



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

THE  
CHARTERED INSTITUTE OF  
PURCHASING & SUPPLY®



**UK**

# 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 entry level 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 4

- 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 5

- Please indicate your preferred methods to which correspondence and publications should be sent.

### Section 6, 7 & 8

- Please complete the current employment & company details along with professional interests' questions. This will help us to understand the profile of members and assist us in developing products and services.
- All new members are automatically assigned to a CIPS branch according to 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 10a/b

- 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 speak to our customer services team or email [crc@cips.org](mailto:crc@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).
  - If you are applying for associate membership based on an accredited program, you must send a copy of an academic certificate and qualification transcript.
  - If you are applying for a full membership (MCIPS) based on an accredited program and you have 3 years experience in a role of responsibility in purchasing and supply, please send your academic certificate, qualification transcript and your CV along with a covering letter of evidence from your line manager. Full details on how to upgrade to MCIPS is available on our website.
  - Management Entry Route (MER) . Applicants with 5-7 years experience at a senior strategic level in purchasing and supply may be eligible to achieve MCIPS via MER. If you wish to be considered for this route, please enclose a procurement related CV, your job description and organisational chart and letter of endorsement from a line manager to [www.cips.org/MER](http://www.cips.org/MER) or email [MER@cips.org](mailto:MER@cips.org).

### Section 11

- CIPS is obliged to request data on ethnicity to comply with the Office of the Qualification and Examinations Regulator requirements. Ethnic groups are from the Government Statistical Services.

### 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

Voucher  
code here:

## 1. Information about you

Male  Female  Mr  Mrs  Miss  Ms  Other

First names

Family name  Date of birth

## 2. Where do you live?

Address

Town  County

Postcode  Country

## 3. Where do you work?

Department

Organisation

Address

Town  County

Postcode  Country

## 4. I have previously been a member of CIPS

Membership number  Grade held

## 5. Your contact details

Telephone  Mobile

Email

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. Tick all that apply.

**Please choose how you would like us to communicate with you**

I would like to receive my:

Supply Management magazine at Home  or Work

Other membership information at Home  or Work

I'd prefer you to contact me by Telephone  Email  Text  or Any

**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.

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 by your preferred contact details.

Full details of the CIPS Code for Practice for Data Protection is on [www.cips.org](http://www.cips.org)

## 6. Your current employment and company 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)

<= £15K

£16-25K

£26-40K

£41-£60K

£61-80K

£81K-£105K

£106K-£140K

do not wish to disclose

What is your 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

Which of the following job functions apply to you

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

## 7. Professional interests

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

I would like to register for CIPS GPA recruitment services updates?

## 8. Choose your preferred interest 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)

(see [healthcaresupply.org.uk](http://healthcaresupply.org.uk) for conditions)

Society of Purchasing Officers in Local Government (SOPO)

## 9. What are your academic or experience details?

Please state the level and title of the highest qualification you currently hold (please supply one only). See guidance notes referring to Section 10 a/b before you continue.

## 10. Which entry level is for you?

**10a** I will be studying CIPS qualifications  Yes, please complete 10a

No, please complete 10b studying in progress

**I will be studying: (Select one only)**

International Certificate in P & S (Non UK students)  or International Advanced Certificate in P & S (Non UK students)   
or 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)

**How do you wish to study:**

Distance learning

Self study

CIPS Learning Academy

**Which study centre have you chosen  
for your CIPS Qualification**

**10b** I will not be studying CIPS qualifications. Please continue below.

See guidance notes before submitting your application

I will be studying

**Studying**

**Completed**

N/SVQ Level 3 in Procurement/SCM

N/SVQ Level 4 in Procurement/SCM

A degree/post graduate qualification accredited by CIPS

NVQ provider  
or University

**Management Entry Route (MER)**

I wish to be considered for full membership through MER  (Please refer to guidance notes before submitting your application)

**Affiliate member**

I do not intend to progress to full membership and wish to be registered as an Affiliate member

## 11. 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

## 12. Don't forget to sign the data protection and declaration

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

NAME IN FULL (BLOCK CAPITALS)

Select your preferred method of payment and the appropriate fee

**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 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

**Paying by cheque** (Please tick)

Please make the cheque payable to 'The Chartered Institute of Purchasing & Supply' and secure it to your application form.

	Direct Debit With 10% discount (for 1 payment)	Cheque Credit/Debit Card Payment
<b>Full Member</b>	£162.00	£180.00
<b>Affiliate</b>	£162.00	£180.00
<b>Affiliate member progressing through the Management Entry Route</b>	£162.00	£180.00
<b>Student, Certificate, Diploma and Associate Member</b>	£126.00	£140.00

TOTAL DUE £

These rates include an initial £40.00 registration fee and are applicable from 01.11.2009

**Other fees**

Applicants accepted into the studying member grades may be granted exemptions from certain examinations. Examination and exemption fees are charged at £70 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**

A receipt for payment will be sent in your welcome pack. Receipts for direct debit payments will be issued on request (after 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, sign and send original copy to:

**CIPS Customer Response Centre, 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

--	--	--	--	--	--

## 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 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 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: [crc@cips.org](mailto:crc@cips.org)  
[www.cips.org](http://www.cips.org)

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