

iam Membership Renewal

Name:

Address (must be cardholders address):

Country:	Postcode/ZIP:
email:	Telephone:
Membership Number (if already held):	

I am enclosing a remittance for:

- £50 Student Subscription Fee
 £75 Associate Subscription Fee
 £95 Member Subscription Fee
 £107 Fellow Subscription Fee
 £25 Retired Members Subscription Fee

Cheque/Bankers Draft

(payable to 'The Institute of Administrative Management')

Debit card:

- Delta Solo
 VISA Switch

Switch only:

Issue No: /
 Start Date: /

Credit card:

- VISA Mastercard

Card No: / / /
 Expiry Date: /
 Security No: (Last 3 numbers on reverse of card)

Signature:

Date: / /

Return to: Customer Services, iam, 6 Graphite Square, Vauxhall Walk, London, UK, SE11 5EE Fax:+44(0)2070912619 email:info@instam.org

If you would like to pay by Direct Debit please complete the mandate on the reverse of this form.

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



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.

Please pay this direct debit:

1.	Annually	
2.	Half yearly	
3.	Quarterly	

Commencing:	
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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.