



# *Start*

your membership  
journey, apply now

## ***Member benefits***

### **Access...**

professional resources to keep you up to date with current thinking in your profession. You will receive: Supply Management magazine, monthly e-updates on topical procurement issues, access to our comprehensive online knowledge resource, and invitations to member events and conferences.

### **Benefit...**

from member discounts and save money on our training courses, conferences, and when you buy from our bookshop, along with a range of other items and services.

### **Support...**

for your career through our CIPS Recruitment website. Featuring advice and an online Continuing Professional Development resource to help keep your knowledge and skills up to date.

### **Connect...**

with a global community of over 200,000 in 150 countries who we bring together to share news and ideas through member events, networking opportunities and discussion forums.

# Guidance notes

Use these notes to help you complete the form.

- A text/email confirmation will be sent to you upon receipt of your application
- To comply with Data Protection, please note that this application form, payment details and supporting evidence will be destroyed once the application has been processed. Please ensure that you do not send any original documentation, such as academic certificates, that you do not wish to be destroyed
- We collect and use your date of birth for data validation purposes.

## Section 2

- All new members are automatically assigned to a CIPS branch according to home address. If you wish you may select an alternative branch once your application has been confirmed by logging onto the MyCIPS area of the website, [www.cips.org](http://www.cips.org). For details of branches and special interest groups see [cips.org](http://cips.org).

## Section 4

- If you are rejoining the Institute, perhaps after a career break or job change, you should still complete all sections of the form with your updated details. If possible, please quote your previous membership number.
- If you have recently registered for the CIPS Ethical E-Learning, please quote the membership number emailed to you.

## Section 5

- CIPS will send you information regarding your membership, studies and other CIPS products and services to your home address and primary email account. To amend these details please log on to your MyCIPS profile, details of which will be in your welcome text/email.

## Section 6

- If you are applying for full membership (MCIPS) based on an accredited programme and you have 3 years experience in a role of responsibility in procurement and supply, please join as an affiliate member and then send your academic certificate, qualification transcript and your CV along with a covering letter of evidence from your line manager once you have received your membership ID. Full details on how to upgrade to MCIPS is available on our website [cips.org](http://cips.org)
- Procurement professionals with 5-7 years experience at a senior strategic level in procurement and supply may be eligible to achieve MCIPS via our Management Entry Route (MER). If you wish to be considered for this route, please check our website [cips.org](http://cips.org) for full details on how to apply, and then join as an affiliate member.

## Section 7

- Please read and complete our Data Protection statement and sign the Declaration.

## Payment Form/Direct Debit mandate

- To enable you to benefit from your membership faster, where possible please join online at [cips.org](http://cips.org). Our online payment system will take payment in 8 local currencies.
- Alternatively, please fill in relevant details for your chosen payment method and return to the relevant address as stated on the payment form.
- As part of your purchase CIPS may need to contact you by email. See our Privacy Statement for how we use your data.

## *The Direct Debit Guarantee*



**If you pay by direct debit please keep this guarantee for your information:**

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit "Chartered Institute of Procurement & Supply" will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request "Chartered Institute of Procurement & Supply" to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by "Chartered Institute of Procurement & Supply" or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
- If you receive a refund you are not entitled to, you must pay it back when "Chartered Institute of Procurement & Supply" asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

# Application for membership

*(Please complete all fields in block capitals)*

## 1 Personal details

Title ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr Other

First names

Surname

Date of birth (dd/mm/yy)

## 2 Where do you live?

Address

City

Postcode

Country

## 3 Your current employment details

Your job title

## 4 I have previously been a member of CIPS or recently registered for Ethical E-learning

Membership number

## 5 Contact details

Telephone

Mobile

Email (primary – see guidance note 5)

Email (optional)

## 6 Which entry level is for you?

See guidance note 6 before submitting your application

**Will you be studying CIPS qualifications?** ☐ Yes (*Join as a student member*)

**I will be studying a degree/post graduate qualification accredited by CIPS** ☐ Yes (*Join as a student member*)

**I have completed my accredited degree and wish to upgrade to full membership (MCIPS)** ☐ Yes (*Join as an affiliate member*)

### Management Entry Route (MER)

**I wish to be considered for full membership through MER** ☐ Yes (*Join as an affiliate member*)

*(Please refer to guidance note 6 before submitting your application).*

### Affiliate member

**I do not intend to progress to full membership and wish to be registered as an Affiliate member** ☐ Yes

## 7 Please sign below to accept the data protection and CIPS Code of Conduct

Full details of the CIPS Code of Practice for Data Protection and our Terms and Conditions are available at [cips.org](https://www.cips.org)

**I agree to abide by the CIPS Code of Conduct and to abide by any rules and regulations which may be applicable to its members. The Code of Conduct is available at [cips.org](https://www.cips.org)**

Signed

Dated

# Your checklist

### Have you...

- Completed sections 1 to 7 of the form?
- Signed and dated the form?
- Enclosed proof of payment?

If you are applying for MCIPS as set out in section 6 please send supporting documents once you have received your membership ID (see *guidance note 6*)

### Please send this form to:

#### CIPS Group

CIPS Helpdesk  
PO Box 9156  
Adamsway, Mansfield  
Nottinghamshire NG18 9DS  
United Kingdom

**or email:** [helpdesk@cips.org](mailto:helpdesk@cips.org)

*(Please return to CIPS Group office)*



Select your preferred method of payment and the appropriate fee.

Membership fees	Cheque Credit/Debit Card Payment
November 2018 – October 2019	
Full Member	£112.00
Affiliate	£112.00
Affiliate member progressing through the Management Entry Route	£112.00
Student Member	£100.00

These rates include an initial £35.00 registration fee and are applicable from 01.11.2018

(Please tick) ☐

**Account name:** Chartered Institute of Procurement & Supply  
**Account no:** 00511935    **Sort code:** 20-81-53  
**Swift code:** BAR CGB22  
**UK IBAN no:** GB48 BARC 2081 5300 511935

(Please tick) ☐

Card holder name

Valid from     Expires end     Maestro issue No

(Please tick) ☐

Please make the cheque payable to 'Chartered Institute of Procurement & Supply' and secure it to your application form.



# Payment form 5

(Please return to CIPS Group office)



## CIPS Foundation donation

If you are paying by credit/debit card and would like to make a donation to the CIPS Foundation please indicate your preferred amount in the box. This will be collected in addition to your membership fee. For further information on the CIPS Foundation visit [www.cips.org/foundation](http://www.cips.org/foundation)

## Receipts

A receipt for payment will be sent in your welcome pack.

## Local currency payment

### Payment facilities for applicants in Africa

In seven African countries CIPS has implemented a facility for you to pay your membership fees and examination enrolment fees in local currency by working directly with the British Council. This means that making payments will be more convenient for you and will avoid the cost of currency conversion.

### How to pay

- Contact the British Council who will advise you of their official exchange rate and tell you how much you need to pay in your local currency. You can then send your payment to the British Council by post or you can take your payment in person to the British Council office
- Once you have paid your membership subscription fee the British Council will provide you with a receipt
- When we receive your form and receipt from the British Council we will process your application.

(Please tick) ☐

### Your local British Council office:

#### Ghana

PO Box 771  
11 Liberia Road  
Accra, Ghana

#### Ghana

PO Box KS 1996  
Bank Road  
Kumasi, Ghana

#### Kenya

PO Box 40751  
Upperhill Road  
Nairobi, Kenya

#### Malawi

Area 40, Plot 3  
Capital City  
Lilongwe 3, Malawi

#### Malawi

Protea Ryalls Hotel  
2 Hannover Avenue  
PO Box 30222  
BLANTYRE, Malawi

#### Nigeria

Plot 3645  
IBB Way Maitama  
PMB 550  
Garki, Abuja, Nigeria

#### Nigeria

127 Olu Obasanjo Road  
GRA Phase 2  
Port Harcourt, Nigeria

#### Nigeria

20 Thompson Avenue  
PO Box 53702, Falomo  
Ikoyi, Lagos, Nigeria

#### Uganda

Plot 4, Windsor Loop  
Off Kira Road  
Kamwokya, Kampala  
Uganda

#### Zambia

Aquarius House  
Katima Mulilo Road  
PO Box 34571  
Lusaka, Zambia

#### Zimbabwe

PO Box 664  
16 Cork Road, Belgravia  
Harare, Zimbabwe

#### Zimbabwe

PO Box 557  
2nd Floor West Zimdef House  
102 Fort Street  
Bulawayo, Zimbabwe