

EECBA

EUROPEAN
ELECTRONIC
CIGARETTE
BUSINESS
ASSOCIATION

Promoting Excellence, Growth, Quality & Access in the industry

Membership application form

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www.eecba.org

Part 1: Application Information

Association Membership eligibility requirements

To be eligible for association Membership in the European Electronic Cigarette Business Association the applicant must:

1. Be actively trading for commercial reasons in the E-Cigarette Industry
2. Pay an annual association Membership fees
3. Agree to allow EECBA to place their details on the association's website & trade publications
4. Submit to EECBA a complete and accurate association Membership application form.

By signing this application, the applicant is endorsing their commitment of their status that they are actively involved for commercial reasons in the E-Cigarette Industry.

Association Membership fees are set annually. The current fees are set out in the table below:

1. **The annual (flat rate) fee for Association Membership is £2,995 (Manufacturer)** Please Tick

Notes: Any company involved in OEM will be classed as a manufacturer.

Manufacturers of Hardware or E-Liquid are exposed to a very thorough Audit that not only addresses every part of Article 20 and related clauses but also combines ISO 9001 QMS procedures to help manage and maintain regulatory compliance. Manufacturing audits may take up to one week to complete depending on current compliance status and allocated resource to this subject. The reporting and subsequent action plans are often extensive and can take 2-3 days to write.

The Audit program will demonstrate your companies history with regard to conscientious efforts to conform to pending new laws, It will also document your path and progression to compliance and we also provide a physical hard copy of your compliance file for presentation with all the relevant sections specific to your company product portfolio.

It is suggested that each company has 2 or 3 audits prior to next May to generate a comprehensive compliance file that as previously stated demonstrates a track record history of adhering to pending new laws.

No other company or consultancy is offering this type of service or advice so take advantage of our full membership offers to be included in this regulatory process.

2. **The annual (flat rate) fee for Association Membership is £2,500 (Retailer)** Please Tick

EECBA have introduced and Audit schedule and ongoing program for all type of companies operating in this industry

A Vendor Audit highlights areas of compliance and provides a GAP analysis of what is needed paperwork wise to meet standards. This audit provides the foundations for obtaining all relevant information required for presentation Next year. These audits usually take 1 day to complete and 1 day to write up your reports and action plans.

A Supplier of raw ingredients or distributor of finished products under White label will undergo a slightly more in depth audit that understands full responsibility for compliance and distribution ownership and credibility of supply chain. two days are usually set aside for these types of audits with up to a day and half to formulate action plans and report.

Application process

We will contact you by email to confirm receipt of your application. On acceptance of your application we will issue you with a membership fee invoice. Membership fees will become payable within 10 days of the date of the invoice.

On receipt of your membership fee, we will contact you again by email to confirm your membership in EECBA, to provide you with the EECBA logo, certificate and membership number, how to obtain the membership benefits, advice and services and to confirm your association's listing on the Member page of www.eecba.org website.

We will contact you with further information regarding opportunities for involvement, whatever your needs may be, we will ensure that you are kept up to date with progress, opportunities, events, and key industry developments.

Please note EECBA's rules on Membership resignations:

1. if a member resigns within their year of membership, the annual fee is non-refundable;
2. if a member wishes to resign from EECBA, this must be received by EECBA in writing within 30 days of the intended date of resignation.

By becoming a member of EECBA you agree to a 'code of conduct' which includes but not limited to:

1. Members are committed to providing best practice to providing an alternative to combusted Tobacco for Adult smokers.
2. Members only sell to Adults (over 18) and support the national age limit
3. Members do not make health claims which are not supported by the correct scientific material
4. Members support the sale of e-liquid in Child Resistant Caps
5. Members support appropriate labelling including Nicotine Strength and appropriate warnings.
6. Members shall send in Insurance documents including renewal dates in order to drive industry standards.
7. The membership year (12 months) commences on the date of the applicants approval.

Questions?

Please email any questions to us at info@eecba.org, or call us on +44 1423 790134.

Part 2: EECBA Benefits

Benefits of EECBA Membership

E-Liquid Testing

EECBA provides its members with a rigorous e-liquid batch testing service so you can prove by certification that your e-liquids do not contain irritants that are listed below.

This service aims to generate consumer confidence in your customers buying decisions. You will be provided with a comprehensive report & certificate which can be displayed in store & on your website to highlight this fact your E-liquids will be tested in by our privately run laboratory for the presence of the following:

- Benzene
- Nicotine Assay
- Acetoin
- Flavourings
- Diacetyl
- Acetyl Propionyl

Once the testing is complete we will issue you with the full report, your accreditation certificate will be issued on the basis that the testing results show no known contaminants, you can then confidently pass on your accreditation to your customers.

5 x GCMS /Nicotine Assay tests (free) are included in the membership with discounted rates for further testing for members. (Please speak direct to us should you require more details)

Member Audit – Tobacco Products Directive Compliance

Stephen Buss - EECBA's appointed strategic research scientist aims to assist members in generating technical product and compliance files, through this consultation EECBA aims to benchmark where your company currently complies via a structured audit that then provides a GAP analysis and plan of action to achieve all areas of Legal and scientific compliance. (further consultations are available at discounted rates).

EECBA members can now take full advantage of his knowledge and expertise to help guide you through the headache of this new Directive in terms of what is required in order to comply. He has also brought to the table Emissions testing using TPD friendly methodologies that are awaiting approval for use by an MHRA Certified Laboratory and this requirement will be made exclusively available to our members.

This year, Stephen obtained ISO 9001 Lead Auditor IRCA Certification and as a result provides the highest credibility to your compliance. The Audit process will help members achieve compliance in the shortest timeframe. Audits will be ongoing and detail the legal requirements in terms of responsibility and provide comprehensive action plans that show you exactly where you stand and what you need to do in terms of industry compliance.

Another massive benefit to our members is that we provide the heads up on Emissions with exclusivity of member testing via a MHRA accredited Laboratory.

Although we are waiting for consultation from DoH to be finalised regarding emissions we have the facility to offer members "pre standard testing" that provides ample time for formulation development to take place so you have TPD compliant emissions prior to when legislation takes affect and are not playing catch-up.

We know its not what the liquid contains, its what it produces that matters and our emissions testing and subsequent toxicological consultations will save you time and money.

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Insurance

Product Liability Insurance is an essential part of any Electronic Cigarette & E-Liquid Retailer, Manufacturer, and Wholesaler although you may think have the correct cover the reality is you probably will not have the correct cover.

EECBA brings its own business insurance specialist and leading broker in the Electronic Cigarette sector to ensure you have the right cover for new policies and to get you best deals on your renewal.

Remember, don't take insurance advice from your product supplier or forum – it's your business or personal assets at risk should anything go wrong. We only use UK registered, financially stable, FCA registered insurer – our insurance provider will beat any renewal quote for EECBA members.

Tobacco Products Directive

EECBA offers its members support and advice on Article 20 of the TPD. EECBA has a team of regulatory consultants and a QP (Qualified person who can sign documents to be supplied to the MHRA) who can help shape your business for the future.

Part of EECBA's membership fee is funding a programme of compliance for the TPD including toxicology data for e-liquid flavours, PK data on nicotine absorption and scale up for document submissions. EECBA believes that by sharing the administrative and cost burden for these essential studies that small retailers, wholesalers and manufacturers can benefit in the future.

Marketing

Due to an extensive database of retailers, manufacturers and wholesalers within the Electronic Cigarette Industry, EECBA can assist its members with discounted email marketing campaigns for current products and new launches at timed intervals.

Publication discounts

The Vapour Magazine is the UK's first to represent vapers & the e-cigarette industry. There are 10,000 copies of the Vapour Magazine distributed for free on a quarterly basis through Vape shops, convenience outlets & national & International exhibitions. The Vapour Magazine is also mailed directly to UK manufacturers & wholesalers.

The E-Cig Trader is the UK's only trade only magazine. The E-Cig Trader is a publication that creates awareness by largely promoting companies through display advertising. There are 2000 copies produced on a bi monthly basis & distributed to retailers, wholesalers & manufacturers.

Promote your business in the national Vapour Magazine & E-Cig Trader publications & take advantage of 10% discount.

Use of EECBA Logo

On joining EECBA, each member will receive a high res jpeg & gif image of the EECBA logo that can be used on all marketing material, company stationary & Website. Your Logo will be uploaded to the the EECBA website with click through.

Membership Certificate

Members will receive a certificate of membership.



Scientist Stephen Buss

EECBA New appointment

We are very pleased to welcome on-board a former Strategic Research Scientist from the pharmaceutical, tobacco and food and drinks industry who has temporarily parked science to help E-Cig companies cost effectively navigate pending TPD / FDA regulation and ensure business longevity in a newly regulated industry from the scientific standing required.

Stephen has since moved on and we are delighted that our members will now take full advantage of his knowledge and expertise to help guide us through the headache of this new Directive in terms of what is required in order to comply. He has also brought to the table Emissions testing using TPD friendly methodologies that are awaiting approval for use by an MHRA Certified Laboratory and this requirement will be made exclusively available to our members.

Stephen's technical background was gained through experience in Pharmaceutical New Product Development for SmithKline Beecham, Global Scientific Strategic Research Management for British American Tobacco & a combination of Sensory, Consumer & Market Research Project/Account Management & planning for Food & Drinks Research Agencies Worldwide.

He has been a successful Stage Based new business & product development / formulations consultant in more recent years, studied Chemistry & Psychology at Kingston & Portsmouth Universities & is currently studying via Harvard University on a management mentor scheme.

Stephen's references and CV are available upon request.

This year, Stephen obtained ISO 9001 Lead Auditor IRCA Certification and is awaiting acceptance in to the Heads of Internal Audit Service under the Chartered Institute of Internal Auditors to provide credibility to your compliance.

He currently works on a global platform with some of the largest companies supplying the vape industry and will now as part of your membership help generate your business and Technical Product compliance files. Through this consultancy appointment EECBA now aim to benchmark where your company currently complies via a structured Audit that then provides a GAP analysis and a plan of action to achieve all areas of legal and scientific compliance.

The consultancy he provides will make sure you are not only kept up to speed on the industries latest developments but ensure you are best prepared for the changes that are proposed in the time that we have left before implementation.

If you are a manufacturer, Stephen will also go as far as evaluating and even preparing your submissions and notifications to the relevant governing bodies. This is an added advantage if you do not have any kind of regulatory compliance resource in place, especially battery certification and TPD/FDA E-liquid formulation technical dossier generation. Emissions in relation to relevant toxicological scientific data is also a massive string to our members bow.

With the Department of Health releasing position on aspects of TPD recently, this is something your membership cannot afford to ignore - compliance for less than minimum wage!!!

The Department of Health in the United Kingdom released its consultation on the implementation of Directive 2014/40/EU (the TPD) in the United Kingdom on July 1st 2015. With Britain seen as a global leader in tobacco harm reduction thought and policy, this document sets a trend not only for the European Union, but will be read and digested in government departments across the world.

There are four documents that make up the consultation pack: the consultation document itself, the draft bill, the equalities assessment and the impact assessment. The deadline for responding is 3rd September.

<http://consultations.dh.gov.uk/tobacco/tobacco-products-directive>

Part 3: Association Membership Application form

Dear applicant:

Thank you for your interest in joining the European Electronic Cigarette Business Association, and demonstrating your commitment to promoting excellence, growth, quality & access in the industry.

Please complete the following application form:

1. Name (Applicant)	
2. Trading name	
3. Limited/sole trader/partnership	
4. Full address	
5. Telephone number	
6. Website address	
7. Email address	
8. Mobile number	
9. VAT number (if applicable)	

I declare that to the best of my knowledge and belief that the information provided is complete, accurate and up to date.

Signature: _____ Dated: ____/____/____

Position: _____

For or on behalf of: _____

A signed copy of this form should be scanned and electronically sent to info@eecba.org