

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 114,000 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. For details of branches and special interest groups see 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
- If you have recently registered for the CIPS Ethical E-Learning, please quote the membership number emailed to you.

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 or email helpdesk@cips.org. Alternatively, telephone +44 (0)845 8801188 to speak to the CIPS Helpdesk.

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 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
- 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 join as an affiliate member and then send a procurement related CV, your job description and organisational chart and letter of endorsement from a line manager to MER@cips.org once you have received your membership ID.

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 in block capitals)

1 Personal details

Gender: ☐ Male ☐ Female Title: ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other _____

First names

Surname

Date of birth (dd/mm/yy)

2 Where do you live?

Address

City

Postcode

Country

3 Where do you work?

Department

Organisation

Address

City

Postcode

Country

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 or recently registered for Ethical E-Learning

Membership number

6 Contact details

Telephone

Mobile

Email (primary)

Email (optional)

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.

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

A degree/post graduate qualification accredited by CIPS

☐☐

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 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 on 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

Signed

Dated

(Please return to CIPS Group office)



Membership fees November 2017 – 2018	Cheque Credit/Debit Card Payment
Full Member	£ 109.00
Affiliate	£ 109.00
Affiliate member progressing through the Management Entry Route	£ 109.00
Student Member	£ 99.00

Electronic payment (EFT) (Please tick) ☐

Paying by credit/debit card (Please tick) ☐

Card holder name

Paying by cheque (Please tick) ☐

MEM/PF5/AFR/V3/1117

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

Receipts

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

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:

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

Your checklist

Have you...

- Completed sections 1 to 8 of the form?
- Signed and dated the form?
- Enclosed proof of payment?

If you are applying for MCIPS as set out in 7a/b please send supporting documents once you have received your membership ID

Please send this form to:

CIPS Group

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

or email: helpdesk@cips.org



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.

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