

# CILIP membership renewal form

Use the notes in *About your membership* to help complete this form.  
Please write in BLOCK CAPITALS



**Renew your membership online:**  
<http://bit.ly/rfZZ9F>

## I) YOUR DETAILS

|                             |                           |
|-----------------------------|---------------------------|
| <b>Name:</b>                | <b>Membership number:</b> |
| <b>Membership category:</b> | <b>Rate band:</b>         |

If we haven't entered a rate band, or you think it's wrong, please choose the correct band from section I of *About your membership* and write it into the rate band box above.

**This is your current entry in the CILIP Yearbook:**

You can find a key to the abbreviations in the Yearbook. The entry includes your name, postnominals, job title/status, employer name (if appropriate), membership number and category, joining and grade dates. Full contact details are not given.

**You are currently a member of the following Special Interest Groups:**

Free membership of two Groups is included in your CILIP subscription. Membership of additional Groups costs £10 each. To change your Group membership please amend this list using the codes in section 2 of *About your membership*. Some Groups are in the process of merging – please see the enclosed *About your membership* leaflet for more details.

**Check the email address we have for you.** Please cross out and update any incorrect details

- Please tick here if you do not wish to receive emails about CILIP activities
- Tick this box to opt out of receiving administrative emails from CILIP about your membership

| Description  | Amount |
|--|--------|
| Membership subscription payment - see section I of <i>About your membership</i> for details  | £      |
| Payment for additional Special Interest Group membership - add £10 per additional Group  | £      |
| Retired Members' Guild membership - see section 4 of <i>About your membership</i> for details  | £      |
| Donation to the CILIP Benevolent Fund - see section 3 of <i>About your membership</i><br><input type="checkbox"/> Please tick this box if you would like your donation to be a Gift Aid donation<br><input type="checkbox"/> Please tick this box if you may be prepared to commit to regular payments to the Fund<br><input type="checkbox"/> Please tick this box if you are interested in leaving a legacy under your will; we will send you a copy of our leaflet <i>Making a will</i> | £      |
| Donation to the Overseas Members' Special Fund - see section 3 of <i>About your membership</i> for details   | £      |
| <b>Total amount payable</b><br>Please add up the amounts shown above and enter the total amount due in this box  | £      |

*Don't forget to complete your payment options over the page...*

### 3) HOW TO PAY

Please tick **ONE** of the payment options in this section

**Credit/debit card**

Please debit my VISA, MasterCard or Maestro

Card number:

Security code:    The 3 digit security number on the back of the card you are using to pay

Expiry date: / / Start date: / / Issue number *Maestro cards only*:

OR

**Direct Debit**

I would like to pay  in a single payment **or**  in 10 instalments

If you are not already paying your membership by Direct Debit, you need to complete the Direct Debit mandate below. If you are already paying by Direct Debit there is no need to complete this again unless you wish to change the bank account from which payments are taken. Please see section 6 of *About your membership* for details of the Direct Debit Guarantee.



CILIP: 7 Ridgmount Street, London WC1E 7AE



#### Direct Debit Instruction

The Manager: Bank/Building Society  
(full address of your branch):

Postcode:

Bank Sort Code:   -   -

Name of account holder(s):

Account Number:

Membership number/Reference:

Service User Number: 724249

#### Instruction to your bank or building society

Please pay CILIP 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 CILIP and, if so, details will be passed electronically to my bank/building society.

SIGNATURE(S):

OR

**Cheque/postal order**

I enclose a cheque or postal order for the full amount

Please make it payable to 'CILIP' and write your membership number on the back

OR

**Invoice**

Purchase order number:  (If applicable)

Please invoice my employer for the full amount. The invoice should be addressed to:

Name:

Address:

Postcode:

To receive a receipt please tick this box  and include a stamped addressed envelope with your completed form. Please note, if paying by Direct Debit we are only able to supply you with a receipt once all instalments have been received. Claim the tax back on your subscription - it could save you up to 20%. See section 7 of *About your membership* for details.

I declare that all the details I have entered are correct

Signature:  Date: / /

Thank you for completing this form