



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. For details of branches and special interest groups see 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
- 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 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. 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

Payment form 6

(Please return to CIPS Group office)



Name in full

(BLOCK CAPITALS)

Select your preferred method of payment and the appropriate fee.

Membership fees

November 2018 – October 2019

	Payment
Full Member	R1755
Affiliate	R1755
Affiliate member progressing through the Management Entry Route	R1755
Student Member	R1551

These rates include an initial R630.00 registration fee and are applicable from 01.11.2018.

Electronic payment (EFT)

(Please tick) ☐

Here are CIPS' bank details for online banking:

Barclays Bank PLC

PO Box 71

46-49 Broad Street,

Stamford, Lincolnshire PE9 1PZ

Account name: CIPS Retail ZAR

Sort code: 20-81-20

Account no: 43352533

Swift code: BARCGB22

UK IBAN no: GB93BARC20812043352533

Local currency payment

(Please tick) ☐

Members in Botswana may pay their membership fees at the British Council.

Your local British Council office is:

British High Commission Building, Queens Road, The Mall, PO Box 439, GABORONE, Botswana

Paying by cheque

(Please tick) ☐

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

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.