

# Key Business Network (KBN) Membership Application Form



## 1. Member Business Details

Name:

Business Name:

Street Address:

City:  State:  Post Code:

Postal Address:

City:  State:  Post Code:

Phone:  Mobile:

Email:

Website:

Business Category: (One category per application)

How did you here about KBN?

Personal Invite:  Facebook:  LinkedIn:

Meetup:  Networking Event:  Web Search:

Email:  Magazine:  Expo:

Other:

Who introduced you?

If you are not able to attend a meeting, who will attend on your behalf?

Name:

Business Name:

Phone:

Email:

## 4. Applicant's Declaration of Membership

- I understand (and agree) that as a member of KBN, photos are taken and used for marketing and promotional purposes including social media and that my image may be used, unless I have specifically agreed in writing with KBN that this is not the case.
- I will conduct all my business dealings with integrity, commitment and honesty.
- I will follow-up every referral that I receive and will document each referral, recommendation or introduction through the KBN referrals process.
- I will allow KBN and its members to distribute my business card and/or business details for the purpose of promoting my business.
- I agree with the membership terms at the back of this form and acknowledge that my membership is for a full calendar year.

Applicant's Signature:  Date:

Franchisee:  Date:

Business Category:

## 2. Membership Payment Options (Membership Calendar Year)

Group Name:

Group Meeting Frequency (Please select the appropriate option):  
 Weekly Meetings  Fortnightly Meetings  
*(Meeting fees are processed using the KBN Direct Debit system according to the frequency of your group's meetings)*

Joining Fee (Select appropriate Joining Fee):  
 Regular, one-off Joining Fee \$200 – includes your membership kit  
 New Group Foundation Member Joining Fee \$50  
*(This option is by special arrangement and application must be received prior to the group launch)*

Annual Membership Fee (Select your preferred payment option):  
 \$1249 - Pay quarterly in 4 instalments of \$312.25  
*(If you cancel your membership during the year the balance of the membership becomes payable at that point.)*  
 \$999 - Pay annually and save \$250

All joining, memberships and meeting fees are paid by KBN's Direct Debit system. I authorise KBN to charge my joining fee, membership fee and meeting fees to my card as follows:

The card I used to pay when I came as a guest for the above fees OR  
 I need to provide a different card  
*(This includes if someone else paid for your invitation as a guest)*

This approval remains in place while my membership is current. I acknowledge that I can change or update my card through my membership login.

Signature:  Date:

*(Once your application is accepted, fees are non-refundable)*

Do you have any dietary requirements?

Vegetarian:  Gluten Free:  Dairy Free:

Other:

## 3. Your KPIs

I understand that KBN has annual KPIs for each member of the group to achieve during their membership, which maximises the results for our members.

These KPIs are:

- 100% attendance - with up to 15% by representation in each year
- Minimum 1 Key Meeting with each group member in each year
- Minimum 6 genuine referrals beyond the group in each year
- Minimum 4 different guests in each year

Signature:

### Official Use Only:

Executive Team Approved	<input type="checkbox"/>	Membership Certificate	<input type="checkbox"/>
KBN Portal Updated	<input type="checkbox"/>	Membership Kit	<input type="checkbox"/>
Website Live	<input type="checkbox"/>	Payment Completed	<input type="checkbox"/>
Name Badge: Ordered	<input type="checkbox"/>	Name Badge: Received	<input type="checkbox"/>

# Terms and Conditions for Membership

## 1. Summary:

Upon acceptance of your Application, the Membership Application Form (the Form) together with these terms and conditions form a contract between You and Key Business Network Pty Ltd (KBN). KBN may change, alter and vary these terms and conditions from time to time. The most recent version will be accessible on our KBN website using the member login issued to you. By signing the Form you agree to become a member of the KBN group nominated in the Form (Your Group), which Group meets with the frequency identified in the Form (either weekly or fortnightly) and to comply with the KBN Group Rules herein and which may be amended from time to time to facilitate the aims of KBN and the professional conduct of group meetings. KBN reserves the right to refuse your Application in its absolute discretion.

## 2. Membership Fees and Payments

You agree to pay a one-off joining fee of \$200 which includes your membership kit (**Joining Fee**) and an **Annual Membership Fee** upon submitting the Form. The Annual Membership Fee is to be paid as a one-off payment of \$999. You also agree to pay a fee (which includes a meal) for each meeting you or your representative attends (**Meeting Fees**). You acknowledge that an invoice for all fees will be automatically generated and you agree to pay those fees including any Annual Renewal fees through the KBN automated payment supplier. Upon acceptance of your Application the Joining Fee and the Annual Membership Fee is non-refundable.

## 3. The Group Guidelines

### 3.1 Attendance & Representation for Meetings (Attendance Criteria):

To facilitate the success of each KBN Group, Members must not be absent for more than two meetings per quarter without a representative present (Attendance Criteria). If you anticipate non-attendance you must:

As soon as reasonably practicable and before the time appointed for the meeting, inform a member of the Executive Team of Your Group of your inability to attend;

Arrange for a representative to attend the meeting in your place (e.g. a business colleague, business or personal contact, or a KBN member from another group); and

Inform a member of the Executive Team of your representatives planned attendance including sufficient information regarding the representative's business sector, to enable the Executive Team to assess whether the representative's business conflicts with that of another group member's business.

When inviting representatives and any guests to the meetings, you must discuss potential conflicts with a member of the Executive Team prior to the meeting. A representative who attends in your place, may at the absolute discretion of the Executive Team, be permitted to promote their business at the meeting in the 'guest section', after first promoting your business in the 'members section' of the meeting. A time lapse should always pass between the promotion of the two businesses, to add clarity and avoid confusion amongst members of the group and invited guests. Where the Executive Team determines that the representative must not address the group (for example, due to a conflict of interest), they may still represent your business and distribute their business cards to members at the meeting, but these must not be placed in the member's business card box, which is strictly for the members.

### 3.2 Key Performance Indicators

You are required to meet the following criteria and the Attendance Criteria (together the KPI's) in each year of your membership:

- **Key Meeting Criteria:** You are required to meet with each other member of Your Group on a 1 to 1 basis no less than once in each year of Membership. This is to enhance each member's mutual understanding of the businesses of their fellow group members. Each Key Meeting must be logged as a Referral on the KBN Portal.
- **Referrals to KBN Members (Referral Criteria):** You are required to pass no less than 6 genuine business referrals to other members of Your Group and/or KBN members in other groups in each year of your Membership. Referrals must be logged on the KBN Portal.
- **Inviting Guests (Guest Criteria):** You are required to invite and host not less than 4 different guests in each year of your Membership. Guests who attend but are unable to promote their business to the group due to a conflict of business with a group member do not count as a Guest for the purpose of meeting the Guest Criteria

### 3.3 Member Compliance:

The Executive Team, together with the Local Leader, controls and oversees the smooth running of your Group and measures and monitor's both individual and the group's performance relating to achievement of KPI's and goals. Should you have any concern about another member's compliance with the KPI's or these terms and conditions, you may inform the Executive Team, who will consider the member's compliance. In the event that the Executive Team make a finding of non-compliance, the Executive Team, in consultation with the Local Leader and the Franchisee, may by majority vote, agree to serve a written notice of non-compliance to the Member, identifying the non-compliance and requiring the member to take corrective action within 2 months of the date of the notice (the Notice). If there is a failure to rectify the noncompliance (to be determined in the absolute discretion of the Executive Team) they may take a vote on a majority basis as to whether to terminate the member's membership. The Member may appeal within 7 days (by written notice given to a member of the Executive Team). The Executive Team will hear and determine any appeal properly served, as soon as reasonably practicable and implement their decision which shall be final. This process will be undertaken in consultation with the Local Leader and the Franchisee.

## 4. Training

You are required to undertake the networking training course provided by a leadership team for the purpose of maximizing your networking ability and potential referrals and provide you with important information about KBN. This will include training of how to use the KBN Portal. You will also have access to reports on your individual performance against your KPIs and goals to measure and monitor your performance. The Executive Team should be consulted by you with any questions about your performance and areas you would like to improve.

## 5. Miscellaneous

You acknowledge that any and all of the intellectual property rights including, but not limited to trademarks and trading names, whether or not registered copyrights, registered and unregistered design rights, patents, know-how and all confidential information owned by KBN shall at all times remain the sole property of KBN. Members are not permitted to use any of the intellectual property rights owned by KBN without the prior written consent of KBN which consent may contain restrictions and limitations in the absolute discretion of KBN. KBN has no obligation, duty or liability to any KBN Member in contract, tort or otherwise, for any goods or services provided by any Member of a KBN Group to any other person. KBN does not give any warranties (express or implied) as to the suitability of KBN Members to provide the goods or services they provide or as to any matter relating to the provision of goods and services as a result of being a member of KBN, nor does it warrant as to the level skill and care taken by a Member when providing such good or services. Any lead, referral or business passed at or by reason of a KBN meeting is passed at your own risk.

For the complete Terms & Conditions please go to [keybusinessnetwork.com.au/mt](http://keybusinessnetwork.com.au/mt)