



Application form to become a member of

THE
CHARTERED INSTITUTE OF
PURCHASING & SUPPLY[®]



Completing your application

Guidance notes

Use these notes to help you complete the form.

- Please complete all sections.
- The information that you provide will help to identify the most appropriate route into CIPS and help to develop products and services tailored to your needs.
- Normally we process applications within a week. However at our busiest times it can take longer, please allow up to 28 days for us to confirm your membership.
- To comply with Data Protection, please note that this application form and supporting evidence will be destroyed 3 months after it is received at CIPS. 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

- CIPS is obliged to request data on ethnicity to comply with the Qualifications and Curriculum Authority (QCA) requirements. Ethnic groups are from the Government Statistical Services list provided by QCA992580154.

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 6

- Please indicate the address to which correspondence and publications should be sent.

Section 7 & 8

- Please complete the employment details and professional interests' questions. This will help CIPS to understand the profile of their members and assist us in developing products and services. Please choose 5 professional interests.

Section 9

- All new members are automatically assigned to a CIPS branch according to their home address. If you wish you may select an alternative branch once your application has been confirmed. For details of branches and special interest groups see www.cips.org

Section 11

- 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. Further information about qualifications and entry criteria is on www.cips.org or telephone **+44 (0) 1780 756777** and ask for a membership advisor or email qualifications@cips.org Then select the qualification and method of study. Work experience is defined as two years in a business or commercial role.
 - Please indicate if you are currently studying or have completed N/SVQ in Procurement (or from 1 July 2006 N/SVQ in Supply Chain Management).
 - Personal Development Plan. Applicants with 5-7 years experience at a senior strategic level in purchasing and supply may be eligible to achieve MCIPS via PDP. If you wish to be considered for this route, please enclose a procurement related CV, your job description and organisational chart.

Section 12

- 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.

Application for membership

1. Personal information

Male Female Mr Mrs Miss Ms Other

First names

Family name Date of birth

2. Ethnic grouping

Bangladeshi Black, African heritage Black, Caribbean heritage

Black, other Chinese Indian

Pakistani White, European White, other

White, UK heritage Other Do not wish to disclose

3. Home contact details

Address

Town County

Postcode Country

Home tel. Mobile

Personal email

4. Work contact details

Department

Organisation

Address

Town County

Postcode Country

Switchboard tel. Direct line

Work mobile Work fax

Work email

5. Previous membership of CIPS

Membership number Grade held

6. Correspondence details

Supply Management magazine Home Work Other membership information Home Work
 Contact by telephone/email Home Work

Important: for confidentiality reasons, unless otherwise requested all education related correspondence, including examination results will be sent to your home address, please tick here to have this correspondence sent to your work address

7. Employment details

Indicate the type of organisation Public sector Private sector Voluntary sector

Your job title

Please tick your job level

Chief Exec/MD Director/Dept Head/Senior Manager Retired
 Manager (Grade 7+) Asst Manager/Supervisor (SEO/HEO) Unemployed
 Administrator/Clerical (AO/EO) Trainee/Graduate

Salary bands (UK £ Sterling)

<= £15 £16-25K £26-40K £41-£60K £61-80K
 £81K-£105K £106K-£140K do not wish to disclose

Personal spend/Budget-annual value of purchases/contracts (UK £ Sterling)

< £250K £250K-1m £1m-10m £10m-20m £20-50m
 £50-100m £100-500m £500m+ do not wish to disclose

Please select your job function

Administration Consultancy/Self Employed Contracts/Projects Engineering
 Finance HM Forces Information Technology Education
 Logistics/Transport Stock/Inventory/Warehouse Operations/Manufacturing HR/Training
 Purchasing/Supply Sales/Marketing

Your role within company

Strategic Operational Administrative

Number of full-time procurement staff in organisation

< = 5 6-20 21+

Number of staff managed by you

Years in purchasing

8. Professional interests (Please choose 5 only)

Benchmarking Buying Services Buying Travel Construction
 Contract Drafting Contract Management E-business Energy
 Environment Ethics/CSR Facilities Management Financial Regulations
 Freight/Transport Global Purchasing IT/Software Procurement Legal Issues
 Manufacturing Marketing Negotiation Operations Management
 Outsourcing People/HR Issues Project Management Relationship Management
 Retail Risk Management Stores Management Supplier Management
 Supply Chains Sustainability Telecommunications

9. Membership of branch or sector group

See guidance notes regarding branch allocation.

10. Education and experience

Please state the level and title of the highest qualification you currently hold? (Please supply one only)

11. Routes to membership

11A I will be studying CIPS qualifications Yes, please complete 11A No, please complete

11B Studying in progress

I will be studying:

International Certificate in P & S (Non UK students) International Advanced Certificate in P & S (Non UK students)

Level 3 Certificate in P & S (UK students)

I have two years work experience and wish to study the Diploma programme (Levels 4, 5 or 6)

I intend to study by:

Distance learning Self study CIPS Learning Academy

College provider (name of centre)

11B I will not be studying CIPS qualifications. Please continue below.

Other routes to membership Studying Completed

N/SVQ Level 3 in Procurement/SCM

N/SVQ Level 4 in Procurement/SCM

A degree/post graduate qualification accredited by CIPS

Please provide a copy of results and CV

NVQ provider or University

Personal Development Plan (PDP)

I wish to be considered for full membership through PDP

Affiliate member

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

12. Data Protection and Declaration

CIPS will send you information regarding your membership, studies and other CIPS products and services. Please confirm that you are also happy to receive these communications via the following channels. Tick all that apply

Email Telephone SMS

Occasionally we have the opportunity to inform you of relevant business offers from other companies. These are strictly controlled and we never sell information or disclose member information to third parties. Please tick if you would like to receive this information. Tick all that apply

Email Post Telephone SMS I do not wish to receive this information

Full details of the CIPS Code for Practice for Data Protection is on www.cips.org

I agree to abide by the CIPS Code of Ethics and to abide by any rules and regulations which may be applicable to its members. The Code of Ethics is available on www.cips.org

Signed Dated

Payment Form

Africa

NAME IN FULL (BLOCK CAPITALS)

Select your preferred method of payment and the appropriate fee

	Cheque Credit/Debit Card Payment
Full Member	£79.00
Affiliate	£79.00
Associate member progressing through the Personal Development Plan	£79.00
Student, Certificate, Diploma and Associate Member	£69.00

TOTAL DUE £

These rates include an initial £25.00 registration fee and are applicable from 01.11.2008

Paying by Local Currency?

(Please tick)

Members in Botswana, Ghana, Kenya, Malawi, Nigeria, Uganda and Zambia may pay for their membership in their local currency at the British Council offices. See opposite.

Paying by cheque?

(Please tick)

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

Paying by credit/debit card?

(Please tick)

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

Mastercard Maestro Visa Amex

Card No

Cardholder Name

Valid from Expires end Maestro issue No

Other fees

Applicants accepted into the studying member grades may be granted exemptions from certain examinations. External examination and exemption fees are charged at £53 per unit. These rates are subject to change from time to time and are confirmed on the examination enrolment form issued for each series.

Receipts

Payments by cheque and credit/debit cards will automatically receive a receipt in order to support claims for refunds from employers. Receipts for direct debit payments will be issued on request (but not until the final payment has been made).

Your checklist

Have you

- Completed sections 1 to 12 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?

Payment Facilities

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.

The countries are:

Botswana, Ghana, Kenya, Malawi, Nigeria, Uganda and Zambia.

It is possible to pay your joining fee at a local office.

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 provide you with a receipt.
- When we receive your form **and** receipt from The British Council we will process your application.

Office use only



- 01
- 02
- 03
- 04
- 05

Notes

Operator

Please return this form to:

The Chartered Institute of Purchasing & Supply
Customer Response Centre
PO Box 9156
Adamsway, Mansfield
Nottinghamshire NG18 9DS
Tel: +44 (0) 845 880 1188
Fax: +44 (0) 845 880 1187
Email: membership.enquiry@cips.org
www.cips.org

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