

# Embark...

... on 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 100,000 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 [www.cips.org/community](http://www.cips.org/community)

## Section 5

- 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 and grade.

## Section 7a/b

- This section is to identify which grade of membership is most appropriate for you
  - Please firstly indicate if you are planning to study for a CIPS qualification. Then select the qualification and method of study. Work experience is defined as two years in a business or commercial role. Further information about qualifications and entry criteria is on [www.cips.org](http://www.cips.org) or email [qualifications@cips.org](mailto:qualifications@cips.org). Alternatively, telephone +44 (0) 1780 756777 or for new members in Australasia +61 (0)3 9629 6000 and speak to our customer services team. Please indicate if you are currently studying or have completed N/SVQ in Supply Chain Management. (UK only). Please state start and completion dates. If you are applying for associate membership based on an accredited programme, you must send a copy of an academic certificate and qualification transcript

- 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 apply as a full member and then send your academic certificate, qualification transcript and your CV along with a covering letter of evidence from your line manager. Full details on how to upgrade to MCIPS is available on our website
- Management Entry Route (MER) Applicants with 5-7 years experience at a senior strategic level in procurement and supply may be eligible to achieve MCIPS via MER. If you wish to be considered for this route, please enclose a procurement related CV, your job description and organisational chart and letter of endorsement from a line manager to [MER@cips.org](mailto:MER@cips.org)

## Section 8

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

## Payment Form/Direct Debit mandate

- Please fill in relevant details for your chosen payment method and return to the relevant address as stated on the payment form.

# Application for membership

(Please complete all fields)

## 1 Personal details

**Gender:** ☐ Male ☐ Female **Title:** ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other \_\_\_\_\_

First names

Surname

Date of birth

## 2 Where do you live?

Address

Postcode

## 3 Where do you work?

Department

Organisation

Address

Postcode

## 4 Your current employment details

Please indicate the type of organisation: ☐ Public sector ☐ Private sector ☐ Voluntary sector

Your job title

## 5 I have previously been a member of CIPS

Membership number

## 6 Contact details

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

## 7 Which entry level is for you?

See guidance notes before submitting your application

Will you be studying CIPS qualifications? ☐ Yes, please complete 7a ☐ No, please complete 7b

### 7a I will be studying: (Select one only)

- ☐ Certificate in Procurement and Supply Operations ☐ Advanced Certificate in Procurement and Supply Operations ☐ Diploma in Procurement and Supply
- ☐ I confirm I have the relevant 2 years work experience for the diploma programmes

#### How do you wish to study:

- ☐ Distance learning ☐ Self study ☐ CIPS Learning Academy ☐ CIPS Study Centre

Please state which study centre you have chosen for your CIPS Qualification if known

### 7b I will not be studying CIPS qualifications. Please continue below

I will be studying	Studying	Completed	Dates
N/SVQ Level 4 in Supply Chain Management	<input type="checkbox"/>	<input type="checkbox"/>	From _____ to _____
A degree/post graduate qualification accredited by CIPS	<input type="checkbox"/>	<input type="checkbox"/>	From _____ to _____

NVQ provider or University

#### Management Entry Route (MER)

- ☐ I wish to be considered for full membership through MER. *(Please refer to guidance notes before submitting your application).*

#### Affiliate member

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

## 8 Don't forget to sign the data protection and declaration

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

Signed	Dated
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# Payment form 5

(Please return to CIPS Group office)

Select your preferred method of payment and the appropriate fee.

Electronic payment (EFT)

(Please tick) ☐

Here are CIPS’ bank details for online banking:

<b>Barclays Bank PLC</b> PO Box 71 46-49 Broad Street Stamford, Lincolnshire PE9 1PZ	<b>Account name:</b> Chartered Institute of Purchasing & Supply <b>Sort code:</b> 20-81-20 <b>Account no:</b> 00511935 <b>Swift code:</b> BAR CGB22 <b>UK IBAN no:</b> GB51 BARC 2081 2000 511935
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Local currency payment

(Please tick) ☐

### 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.

### Your local British Council office:

<b>Ghana</b> PO Box 771 11 Liberia Road Accra, Ghana	<b>Nigeria</b> 127 Olu Obasanjo Road GRA Phase 2 Port Harcourt, Nigeria
<b>Ghana</b> PO Box KS 1996 Bank Road Kumasi, Ghana	<b>Nigeria</b> 20 Thompson Avenue PO Box 53702, Falomo Ikoyi, Lagos, Nigeria
<b>Kenya</b> PO Box 40751 Upperhill Road Nairobi, Kenya	<b>Uganda</b> Plot 4, Windsor Loop Off Kira Road Kamwokya, Kampala Uganda
<b>Malawi</b> Area 40, Plot 3 Capital City Lilongwe 3, Malawi	<b>Zambia</b> Aquarius House Katima Mulilo Road PO Box 34571 Lusaka, Zambia
<b>Malawi</b> Protea Ryalls Hotel 2 Hannover Avenue PO Box 30222 BLANTYRE, Malawi	<b>Zimbabwe</b> PO Box 664 16 Cork Road, Belgravia Harare, Zimbabwe
<b>Nigeria</b> Plot 3645 IBB Way Maitama PMB 550 Garki, Abuja, Nigeria	<b>Zimbabwe</b> PO Box 557 2nd Floor West Zimdef House 102 Fort Street Bulawayo, Zimbabwe

Name in full  
(BLOCK CAPITALS)

### Paying by credit/debit card

(Please tick) ☐

☐ Credit card ☐ Debit card

Please enter your card details (we cannot accept Visa Electron, Solo or Diners Card).

There is no fee if you pay by debit card. A non-refundable 2% fee will be incurred if you pay by credit card.

☐ Mastercard ☐ Maestro ☐ Visa ☐ Amex

Card No                 Security Code

Card holder name

Valid from     Expires end     Maestro issue No

### 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)

### Paying by cheque

(Please tick) ☐

Please make the cheque payable to 'CIPS' and secure it to your application form.

	Cheque Credit/Debit Card Payment
Full Member	£ 98.00
Affiliate	£ 98.00
Affiliate member progressing through the Management Entry Route	£ 98.00
Student, Certificate, Diploma and Associate Member	£ 84.00

These rates include an initial £32.00 registration fee and are applicable from 01.11.2013

### Receipts

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

## Your checklist

### Have you...

- Completed sections 1 to 8 of the form?
- Signed and dated the form?
- Enclosed your payment together with the completed payment form?
- Enclosed your supporting documentation, eg copies of academic certificates?

### Please return this form to the appropriate address:

#### CIPS Africa

Ground Floor, Building B  
48 Sovereign Drive  
Route 21 Corporate Park  
Irene X30, Centurion, Pretoria  
South Africa

#### CIPS Australasia

Level 8  
520 Collins Street  
Melbourne  
Victoria 3000  
Australia

#### CIPS Group

Customer Response Centre  
PO Box 9156  
Adamsway, Mansfield  
Nottinghamshire NG18 9DS  
United Kingdom

**or email:** [crc@cips.org](mailto:crc@cips.org) **or for new members in Australasia email:** [membership@cipsa.com.au](mailto:membership@cipsa.com.au)



## 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 Purchasing & Supply" will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request "Chartered Institute of Purchasing & 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 Purchasing & 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 Purchasing & 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.

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**CIPS Group** Easton House, Easton on the Hill, Stamford, Lincolnshire, PE9 3NZ, United Kingdom  
T +44 (0)1780 756777 F +44 (0)1780 751610 E [info@cips.org](mailto:info@cips.org)

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**CIPS Africa** Ground Floor, Building B, 48 Sovereign Drive, Route 21 Corporate Park, Irene X30, Centurion, Pretoria, South Africa  
T +27 (0)12 345 6177 F +27 (0)12 345 3309 E [infos@cps.org.za](mailto:infos@cps.org.za)

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**CIPS Australasia** Level 8, 520 Collins Street, Melbourne, Victoria 3000, Australia  
T 1300 765 142/+61 (0)3 9629 6000 F 1300 765 143/+61 (0)3 9620 5488 E [info@cipsa.com.au](mailto:info@cipsa.com.au)

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**CIPS Middle East & North Africa** Office 1703, The Fairmont Hotel, Sheikh Zayed Road, PO Box 49042, Dubai, United Arab Emirates  
T +971 (0)4 327 7348 F +971 (0)4 332 5541 E [mena.enquiries@cips.org](mailto:mena.enquiries@cips.org)

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