

# Best Places to Work in Property

Company Participation Registration Form

REGISTRATION DEADLINE: 28 September 2018

Please complete the following information and submit this form by 28 September. Once Best Companies Group receives this form, you will be sent a confirmation email with detailed information about the survey process.

Company Name: \_\_\_\_\_

(Name as it should appear in print)

Legal Name of the Company: \_\_\_\_\_

(If different than listed above)

Registered Company Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

United Kingdom:  England  Scotland  Wales  Northern Ireland

Post Code: \_\_\_\_\_

Is this the corporate address?  Yes  No

If no, please fill out the corporate address below.

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

United Kingdom:  England  Scotland  Wales  Northern Ireland

Post Code: \_\_\_\_\_

Company Website URL: \_\_\_\_\_

What is your organisation's Twitter handle? \_\_\_\_\_

Industry: \_\_\_\_\_

**Primary Contact** (This person will be the main contact for questions throughout the entire process and the recipient of all communications (via phone, emails, and letters), employee surveys for distribution, feedback reports, etc.) Please provide a business address. No home addresses, please.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

(No home addresses)

City/Town: \_\_\_\_\_

United Kingdom:  England  Scotland  Wales  Northern Ireland

Post Code: \_\_\_\_\_

Direct Dial Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Is this contact an employee of the company?  Yes  No

## Start Here!

### Best Companies Group Registration Information

Thank you for your interest in participating in the 2019 "Best Places to Work in Property" programme. Registration is simple, however we encourage you to read the participation information carefully before submitting your registration form.

To participate, all companies begin by filling out and submitting a registration form by scanning a copy to [KHeimbach@bestcompaniesgroup.com](mailto:KHeimbach@bestcompaniesgroup.com).

Registration Deadline: 28 September 2018

Once the registration information is received by Best Companies Group, companies will receive a confirmation email (which will include additional instructions). Participation is free.

Number of UK Employees	# Employees Surveyed	Online Fee
15 - 24 <sup>(1)</sup>	All	FREE
25 - 99	All	FREE
100 - 199	All	FREE
200 - 499	Up to 250 <sup>(2)</sup>	FREE
500 - 2499	350 <sup>(2)</sup>	FREE
2500 +	400 <sup>(2)</sup>	FREE

Online Survey  
(Email-based)

(1) To ensure the credibility of the information, companies with 15-24 employees must have an 80% (or better) response rate to be considered for the list.

(2) Employees are randomly selected. Best Companies Group offers the option to survey more employees than the random sample calculated in the above chart, and/or include additional employees in the survey process who work in locations outside of the programme area. Please contact Best Companies Group for details and pricing.

Upon completion of the assessment process, all participating companies will have the opportunity to purchase the Best Companies Group Employee Feedback Report which details the results of their specific survey. Similar reports can cost thousands of pounds if initiated independently.

Additional reports are available for purchase. Please read the Report page on the Website.

Once the registration is received, Best Companies Group will send the company (according to the timeline):

The Employer Benefits & Policies Questionnaire (employer questionnaire)

A set of Employee Engagement & Satisfaction Surveys (employee surveys)

Survey instructions

Other supporting information

**Secondary Contact** (This person will be the contact for questions if the primary contact is unavailable.)

Attn: Katrina Heimbach

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Direct Dial Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**CEO, President, Manager, Etc.** (Highest-ranking position of the nominated workplace.)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_

United Kingdom:  England  Scotland  Wales  Northern Ireland

Post Code: \_\_\_\_\_

Direct Dial Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**IT Contact** (This person will be the contact for any technical systems questions regarding online surveys - for all employer questionnaires and online surveys for employees - regarding filtering, spam content, white-listing, etc.)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Direct Dial Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Marketing/PR Contact** (This person will handle any marketing and/or public relations questions for your company.)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Direct Dial Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Additional Company Information:** Total number of employees in the United Kingdom (EXCLUDING temporary/seasonal and per diem employees).

Total Employees: \_\_\_\_\_

Full-time Employees: \_\_\_\_\_ Part-time Employees: \_\_\_\_\_

**Name of person completing this registration form:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Are you authorised to enter your company into this process:**  YES  NO

Best Companies Group would love to include you in future "Best Places to Work in Property" promotional registration (or notification) emails. We are committed to the highest standards in protecting and safeguarding your email address. We do not sell any personal information to third parties.

- Yes, I'd like to be notified of future registration details for "Best Places to Work in Property."
- No, I'd only like to be contacted for the 2019 "Best Places to Work in Property."

For submission, scan a copy of this form and email it to [KHeimbach@bestcompaniesgroup.com](mailto:KHeimbach@bestcompaniesgroup.com)

**How did you hear about the programme?:**

- Property Week - Editorial
- Property Week - Print ad
- Property Week - Online ad
- Property Week - Email
- Property Week - Website
- Best Companies Group - Email
- BestCompaniesGroup.com - Website
- Best Companies Group - Phone call
- Internet Search/Google
- Other, please describe \_\_\_\_\_

**Did this organisation participate last year?**

- Yes  No

If yes, name of the company if it is different than listed on this form: \_\_\_\_\_

- Does your company need surveys in another language? \*
  - Spanish-Latin American  Spanish-European
  - French  Chinese  Japanese
  - Other \_\_\_\_\_

\* Best Companies Group has the ability to survey employees in additional languages. For a fee we can provide the employee survey in another language. If your company needs surveys in a language other than English, please check the box above and you will be contacted with additional information. The fee is £165 per language.

- Is your company interested in customising the job role and department category demographics on the employee survey? The fee to customise is £640.

**Commitment:**  By submitting this form, our company is entered into the "Best Places to Work in Property" programme. I am committing to meet all deadlines and complete both portions of the assessment process. If at any point we choose to withdraw from the process, we will notify a representative of Best Companies Group by emailing [KHeimbach@bestcompaniesgroup.com](mailto:KHeimbach@bestcompaniesgroup.com) immediately. Companies withdrawing after 28 September 2018 will incur a £200 withdrawal fee in addition to the total fees incurred for any special requests (customisation orders, language translations, etc). All fees are non refundable.

Please be aware that as part of the "Best" programme, a certain threshold of employee survey responses must be received in order for the analysts to consider the survey data valid. If a company does not meet this threshold, their full consideration for the "Best" list may be jeopardised, even resulting in elimination. In the rare case a company's response rate is extremely low, a statistically valid Employee Feedback Report (if purchased) will not be presented.

**IMPORTANT:** If any of the contact information changes at any point in the process, please notify Katrina Heimbach at [KHeimbach@bestcompaniesgroup.com](mailto:KHeimbach@bestcompaniesgroup.com) immediately.

**Best Companies Group** ▶▶▶

Email: [KHeimbach@bestcompaniesgroup.com](mailto:KHeimbach@bestcompaniesgroup.com)