



RING THE RING FOR ANYTHING

Office
Fax
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Managing Director

Alan McLean

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Donald Douglas
Sally Dow
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Office Ext 216
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Office Ext 200

Accounts, Sales & Admin

Louise Dodd

Office Ext 202

Administration

Joanna Keith
Carol McKay
Mary McLean
Angela Macgregor

Office Ext 204
Office Ext 206
Office Ext 213
Office Ext 201

Our office is open from 8.00am – 5.00pm Monday to Friday. If telephoning outside office hours, you will receive a message giving the name and number to contact should you urgently need to speak to us. Alternatively, you can leave a message and we will telephone you as soon as possible.

Glaikmore, North Kessock, Inverness IV1 3UD
Telephone: 01463 811603 Fax: 01463 811084
E-mail: hbs@hbsring.co.uk
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(Intermediate)

ORIGINS OF THE MACHINERY RING

Highland Business Services Ring Ltd (HBS Ring Ltd) originated from the amalgamation of three companies, each trading in their own right. These consisted of Highland Farmers, which began in 1994, Highland Agricultural Labour Services, set up in 1996, and Highland Machinery Ring, which was the first to be set up in 1989. The customer/member base was similar across all three companies and it was therefore believed it would be more beneficial to all members if the full range of services were offered through one business. The three companies amalgamated in April 2001 and HBS Ring Ltd was formed.

A decision was taken in 2006 to resurrect HALS to meet the rules and regulations set out by SAOS, whereby a machinery ring acts as an agent only. As a result, commodities, training courses and non member-to-member labour are now invoiced through HALS.

The name "Machinery Ring" is in itself somewhat restrictive and, although the core business will always be centred on the improved utilisation of farm machinery, there is no end to the possibilities open to our innovative organisation. Armed with a committed membership base and a forward thinking Board of Directors, the company will continue to grow, hopefully towards better times. As the agriculture industry contracts, so does the ability of each individual business to generate increased business without seeking new and diverse avenues of income. HBS Ring Ltd is no different in this respect and it, too, must seek alternative income streams, not only for its own well-being, but also for its individual members.

A list of the range of the services available through HBS Ring Ltd is enclosed with this introduction, and this demonstrates the diversity already displayed by our growing membership. Almost every aspect of rural business is on offer - from organising the supply and sowing of seed to combining at harvest time, not to mention all the technical and product-related information in between. We can also source labour for peak business workload times, and we can organise a variety of training courses. It is our aim to meet all your business needs efficiently and cost-effectively.

The idea of a Machinery Ring was first brought over to Scotland in the late seventies, but did not gain favour until 1987 when Scotland's first ring was set up in the Borders. Like all good ideas, the ring concept is simple. Work required by a demander is organised by the Ring, which contacts the most appropriate and nearest supplier and charges a modest commission to cover its overheads. The price charged is between demander and supplier and is open to negotiation. However, most rings produce an annual price guide for members' information.

The organisation promotes co-operation and, by combining all the resources at our disposal, we will be better positioned to survive these tougher times. The first step to improving your financial future is only a phone call away - so make the commitment, join the organisation and reap the rewards!

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SELF EMPLOYED STATUS

We, as a machinery ring, have to supply Inland Revenue with details of all Members who supply labour only to Demander Members and specify those who are registered as self-employed and those who are not. This arrangement safeguards both yourself, as a self-employed labour supplier and the farmer/business for whom you work.

Proof is required that you are self-employed and that registration for Tax and National Insurance has been approved by the Inland Revenue and DSS. A letter from your accountant quoting your Self-Employed reference and Tax Office should suffice. If you have any queries please do not hesitate to contact me.

I certify that I have self employed status Date

We look forward to hearing from you or your accountant as soon as possible.

Yours faithfully,

Alan McLean

**Alan McLean
General Manager**



ADVANTAGES OFFERED THROUGH MEMBERSHIP

- Members make only one telephone call to arrange a supplier for anything from a fill of fuel to combining 1000 acres.
- All invoicing, payments and credit transfers taken care of, no more trips to the bank.
- Suppliers are normally paid within 28 days of date of invoice unless a specific arrangement has been made in advance of the job.
- Competitive prices for agri inputs
- Members continue to be free to request a specific supplier.
- HBS Ring Ltd can help identify new machinery requirements.
- A price list is produced annually as a guide to help members when pricing work.
- A high quality newsletter, which contains helpful information and advice

MEMBER RESPONSIBILITIES

- A significant part of the service is the invoicing of work between members. The modest commission charged merely covers our costs, but it does assist members' cash flow through prompt accurate payment/collection system. Work schedules once completed should be faxed or posted to the office for processing.
- Demander members are always free to specify which supplier should be given first chance to supply the requested service. They are also free to say whom they don't want. No supplier is duty bound to quote, to do work for or to sell goods to a demander.
- The member is obliged to call us first for any service required. Please inform us if a supplier/source has been approached prior to contacting HBS Ring Ltd thus avoiding duplication.
- HBS Ring Ltd cannot guarantee work to any member but will offer any work received from demander members to the nearest suitable supplier.
- The contract for any work arranged by us is between the demander and supplier, HBS Ring Ltd act purely as agent. Although we cannot be held responsible in any circumstance, a full complaint procedure is in place. Members are free to approach any staff member or a Director at any time.
- Members must make sure they have the appropriate insurance cover for any contract work.
- Although HBS Ring Ltd does handle emergency calls, to ensure the best service and your preferred supplier we ask you to plan well ahead with the office staff.
- Due to high membership numbers, HBS Ring Ltd has significant purchasing power. This power can be used to the individual member's advantage when purchasing agri inputs, such as fuel, seed, fertiliser, agrichemical and insurance etc.



AGRICULTURAL SERVICES

Tractor & Man (50-150 Hp)
Tractor & Grain Trailer
Tractor & Silage Trailer
Tractor & Bale Trailer
Tractor & Dump Trailer
Forklift (masted & telescopic)
Ploughing
Ploughing & Pressing
Sub-soiling
Power Harrowing
Bladed Rotavating
Disking
Multi Harrowing
Lime Delivered & Spread
Grubbing
Heavy Rolling
Cambridge Rolling
Drilling
Combine Drilling
One-pass Combination Drilling
Grass Seed Drilling
Precision Drilling
Fertiliser Spreading
Spraying
Mowing
Forage Harvesting
Grass/Set Aside Topping
Baling - Round
 Small Square
 Large Square
 Chopped
Bale Wrapping
Swathing
Combining
Grain Drying
Potato Harvesting
Potato Dressing
Potato Roguing
Potato Planting
Deep Ridge Opening
Rotary Bed Forming
De-stoning
Dung Spreading
Slurry Spreading
Irrigation
Turnip Harvesting

LABOUR & PROFESSIONAL

Tractor Driver
HGV Driver
Labourer
Stockman
Milker
Rabbit Gasser
Mole Trapper
Fencer
Dry Stone Waller
Engineer
Shearer
Scanning
Grass Cutting/Landscaping
Joiner
Builder
Slater
Painter
Crop Walking
Farm Management
Machinery Costings
Accountants
Secretary/Book Keeper
Insurance

FORESTRY

Consultant
Planting
Mobile Sawmill
Tree Surgery
Tree Thinning
Tree Felling
Timber Winch

COMMODITIES

Straw in the Bout
Straw Bales
Hay Bales
Silage

MACHINE HIRE

Tractor
Trailer
Forklift
Telescopic 4WD
Dung Spreader
Bobcat
Digger
Cattle Crush
Plant
Skip
Hydraulic Platform
Topper
Sheep-Handling Equipment
Plough
Cultivators
Fertiliser Spreader
Roller - Cambridge
 - Heavy
Harrows
Tedder
Tractor Mounted
Wood Chipper
Log Splitting Machine
Miscellaneous Hire

FUELS & LUBS

Red Diesel
(not for road use)
White Diesel
Kerosene
Petrol
Universal Oil
Engine Oil
Hydraulic Oil
Gear Oil
Grease



TRAINING

Pesticides
Knapsack Spraying
Field Crop Spraying
First Aid
Chainsaws
Pest Control
All Terrain Vehicles
Combine
Digger
Forklift
Dry Stone Walling
Sheep Shearing
Abrasive Wheels
Manual Handling
Etc etc

SEEDS

Grass
Cereal
Roots
Oil Seed Rape
Forage Rape

FERTILISERS

Blends
Compounds
Straights
Liquids

FEED

Blends
Compounds
Straights
Feed barley / wheat / oats
Fodder crops turnip / kale

AGRICHEMICALS:

Herbicide
Fungicide
Growth Regulators
Trace Elements

LESSER KNOWN SERVICES

ATV & Sprayer
Fertiliser Spreader
Weed Wiper
Slug Pellet App.
JCB Type Digger
360° Digger
Drainage
Soil Chemical Analysis
Horticultural Equipment
Hedge Cutting
Road Haulage
Seed Dressing
Bull Hire
Sheep Dog

FENCING MATERIAL

Rylock C8/80/15
Posts/Strainers
Plain/Barb Wire
Gates

MISC

Troughs
Feeders
MDPE Pike
Corrugated Sheeting
Concrete Mixer

CROP PACKAGING

Cut Sheets
Stretch Wrap
Net Wrap
Twine
Overwinter Poly
Silage Bags

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MEMBER QUESTIONNAIRE

WHICH HBS/HALS SERVICES ARE OF MOST INTEREST TO YOU?

PLEASE COMPLETE (IF RELEVANT) IN RELATION TO YOUR FARM:

Cropping	Total hectares owned:	Total hectares farmed:
Cereals(hectares)	Potatoes(hectares)	Other Arable.....(hectares)
Oil Seed Rape(hectares)	Grass(hectares)	Maize(hectares)
Set Aside(hectares)	Other (hectares)	
Details	Details	
Livestock Numbers:		
Dairy Cattle	Pigs	Horses Livery Yes/No
Beef Cattle	Poultry	Other
Sheep	Game	Details
	Type

Annual Fuel Usage:		Do you currently:		
Gas Oil litres	Buy Hay? bales Bout
Derv litres	Sell Hay? bales Bout
Kero litres	Buy Straw? bales Bout
Other (specify) litres	Sell Straw? bales Bout

CAN YOU OFFER ANY OF THE FOLLOWING SERVICES?

LABOUR:

Tractor Driver, Stock, Fencing, Mole catching, General, Any other combine/OSR swather etc.

TRACTORS:

Number available, make & model, horsepower, drive, any features, self drive hire (yes/no)

CULTIVATORS/FLEXICOIL:

Make & model, width etc, horsepower, self drive hire (yes/no)

HARROWS:

Make & model, width etc, horsepower, self drive hire (yes/no)

ROLLERS:

Make & model, width etc, horsepower, self drive hire (yes/no)

DRILLS:

Make & model, width etc, coulter, spacing, tramlines, crop range, self drive hire (yes/no)

FERTILISER SPREADER;

Make & model, width, capacity, mounted or trailed, self drive hire (yes/no)

SPRAYER:

Make & model, width, capacity, mounted or trailed or self-propelled

Name of Qualified Operator:	
Serial No:	If more than one certified operator please attach details on a continuation sheet

PLOUGHS/SUBSOILERS:

Make & model, No of furrows, rev or conv, no. of legs, self drive hire (yes/no)

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POTATO EQUIPMENT:

De-stoner, planter, ridger, harvester, make & model etc, self drive hire (yes/no)

--

TURNIP EQUIPMENT:

Planter, ridger, harvester, make & model etc, self drive hire (yes/no)

--

COMBINES/SWATHERS:

Make & model, cutter width, capacity, attachments i.e. OSR knife, straw chopper etc, self drive hire (yes/no)

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BALER/WRAPPER:

Make & model, size, self drive hire (yes/no)

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MOWER/FORAGE HARVESTER:

Make & model, size, type, self drive hire (yes/no)

FORKLIFT/DIGGER:

Make & model, capacity, attachments i.e. bucket, forks etc, self drive hire (yes/no)

MUCK/SLURRY SPREADING:

Make & model, size, capacity, type, rear/side unload, self drive hire (yes/no)

TRAILERS:

Make & model, Number of, size, type, side opening etc, self drive hire (yes/no)

ANY OTHER ACTIVITY, MACHINES AVAILABLE FOR HIRE ETC:

Please supply as much detail as possible

REPLACEMENT POLICY:

Do you intend to replace all the above machines once their current life span is over?

FOR WHICH ACTIVITIES, IF ANY, DO YOU CURRENTLY USE CONTRACTORS?

Thank you for taking the time to complete this form - it is very much appreciated. If you have any comments please use the space below:



**INTERMEDIATE MEMBER
MEMBERSHIP APPLICATION FORM**

PLEASE COMPLETE IN BLOCK CAPITALS

CONTACT NAME:		DESIGNATION:	
COMPANY NAME:			
CORRESPONDENCE ADDRESS:			
FARM ADDRESS: (if different)			
POSTCODE:			
TELEPHONE:		FAX NO:	
MOBILE:		E-MAIL:	
VAT REGISTRATION NO.:			
IF NOT VAT REGISTERED, PLEASE SIGN HERE:.....			
SOLE TRADER/PARTNERSHIP/LIMITED COMPANY (Please delete as appropriate.)			
COMPANY REGISTRATION NO (if applicable):			
ORDNANCE SURVEY GRID REFERENCE:			
HOLDING NO.:		HERD NO.: UK	

I/We hereby make application to be admitted as a member of HBS Ring Ltd. I/We agree to pay the sum of £115.00 (one hundred and fifteen Pounds) plus VAT and my share certificate (£1.00). This amount will be the annual subscription to HBS Ring Ltd. I/We agree that, if and when my application has been approved, my bank account will be debited with the above amount and that I will be sent an invoice for my records and to fulfil VAT regulations. I/We agree that all payments due to HBS Ring Ltd will be made by direct debit.

I/We accept that any arrangement made between me and another member for the use of equipment, or the sale or purchase of any goods or services, will constitute as a contract between that member and me. HBS Ring Ltd is not a party and carries no liability in the event of non-payment or default of any kind.

I/We agree that HBS Ring Ltd is contracted solely as an agent to arrange inter-member contracts, to maintain a membership database of services available from members and to operate a system of payment in respect of inter-member contracts. I accept that HBS Ring Ltd will deduct commission fees from inter-member transaction in payment for the provision of these services. It is further agreed that HBS Ring Ltd will carry out other core activities to expand and develop, about which I will be informed from time to time. I/We acknowledge that HBS Ring Ltd constitution and regulations will be deemed to be incorporated in any such contract.

I/We agree that, should I/we wish to access the various vehicle rebates available to HBS Ring Ltd, I/we will be required to upgrade to Full Membership for a minimum of two years.

SIGNATURE(S)

DATE



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Proof is required that you are self-employed and that registration for Tax and National Insurance has been approved by the Inland Revenue and DSS. A letter from your accountant quoting your Self-Employed reference and Tax Office should suffice. If you have any queries, please do not hesitate to contact me.

I certify that I have self employed status Date

We look forward to hearing from you or your accountant as soon as possible.

Yours faithfully,

Alan McLean

**Alan McLean
General Manager**



HALS LTD (the subsidiary company of HBS Ring Ltd)

Through HALS Ltd, we supply:

- Commodities and goods from third party suppliers (NB: fuel, however, is supplied through HBS Ring);
- Training (see our website or call the office for a list of courses);
- Labour and payroll services (see below).

**PLEASE ENSURE THAT BOTH DIRECT DEBIT
MANDATES ARE SIGNED AND RETURNED TO US
ALONG WITH YOUR MEMBERSHIP FORM!**

LABOUR SERVICE

We are experienced in sourcing both temporary and permanent labour. Temporary labour is supplied at a very competitive hourly rate (which includes holiday pay and employer's National Insurance contributions).

HALS is a **Licensed Gangmaster** and, as such, can supply labour employed in agriculture and food processing.

NB: Labour is also available as a member-to-member transaction.

PAYROLL SERVICE

For a competitive fee, we can run your payroll for you. Send us your figures and we can do everything, including producing payslips, banking and filing your returns (Real Time Information) with HM Revenue and Customs.



Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form and send it to: HBS Ring Ltd, Glaikmore, North Kessock Inverness, IV1 3UD.
Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

Name(s) of Account Holder(s)

Bank/Building Society account number

--	--	--	--	--	--	--	--	--	--

Branch Sort Code

--	--	--	--

Reference Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Originator's Identification Number

9	0	2	7	5	8
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Instruction to your Bank or Building Society

Please pay Highland Business Services Ring Ltd Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with HBS Ring Ltd and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)
Date

Banks and Building Societies may not accept Direct Debit Instructions from some types of account

This is not part of the Instruction to your Bank or Building Society and must be detached by HBS Ring Ltd before submission to the Paying Bank.

This guarantee should be detached and retained by the Payer.

The Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank and Building Society.
- If the amounts to be paid or the payment dates change HBS Ring Ltd will notify you seven working days in advance of your account being debited or as otherwise agreed.
- If an error is made by HBS Ring Ltd or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

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E-mail: hbs@hbsring.co.uk
www.hbsring.co.uk



Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form using a ball point pen and send it to:

Highland Agricultural Labour Services, Ltd
Glaikmore
North Kessock
Inverness
IV1 3UD

Originator's Identification Number

7 0 6 6 5 6

Name(s) of Account Holder(s)

Empty box for Name(s) of Account Holder(s)

Reference Number

Empty box for Reference Number

Instruction to your Bank or Building Society

Please pay Highland Agricultural Labour Services Ltd Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Highland Agricultural Labour Services Ltd and, if so, details will be passed electronically to my Bank/Building Society.

Bank/Building Society account number

Empty box for Bank/Building Society account number

Branch Sort Code

Empty box for Branch Sort Code

Name and full postal address of your Bank or Building Society

Form for Name and full postal address of your Bank or Building Society

Signature(s)

Form for Signature(s) and Date

Banks and Building Societies may not accept Direct Debit Instructions from some types of account

This guarantee should be detached and retained by the Payer.

The Direct Debit Guarantee



- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme.
The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
If the amounts to be paid or the payment dates change Highland Agricultural Labour Services Ltd will notify you seven working days in advance of your account being debited or as otherwise agreed.
If an error is made by Highland Agricultural Labour Services Ltd or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

DD12