

Membership Application Form

Individual Membership

Please fill in both sides in BLOCK CAPITALS

APPLICANT INFORMATION			
Name:			
Date of birth:	Phone:	Mobile:	
Current address:			Preferred Contact Home Address: <input type="checkbox"/>
City:	County:	Post Code:	
Country:	Email:		
Skype:	LinkedIn:	Twitter:	
EMPLOYMENT INFORMATION			
Current employer:			
Employer address:			Preferred Contact Work Address: <input type="checkbox"/>
City:	County:	Post Code:	
Phone:	E-mail:	Fax:	
Position:		Website:	
HR Manager:	HR Manager Phone:	HR Manager email:	
Training Manager:	Training Manager Phone:	Training Manager email:	
BUSINESS TYPE – please tick all that apply			
Administration	Automotive & Aerospace	Banking & Finance	
Business Consultancy	Catering/Food	Communications	
Construction	Education	Entertainment	
Government - National & Local	Hospitality	Human Resources/Training	
Industrial Engineering	Insurance	IT	
Legal	Local Enterprise Partnership	Logistics/Transport	
Manufacturing	Media/Press/Publishing	Medical/Healthcare	
Military/Defence	Retail	Trade Association	
UKTI	Other (please specify)		
GRADE OF MEMBERSHIP			
Please tick ONE	Friend Membership <input type="checkbox"/>	Associate Membership <input type="checkbox"/>	Full Membership <input type="checkbox"/>
INDIVIDUAL MEMBERSHIP PROPOSAL/ENDORSEMENT			
If you wish to apply to be a Full Member or Associate Member , you will need to be proposed by two Full Members of the Institute of Export . If you are NOT proposed by two Full Members of the Institute, you can still apply by providing names and e-mails of two referees. These referees should be directors or senior officers of your present or previous company/organisation, who can provide a professional reference.			
Proposed By:		Proposed By:	
Member Number:		Member Number:	
I, THE UNDERSIGNED, HAVE PERSONALLY KNOWN THIS APPLICANT FOR A PERIOD OF NO LESS THAN 3 YEARS.			
Proposer's Signature:		Proposer's Signature:	

For more information: Telephone +44 (0)1733 404400 Email: membership@export.org.uk

The Institute of Export, Export House, Minerva Business Park, Lynch Wood, Peterborough PE2 6FT, UK

PAYMENT

Please refer to the payment sheet for prices and methods of payment. This information can also be found on our website www.export.org.uk. Please be aware that for some types of membership, we offer discounts for direct debit customers.

GIFT AID

This is at no extra cost to you as the donation comes out of your annual membership subscription, from which we are able to reclaim the basic tax rate with your written permission. The Gift Aid scheme is for gifts of money by individuals who pay UK tax. The basic tax rate is currently 20%, so this means that if you give £10 using Gift Aid, it's worth £12.50 to us as a charity.

GIFT AID DECLARATION

Name of charity: The Institute of Export

Iwant the Institute of Export to treat all membership subscriptions I have made over the last 4 years, and all membership subscriptions I make from the date of this declaration until I notify you otherwise as Gift Aid donations.

Signed:

Date:

Home House Number/Name

Postcode

Notes

1. You can cancel this declaration at any time by notifying the Institute of Export.
2. You must pay an amount of Income Tax and/or Capital Gains Tax at least equal to the tax that the Institute of Export reclaims on your donations in the tax year (currently 25p for each £1 you give).
3. If in the future your circumstances change and you no longer pay tax on your income and Capital Gains equal to the tax that the Institute of Export reclaims, you can cancel your declaration (see note 1)
4. If you pay tax at a higher rate you can claim further tax relief in your Self-Assessment Tax Return.
5. If you are unsure whether your donations qualify for Gift Aid tax relief, ask the Institute of Export or ask your local Tax Office for leaflet IR113 Gift Aid.
6. Please notify the Institute of Export if you change your name or address.
7. No tax relief can be claimed by you on your subscriptions if Gift Aid is to be reclaimed.

DATA PROTECTION ACT

The Institute holds this information so that we can send you newsletters, advice, relevant special offers, consultation and surveys, branch news and other relevant information. Most of this will come from the Institute itself, but occasionally another organisation may contact you on the Institute's behalf. If you would NOT like to receive any information from any other organisation please tick here.

MEMBERS UNDERTAKING

1. I agree that in the event of admission to the Institute of Export, I will abide by and observe the provisions of the Memorandum and Articles of Association, bye-laws and regulations as they now are or as they may hereafter be altered and agree that I will advance the objects of the Institute as far as shall be in my power.
2. I agree to pay such annual subscription and fees, from the date of my election, as shall be prescribed by the Institute in general meeting from time to time, provided that whenever I shall signify, in writing to the secretary that I wish to resign from the Institute, I shall, after payment of any due arrears, return the certificate of membership and be free of any obligation.
3. I further undertake to contribute an amount of money, not exceeding one pound, for payment of debts and liabilities of the Institute contracted whilst a member or within one year of ceasing to be a member and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories amongst themselves.
4. I certify that all the information I have provided, on and with my application, is true and correct at the time of signing.

Signed:

Date:

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