



## Contractor Member Application Form

To add value to your membership in the Mechanical Contractors Association of Saskatchewan Inc., the membership has approved changes to the requirements that are to be met by contractors seeking membership in the Association. All documentation submitted to the Association is ***confidential*** and all necessary forms/letters are included in this application.

The following documentation, as well as the completed application, are to be submitted to [admin@mca-sask.com](mailto:admin@mca-sask.com)

- Worker's Compensation Employer Payroll Statement so your fees can be determined.
- Worker's Compensation Board (WCB) Letter of Good Standing.
- Proof of minimum \$2,000,000 in General Liability Insurance.
- Copy of business license. If you are not required to hold a business license where your business is located, please have a representative from your municipality sign the "Business License Not Required Form Letter".
- Completed copy of "Safety Practices Letter" indicating that you follow Saskatchewan Occupational Health and Safety standards. If you are COR or SECOR certified, you may provide that as well.
- Principal Owner or representative to sign off on MCAS Code of Ethics.
- At time of application there can be no bondable action against your company through the Technical Safety Authority of Saskatchewan.

**Please send all completed documents by email or mail to the address below.**

Email: [admin@mca-sask.com](mailto:admin@mca-sask.com)

Mail: Mechanical Contractors Association of Saskatchewan  
Unit 2, 2412 Faithfull Avenue  
Saskatoon, SK S7K 4A6

Unit #2 – 2412 Faithfull Avenue, Saskatoon, SK S7K 4A6  
T. 306-664-2154 E. [admin@mca-sask.com](mailto:admin@mca-sask.com) [www.mca-sask.com](http://www.mca-sask.com)

**INDUSTRY FOCUSED. MEMBER DRIVEN.**



# Contractor Member Application Form

Company			
Contact			
Address			
City & Postal Code			
Contractor License #			
Telephone			
Email			
Website			
How long has your company been in operation?			
Are you a union shop?	YES	NO	
Please indicate which categories are applicable to your business:			
Plumbing		Instrumentation Technicians	
Heating		Refrigeration	
Air Conditioning		Sheet Metal	
Gas - Commercial		Steamfitting / Pipefitting	
Gas - Domestic		Furnace Repair	

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For each trade selected, please provide the name and journeyperson number for **one** employee who is qualified to work in that trade.

Trade	Journeyperson	Journeyperson #
Plumbing		
Heating		
Air Conditioning		
Gas - Commercial		
Gas - Domestic		
Instrumentation Technicians		
Sheet Metal		
Steamfitting/Pipefitting		
Refrigeration (over 5 tonnes)		
Refrigeration (under 5 tonnes) provide CFC #		

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## Membership Dues Remittance (G.S.T. #R107686339)

Membership fees are based on Worker’s Compensation Board payroll submissions as follows:

WCB Payroll Range	MCAS Membership Fee
\$0 to \$249,999	\$690+ GST
\$250,000 to \$499,999	\$1380 + GST
\$500,000 to \$749,999	\$2,300 + GST
\$750,000 to \$999,999	\$2,990 + GST
\$1,000,000 to \$1,249,999	\$3,680 + GST
\$1,250,000 to \$1,499,999	\$4,600 + GST
\$1,500,000 to \$1,999,999	\$6,210 + GST
More than \$2,000,000	\$8,970 + GST

Method of Payment	Cheque	Invoice
	VISA	MasterCard
Card Number		
Expiry Date	CVV	
Card Holder Name		
Signature		

The undersigned hereby makes application for membership in the Mechanical Contractors Association of Saskatchewan Inc., an Employers’ organization. The applicant agrees that, upon approval of this application by the Board of Directors, they will pay membership dues in accordance to the fee structure above and will at all times comply with the rules, regulations, constitution and bylaws of the Association as the same are from time to time in force and will actively engage in promoting the objectives and interests of the Association.

Signature	
Print Name	
Title	
Date	

Please send all completed documents by email or mail to the address below.

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Date:

**RE: Business License Not Required**

This letter is to confirm that the business named below does not require a business license to operate in the municipality.

Business Name:

Municipality:

Name:

Title:

Email:



Date:

**Re: Saskatchewan Occupational Health and Safety Standards**

By signing this letter, I confirm that the business named below follows the standards set by Saskatchewan Occupational Health and Safety.

Business Name:

Name:

Title:

Email:



## CODE OF ETHICS

Members of the Mechanical Contractors Association of Saskatchewan believe that business standards of a high order are essential to progress and will better qualify us to service society, our industry and Association by adopting the following Code of Ethics:

- Members of the Association shall take a professional responsibility with all business functions founded on trust, and every transaction to which they are a party to shall be conducted with honour and integrity.
- Members of the Association shall promote action which will prove to be beneficial to the public interest and in the best interests of the mechanical contracting industry as a whole.
- Members of the Association shall maintain a high level of quality in both material and workmanship thereby providing the best possible service to our clients.
- Members of the Association shall abide by all applicable laws, codes, regulations and standard practices to safeguard our industry's performance for the protection of public health and the environment.
- Members of the Association shall firmly stand by the principle that all contracts, whether written or oral, be performed with the same good faith and intent with which the parties entered the agreement and any disagreements should be resolved by negotiation or arbitration, in preference to legal action.
- Members of the Association shall promote fairness in dealing with their employees, treating them with respect and assisting and encouraging their intellectual and skill development.
- Members of the Association shall support, and shall encourage their peers to support the policies and objectives of the Association, both nationally and provincially.

I acknowledge that I have read the Code of Ethics and will abide by the code as a member of the Mechanical Contractors Association of Saskatchewan Inc.

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Name

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Title

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