipt.

Should you choose this option mark the appropriate place on the membership form and select the payment interval you require. Depending on the frequency chosen, payment will be due on 1 January, 1 April, 1 July and 1 October every year. Invoices will be posted at the beginning of the month before the due date and payment must be made by the due date to remain financial.

Payroll Deductions

This method is not available at all employers, if in doubt please check with the ALAEA office. Complete the appropriate Payroll Deduction Authorisation section of the form and mail to the ALAEA. The ALAEA shall co-ordinate commencement of the payroll deductions once membership is accepted.

Rule 6 – Resignation and Cessation of Membership

- (1) A member of the Association may resign from membership by written notice addressed and delivered to the Federal Secretary, or addressed and delivered to the officer performing the duties of the Federal Secretary at the Registered Office of the Association.
- (2) A member ceases to be eligible for membership if he ceases to be employed:
 - (a) in or in connection with an industry or industrial pursuit in respect of which the Association has constitutional coverage.
- (3) A notice of resignation from membership of the Association takes effect:
 - (a) where the member ceases to be eligible to become a member of the Association:
 - (i) on the day on which the notice is received by the Association; or
 - (ii) on the day specified in the notice, which is a day not earlier than the day when the member ceases to be eligible to become a member; whichever is later
 - (b) in any other cases, a member's notice of resignation shall take effect:
 - (i) at the end of two weeks after the notice is received by the Association;
 - (ii) or on the day specified in the notice; whichever is later.
- (4) Any dues payable but not paid by the former member, in relation to a period before the member's resignation from the Association took effect, may be sued for and recovered in the name of the Association, in a court of competent jurisdiction, as a debt due to the Association.
- (5) A notice delivered to the person mentioned in (1) above shall be taken to have been received by the Association when it was delivered.
- (6) A notice of resignation that has been received by the Association is not invalid because it was not addressed and delivered in accordance with (1) above.
- (7) A resignation from membership is valid even if it is not effected in accordance with this Rule if the member is informed in writing by or on behalf of the Association that his resignation has been accepted.