



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.

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.
 - 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. Senior Managers with more than 5 years experience in purchasing and supply chain management may be eligible to achieve MCIPS through PDP. If you wish to be considered for this route please also enclose your CV, a job/person specification and an organisational chart.
 - You may choose to apply for membership only to become an Affiliate member.

Section 12

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

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

3. Home contact details

Address

Town County

Postcode Country

Home tel. Mobile

Personal email

4. Work contact details

Indicate the type of organisation Public sector Voluntary sector Private sector

Name

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

	Home	Work		Home	Work
Supply Management magazine	<input type="checkbox"/>	<input type="checkbox"/>	Other membership information	<input type="checkbox"/>	<input type="checkbox"/>
Contact by telephone/email	<input type="checkbox"/>	<input type="checkbox"/>			

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

Your job title

Dept/section

Date started present job Job rank/Civil Service grade

Chief Exec/MD	<input type="checkbox"/>	Director/Dept Head/Senior Manager	<input type="checkbox"/>
Manager (Grade 7+)	<input type="checkbox"/>	Asst Manager/Supervisor (SEO/HEO)	<input type="checkbox"/>
Operative (AO/EO)	<input type="checkbox"/>	Trainee Graduate	<input type="checkbox"/>
Retired	<input type="checkbox"/>	Unemployed	<input type="checkbox"/>

To whom do you report? (job title)

Salary bands (UK £ Sterling)

<= £15 <input type="checkbox"/>	£16-25K <input type="checkbox"/>	£26-40K <input type="checkbox"/>	£41-£60K <input type="checkbox"/>
£61-80K <input type="checkbox"/>	£81K+ <input type="checkbox"/>	do not wish to disclose <input type="checkbox"/>	

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

< £250K <input type="checkbox"/>	£250K-1m <input type="checkbox"/>	£1m-10m <input type="checkbox"/>	£10m-20m <input type="checkbox"/>	£20-50m <input type="checkbox"/>
£50-100m <input type="checkbox"/>	£100-500m <input type="checkbox"/>	£500m+ <input type="checkbox"/>	do not wish to disclose <input type="checkbox"/>	

Your role within company

Strategic Operational Administrative Junior

Number of full-time procurement staff in organisation

< = 5 6-20 21+

Number of staff managed by you

Years in purchasing

8. Professional Interests

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

Please choose 5 only

9. Membership of Branch or Sector Group

See guidance notes regarding branch allocation. Please select your special interest group if appropriate.

Aerospace & Defence Procurement Group (ADPG) <input type="checkbox"/>	Association of University Procurement Officers (AUPO) <input type="checkbox"/>
Construction Procurement Group (CPG) <input type="checkbox"/>	Charities Sector Procurement Group (CSPG) <input type="checkbox"/>
Financial Services Purchasing Forum (FSPF) <input type="checkbox"/>	Healthcare Supplies Association (HCSA) <input type="checkbox"/>
Institute of Travel Management (ITM) <input type="checkbox"/>	Society of Purchasing Officers in Local Government (SOPO) <input type="checkbox"/>

(see itm.org.uk for conditions)

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) Level 4 Foundation Diploma in P & S

Level 5 Advanced Diploma in P & S Level 6 Graduate Diploma in P & S

I intend to study by:

Distance learning

Self study

CIPS modular/flexible learning

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. Declaration

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

Signed

Dated

Data Protection

Full details of the CIPS Code for Practice for Data Protection is on the website www.cips.org. Copies can also be obtained from the Membership team. CIPS and branches will contact you with information regarding your membership and studies. We would also like to send you other information on other CIPS products and services.

Please tick how you would like to receive this information: Email Post Both

Occasionally we have the opportunity to inform you of offers from other companies judged to be relevant and useful to you. We never disclose member information to third parties and we will never sell information to a third party.

Please tick how you would like to receive this information: Email Post Both

I do not wish to receive this information

NAME IN FULL (BLOCK CAPITALS)

Select your preferred method of payment and the appropriate fee

	Direct Debit With 10% discount (for 1 payment)	Cheque Credit/Debit Card Payment
Full Member annual fee	£141.30	£157.00
Affiliate annual fee	£141.30	£157.00
Associate member progressing through the Personal Development Plan annual fee	£141.30	£157.00
Student Certificate, Diploma and Associate Member annual fee	£111.60	£124.00

TOTAL DUE £

These rates include an initial £40.00 registration fee and are applicable from 01.11.2006

Paying by Direct Debit?

(Please tick)

Please complete the Direct Debit mandate and return it with your application to CIPS (UK Banks only)
Please keep the Direct Debit guarantee at the bottom of the Direct Debit mandate page.

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 £56 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?

Direct Debit mandate

Instructions to your bank or Building Society to pay Direct Debits

NAME AND FULL POSTAL ADDRESS OF YOUR BANK OR BUILDING SOCIETY BRANCH.

To: The Manager

Bank/Building Society

Address

Address and Town

County and Postcode



Originators Identification Number

9	9	5	6	7	3
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Please complete the whole form and send it to:

CIPS, Membership and Education Help Desk, Adamsway, Mansfield, Nottinghamshire NG18 4FL

NAME(S) OF ACCOUNT HOLDER(S)

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CIPS REFERENCE NUMBER

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BRANCH SORT CODE

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BANK OR BUILDING SOCIETY ACCOUNT NO

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Please choose how you wish to pay

Single payment (10% Discount)

5 Instalments

10 Instalments

THE FIRST INSTALMENT WILL INCLUDE THE £40 REGISTRATION FEE

BANKS AND BUILDING SOCIETIES MAY NOT ACCEPT DIRECT DEBIT INSTRUCTIONS FOR SOME TYPES OF ACCOUNTS

INSTRUCTIONS TO YOUR BANK OR BUILDING SOCIETY

Please pay the Chartered Institute of Purchasing & Supply direct debits from the account detailed on this instruction subject to the safeguards assured by the Direct Debit Guarantee.

Signature(s)

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Date

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Please detach and keep this guarantee before sending this instruction to CIPS. Once this instruction has been set up, it will continue unless it is cancelled. You do not need to re-apply.

THE DIRECT DEBIT GUARANTEE

This guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the scheme is monitored and protected by your own Bank or Building Society.

- If the amounts to be paid or payment dates change, you will be told of this in advance by at least 14 days as agreed.
- If an error is made by The Chartered Institute of Purchasing & Supply or your Bank or Building Society, you are granted a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of the letter to CIPS.

Office use only



- 01
- 02
- 03
- 04
- 05

Notes

Operator

Please return this form to:

The Chartered Institute of Purchasing & Supply
Membership and Education Helpdesk
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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