

## Standards for BAP-Membership

A reliable industrial association is under an obligation to its members and the general public to, in the case of applicants for membership, review whether all preconditions for acceptance under its articles are given, and whether it may justifiably be supposed that the new member will adhere to all BAP Standards.

1. In its application for acceptance the applicant declares that it recognises the association's articles, such as:
  - the articles of incorporation;
  - the BAP code of conduct, that it will furthermore adhere to;
  - the collective labour agreements with the DGB-Tarifgemeinschaft Zeitarbeit (*Negotiation Body of the German Confederation of Trade Unions for Temporary Agency Work*), MTV (*Framework Collective Labour Agreement on Temporary Work*), ETV (*Framework Collective Pay Agreement on Temporary Agency Work*) and ERTV (*Collective Pay Agreement on Temporary Agency Work*); and
  - collective labour agreements on sector-specific supplemental payments for temporary agency work.
2. The applicant shall provide evidence that it is engaged in independent business activity with the purpose of running a Temporary Work Agency in Germany. It shall present a valid permit from the Federal Employment Agency. This shall, in accordance with § 3 AÜG (*German Temporary Agency Employment Act*), testify to the applicant's reliability, proper business organisation and legal knowledge of the social security laws, of the retention and payment of taxes on wages, about employment placements, recruitment abroad, work permits, the prescriptions of industrial safety legislation and its obligations under labour law.
3. The applicant hereby confirms that it has an impeccable reputation with regard to its business methods.
4. The BAP shall procure general economic information pursuant to the applicant.
5. The Committee shall decide upon the acceptance.
6. Full members are entitled to use the title "Mitglied im Bundesarbeitgeberverband der Personaldienstleister e.V. / Member of Federal Employers' Association of Staffing Services (BAP)". They receive a membership certificate with evidence of their affiliation with collective labour agreements to be displayed on their business premises.
7. The Management Board monitors adherence to and compliance with the articles.

Bundesarbeitgeberverband  
der Personaldienstleister e.V. (BAP)  
Universitätsstr. 2-3a  
D-10117 Berlin

Fax: 0049 (0) 30- 20 60 98 70  
E-Mail: info@personaldienstleister.de

## Application for Membership

We, \_\_\_\_\_

hereby apply for membership to the Federal Employers' Association of Staffing Services (BAP) according to § 4 of the BAP articles (full membership)

with effect from \_\_\_\_\_

- as a full member with a tariff commitment to the collective agreements concluded with Trade Unions belonging to the German Confederation of Trade Unions (so-called "D-membership")
- as a full member with no tariff commitment (so-called "OT-membership")

The following documents have been enclosed with this application:

- A valid permit for the professional assignment of temporary workers from the Federal Employment Agency (Full members only)    **or**     other staffing services (no assignment of temporary employees)
- Business Registration / Excerpt from the Commercial Register

We recognise the following association's articles as binding for us in their version which is valid at any given time: the articles of incorporation, the membership fees schedule, the principles for the exercising of the profession (BAP code of conduct), and, in the event of personnel placement, also the agreement pursuant to the quality standards for private personnel and work placement (Associations' Agreement BMWA 2003).

We agree to the storing, processing and use of our (personal) data by the BAP. We are aware that we may at any time demand the correction, barring or deletion of our (personal) data provided this does not violate statutory retention periods. We are aware that a request for the blockage or deletion of the aforementioned contact data is to be judged by the BAP.

We agree that electronic communication via e-mail with BAP is being transferred unencrypted. We are aware of all security risks linked to and caused by that form of communication. We know that our written declaration of consent for the purpose of unencrypted communication via e-mail with BAP can be revoked at any time by emailing or by sending a letter to the above mentioned contact data of BAP.

- We apply for the newly-founded businesses' rebate in accordance with §1 No. 5 of the BAP membership fees schedule amounting to 50 % of the basic membership fee for the first year of membership (only applicable to companies that have been founded during the last 12 months).

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Date

Company Stamp

Signature(s)

  


Bundesarbeitgeberverband  
der Personaldienstleister e.V. (BAP)  
Universitätsstr. 2-3a  
D-10117 Berlin

Fax: 0049 (0) 30- 20 60 98 70  
E-Mail: info@personaldienstleister.de

**Data Registration for the home page of the BAP****Please complete without fail and legibly.**

Company name: \_\_\_\_\_

Owner / Partners: \_\_\_\_\_

Year of founding: \_\_\_\_\_

Street: \_\_\_\_\_

Post Code/City: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail address of the **Company**: \_\_\_\_\_  
**(will be published on the internet)**E-Mail address of the **Management**: \_\_\_\_\_  
**(will not be published)**

Web-Address: \_\_\_\_\_

**Details of your branch offices with full addresses, telephone and fax numbers may be provided informally on a separate sheet of paper.****Branch Offices**

Number \_\_\_\_\_ (Address cf. Annex)

Date

Signature





Bundesarbeitgeberverband  
der Personaldienstleister

Fax: 0049 (0)30-20 60 98 70

E-Mail: info@personaldienstleister.de

**Confidential**

Bundesarbeitgeberverband  
der Personaldienstleister e.V. (BAP)  
Universitätsstr. 2-3a  
10117 Berlin

**Please return**

**Notification of our turnover in the past year (2014)**

We are aware that according to § 1 No. 3 of the BAP-fees schedule the member is obliged to report its turnover for the respective previous year accompanied by a confirmation from a tax consultant or auditor in writing by April 30<sup>th</sup> of each year to the Association's administrative body. The decisive company turnover is that turnover generated by the member the previous year from services (cf. point 1 below) or, in the case of a group of companies (cf. point 2 below) the turnover generated by the group from services in the previous year.

Should the notification not be received punctually or be incomplete, the member shall, in accordance with § 1 No.3 Para. 2 of BAP-fees schedule, owe either twice the amount of the previous year's fee or failing that, three times the amount of the basic fee.

**We accordingly declare, as a member and as the company advising the BAP-member on tax issues that, in accordance with the explanatory statements Nr. 1 and 2 below, turnover from services (not including VAT) was achieved in the previous year (i.e. 2014) amounting to**

\_\_\_\_\_ **Euros**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**1. Stamp + Signature(s)**  
of the member company

**2. Stamp + Signature(s)**  
of the tax consultant/auditor

(please provide the original stamps and original signatures)

1. Services are considered to be the provision of temporary workers, private personnel placement, personnel consultancy, outsourcing, outplacement and other personnel services that are in competition with one another, in particular, services performed in the context of contracts for services.
2. Company group is considered to mean: a) in the event of the membership of a parent company, that parent and all subsidiaries that are owned to the extent of 50 per cent or more by a member company, b) in the event of the membership of a subsidiary company, that subsidiary and its parent, inasmuch as this parent holds 50 per cent or more of the shares in the member, c) two (or more) members who offer personnel services inasmuch as they each belong to a partner or a company to the extent of 50 per cent or more.
3. In the case of newly founded companies with no turnover in the previous year, please enter "zero".
4. The membership fees shall be calculated on the basis of the valid fees schedule in the version dated 18.06.2015. We will gladly provide further details upon request.

## Questionnaire pursuant to Membership Application

Please return the completed questionnaire together with your application for membership by e-mail to: **info@personaldienstleister.de** or by fax to: **0049 (0)30-20 60 98 70**.

Thank you for your support.

### How was your attention drawn to BAP?

*(Only one answer permissible)*

- Internet site
- Information material
- Events
- Recommendation (from whom?): \_\_\_\_\_
- Media
- References of any administration authority to possibilities of obtaining assistance provided by associations
- Seminars run by the BAP-Academy
- Client companies
- Other: \_\_\_\_\_

### Your reason for joining?

*(Multiple answers possible)*

- Client's wish
  - Legal advice
  - Support the work of the association
  - To collaborate on tariff policy
  - Model contracts
  - Lobby work
  - Press and public relations work
  - References of any administration authority to possibilities of obtaining assistance provided by associations
  - Quality feature BAP (Tariff vignette)
  - Exchange/ Networking
  - Other: \_\_\_\_\_
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