

## Application for Membership Reinstatement

<b>Forename:</b>		<b>Surname:</b>	
<b>Previous Membership Number</b> (if known):			
<b>Address</b> (must be cardholders address):			
		<b>Postcode:</b>	
<b>Country:</b>		<b>Date of birth:</b>	dd / mm / yyyy
<b>Email:</b>			
<b>Tel:</b>			
<b>Employer:</b>			
<b>Job Title:</b>			

Please indicate which Membership Grade you are applying for. For both Full Membership and Associate Membership, you will need to supply evidence of previous membership. This can be in the form of photocopies of certificates, transcripts or notification of exam results letters.

<input type="checkbox"/>	<b>Full Member</b> - Route 2 Holder of the IAM Advanced Diploma in Administrative Management OR the BA (Hons) in Strategic Administrative Management <i>Please enclose a copy of your IAM qualification certificate(s)</i>
<input type="checkbox"/>	<b>Associate Member</b> - Route 2 Holder of the IAM Diploma in Administrative Management <i>Please enclose a copy of your IAM qualification certificate(s)</i>

**I am enclosing payment for £75.00 Individual 12 month subscription**

**Cheque made payable to:** The Institute of Administrative Management

**Debit or Credit Card:**

<b>Card Type</b> Circle as appropriate	Maestro	VISA Debit
	Visa	Mastercard
<b>Card Number</b>		
<b>Expiry Date</b>	<b>Security Number</b> Last 3 Nos on reverse	
<b>Issue Number</b> Debit only	<b>Start Date</b> Debit only	
<b>Signature</b>		<b>Date</b> dd / mm / yyyy



**Employer Invoice:**

<b>Organisation:</b>	
<b>Contact:</b>	
<b>Address:</b>	

**Post to:** IAM, 6 Graphite Square, Vauxhall Walk, London, SE11 5EE

**Fax to:** +44(0)20 7091 2619

**Email to:** info@instam.org

Your order represents an offer to us to purchase a product and/or service which is accepted by us when we have dispatched the product and/or service to you. You have the right to cancel your order within seven working days of delivery (starting the day after you receive the goods or the day after the contract for the supply of services is concluded) and return them for a full refund. For full terms and conditions please see [www.instam.org](http://www.instam.org)



**Instruction to your Bank or Building Society to pay by Direct Debit**



Please complete the whole form using a ball point pen and send it to:

IAM  
6 Graphite Square  
Vauxhall Walk  
London  
SE11 5EE

**Originator Identification**

9	2	6	1	3	2
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**Please enter IAM Membership No.:**

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**Name(s) of Account Holder(s):**


**Bank/Building Society Account Number:**

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**Branch Sort Code:**

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**Name and full postal address of your Bank or Building Society:**

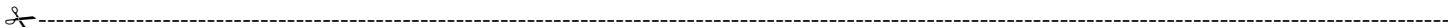
To: The Manager	
Bank/Building Society	
Address:	
	Postcode:

**Instruction to your Bank or Building Society**

Please pay The Institute of Administrative Management Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with The Institute of Administrative Management and, if so, details will be passed electronically to my Bank/ Building Society.

Banks and Building Societies may not accept Direct Debit Instructions for some types of account.

Signature(s):	Date:
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This guarantee should be detached and retained by the payer.

**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 the payment dates change The Institute of Administrative Management will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by The Institute of Administrative Management or your Bank or Building Society, you are guaranteed 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 your letter to us.