

Application for Membership Renewal

| | | | |
|---|--|---------------------------|----------------|
| Name: | | Membership Number: | |
| Address (must be cardholders address): | | | |
| | | Postcode: | |
| Country: | | Date of birth: | dd / mm / yyyy |
| Email Address: | | Telephone: | |

I am enclosing payment for £75.00 Individual 12 month subscription

Cheque made payable to: The Institute of Administrative Management

Debit or Credit Card:

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

Employer Invoice:

| | |
|----------------------|--|
| Organisation: | |
| Contact: | |
| Address: | |
| | |

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

In order for us to monitor our membership demographics, please supply us with the following information:

Which industry do you work in?

| | | |
|-----------------------------------|-----------------------------------|--|
| Primary sector: Agriculture etc | Health and social work | |
| Secondary sector: manufacturing | Leisure including hotels & travel | |
| Construction and Engineering | Public sector/government | |
| Education | Real estate or housing | |
| Electricity, gas and water supply | Retail | |
| Financial services | Other | |

Which of the following ranges does your annual salary fall into?

| | | |
|--------------------|-------------------|--|
| Unemployed/retired | £30,001-£35,000 | |
| Under £10,000 | £35,001-£40,000 | |
| £10,001-£15,000 | £40,001-£45,000 | |
| £15,001-£20,000 | Over £45,000 | |
| £20,001-£25,000 | Prefer not to say | |
| £25,001-£30,000 | | |

Which is the highest level of qualification you have obtained?

| | | |
|--|---|--|
| Level 1 e.g. NVQ Level 1 | Level 5 e.g. IAM Advanced Diploma; Second year of Degree | |
| Level 2 e.g. IAM Award; GCSEs grades A-C, NVQ Level 2 | Level 6 e.g. BA Hons Degree | |
| Level 3 e.g. IAM Certificate; A levels, NVQ Level 3 | Level 7 e.g. Masters Degree | |
| Level 4 e.g. IAM Diploma; First year of Degree, NVQ Level 4 | Level 8 e.g. Doctorate | |

What is your ethnicity?

| | | |
|-----------------------------------|-------------------------|--|
| White British/European | Black/Caribbean/African | |
| Mixed race | Chinese | |
| Asian/Indian/Bangladeshi/Pakistan | Other | |

How many administration staff do you line manage?

| | | |
|---|-------------|--|
| 1 | 4 | |
| 2 | 5 | |
| 3 | More than 6 | |



**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 |
|---|---|---|---|---|---|

Please enter IAM Membership No.:

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
|--|--|--|--|--|--|--|--|

Name(s) of Account Holder(s):

| |
|--|
| |
| |

Bank/Building Society Account Number:

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| | | | | | | | |
|--|--|--|--|--|--|--|--|

Branch Sort Code:

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

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

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

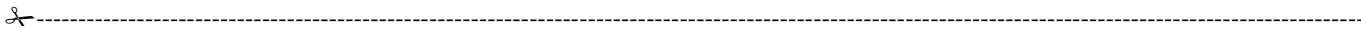
Instruction to your Bank or Building Society

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.

4 quarterly payments of £18.75 to be taken

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

| | |
|---------------|-------|
| Signature(s): | Date: |
|---------------|-------|



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.