

# ECTA Client Member Application Form



Complete this document to apply for a client membership with ECTA. A **one-time** startup fee of **\$450.00** is to be paid upon being accepted as a client member which covers initial set up costs first month membership fee and the delivery of the ISE guide. After the first month, the Standard monthly membership payment is **\$100.00 per month**.

Date (mm/dd/yyyy)

Business Name

Doing Business As (where applicable)

Owner/Authorized Person (First Last)

Alternate Authorized Person

Address (Line 1)

Address (Line 2)

City

Province

Postal Code

Primary Email address

Billing Invoice Email (blank if same)

Phone Number (with Area Code)

Alternate Phone Number

**Type of Business**  
**(Check all that**  
**apply)**

Hardware Retail Sales

Liquid Retail Sales

Liquid w/ Nicotine

Liquid Manufacturer

Online Web Site Sales

Customer Facing/Delivery

Home Based Sales

Brick & Mortar Retail

Wholesale to Distributors

Other (Specify in Notes)

**Additional colleagues covered by membership (list up to two)**

Name

Email address

Name

Email address

**Business Online/Web Presence Platform(s) (Website/Facebook/Twitter/etc)**

Web Location 1:

Web Location 2:

Web Location 3:

Web Location 4:

Web Location 5:

**Business Physical Operating Location(s)**

Location Address 1:

Location Address 2:

Location Address 3:

Location Address 4:

Location Address 5:

.....

**Any Additional Notes and/or Information we should know about your company**

Please save and return this completed form to ECTA ([members@ectaofcanada.com](mailto:members@ectaofcanada.com)) for processing. All information provided is for the sole use of ECTA of Canada. The information is used exclusively to generate a new Client member file once approved. Any relevant additional information should be attached to this form.

.....

**WHAT HAPPENS NEXT?**

After your application has been received, you will be contacted by ECTA's Third-Party Auditor who will be performing the initial audit of your business.

An *initial audit* is **NOT** a full compliance audit. New members are not expected to be fully compliant with ECTA Standards prior to joining ECTA as a member.

The initial audit is a brief review of your business, web presence and marketing materials (business cards, flyers, posters, etc.) for any significant compliance issues (such as health, therapeutic or cessation claims) which require immediate attention. The auditor may require that changes be made prior to completion of your initial audit and acceptance as an ECTA Member. They may also make general recommendations that do not necessarily apply to the initial audit result.

Once the initial audit has been completed, you will receive an acceptance letter with additional instructions and invoice with payment information.

**NO PAYMENT IS REQUIRED UNTIL YOU RECEIVE THE INVOICE.**