



# **Application form to become a member of**

THE  
CHARTERED INSTITUTE OF  
PURCHASING & SUPPLY<sup>®</sup>



# 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](http://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](http://www.cips.org) or telephone **+44 (0) 1780 756777** and ask for a membership advisor or email [qualifications@cips.org](mailto: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. Please select your special interest group if appropriate.

Aerospace & Defence Procurement Group (ADPG)  Association of University Procurement Officers (AUPO)   
 Construction Procurement Group (CPG)  Charities Sector Procurement Group (CSPG)   
 Financial Services Purchasing Forum (FSPF)  Health Care Supply Association (HCSA)   
 Institute of Travel Management (ITM)  (see [healthcaresupply.org.uk](http://healthcaresupply.org.uk) for conditions)  
 (see [itm.org.uk](http://itm.org.uk) for conditions) Society of Purchasing Officers in Local Government (SOPO)

## 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](http://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](http://www.cips.org)

Signed  Dated

# Payment Form

UK

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	£157.50	£175.00
Affiliate	£157.50	£175.00
Associate member progressing through the Personal Development Plan	£157.50	£175.00
Student, Certificate, Diploma and Associate Member	£123.30	£137.00

TOTAL DUE £

These rates include an initial £40.00 registration fee and are applicable from 01.11.2008

## 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 £68 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

Please complete the whole form and send it to:

CIPS Customer Response Centre, Adamsway, Mansfield, Nottinghamshire NG18 4FL

## NAME(S) OF ACCOUNT HOLDER(S)

## CIPS REFERENCE NUMBER

## BRANCH SORT CODE

## BANK OR BUILDING SOCIETY ACCOUNT NO

## 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)

Date

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  
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](mailto:membership.enquiry@cips.org)  
[www.cips.org](http://www.cips.org)

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