



## **CRITERIA FOR A ROOFING MATERIAL MANUFACTURER, DISTRIBUTOR OR AGENT TO BECOME AN OIRCA ASSOCIATE MEMBER**

1. Each applicant at the time of application for membership must
  - (a) be engaged in the operation of a roofing material manufacturing business or be a distributor of roofing materials, and have been such a manufacturer or distributor for the 18 month period immediately preceding the date of the applicant's application; or
  - (b) be a manufacturer's agent, and have been such an agent for the 18 month period immediately preceding the date of the applicant's application.

Must have its place of business in the Province of Ontario (the "Premises") and permit the Corporation's representatives to visit and inspect the Premises.

2. Must submit a formal application with a cheque in the amount of \$1,000.00 + HST payable to OIRCA, which will be termed an Application Fee. When accepted as a member of OIRCA, annual dues of \$1,657.00 + HST will be assessed.
3. Must submit letters, addressed to the Ontario Industrial Roofing Contractors Association, from at least 3 companies attesting to the applicant's good character, business experience and reputation or, the applicant can provide their most recent year's financial statement.
4. After Associate Membership is approved the OIRCA Board of Directors, a 24 month Probationary Period must be served before full OIRCA membership is attained.

Membership may be terminated during this Probationary Period if a written complaint, from an owner, architect, or roofing consultant corporation member, regarding material or marketing practices is deemed justifiable. Any reasonable inspection costs incurred as a result of the complaint will be borne by the applicant after full discussion between OIRCA and the applicant prior to the inspection.

5. Any applicant who has had their membership application denied and wishes to obtain further information as to the reasons for the denial may present their case to the OIRCA Membership Committee.

### Ontario Industrial Roofing Contractors Association

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1-888-33 OIRCA (336-4722) [www.ontarioroofing.com](http://www.ontarioroofing.com) e-mail: [oirca@ontarioroofing.com](mailto:oirca@ontarioroofing.com)



**APPLICATION FOR ASSOCIATE MEMBERSHIP IN OIRCA**

COMPANY: \_\_\_\_\_  
*(Please Print or Type)*

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ WEB: \_\_\_\_\_

REPRESENTED BY: \_\_\_\_\_  
*(Name & Title)*

YEAR THE COMPANY WAS INCORPORATED IN ONTARIO

\_\_\_\_\_

I hereby make application for Associate Membership in the Ontario Industrial Roofing Contractors Association, and undertake the following:

To accept the rules and regulations of the Association as set forth in the Constitution and By-laws.

To pay such membership fees and assessments as may from time to time be levied.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

***This application is to be accompanied by a cheque, payable to OIRCA, in the amount of \$1,000.00 + HST covering the Application Fee.***

ACCEPTED BY: \_\_\_\_\_  
*(For the OIRCA Board of Directors)*