



# Institute of Civil Protection & Emergency Management

## Membership application or renewal subscription forms

### Direct Debit mandate

Can you please complete the Direct Debit mandate on page 2 carefully

When complete, please send it to: [treasurer@icpem.net](mailto:treasurer@icpem.net)

### Gift Aid declaration

Please complete the Gift Aid Declaration on the same form

As the institute is a Registered Charity, it is able to claim back through the gift aid scheme. This adds significant value to a member's subscriptions.

Members will also be able to benefit from tax relief on their subscriptions.

*"If a donor is a higher rate taxpayer, they too can benefit from tax relief as they can claim back the difference between the higher rate of tax at 40 per cent and the basic rate of tax at 20 per cent on the total value of the donation" (HMRC January 2010)*

Note: If you have any queries, please email the treasurer: [treasurer@icpem.net](mailto:treasurer@icpem.net)

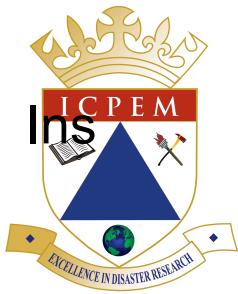
### Membership rates from 1.1.2011

Student £35 (£30 if paid by Direct Debit)

Associate £40 (£35 if paid by Direct Debit)

Member £50 (£45 if paid by Direct Debit)

Fellow £60 (£55 if paid by Direct Debit)



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# Institute of Civil Protection & Emergency Management

CAF Unique Ref No.: **FS1460**

Using Gift Aid means that for every pound you give, we get an extra 28 pence from the Inland Revenue, helping your donation go further.

This means that £10 can be turned into £12.80 just so long as donations are made through Gift Aid. Imagine what a difference that could make and it doesn't cost you a thing.

So if you want your donation to go further, Gift Aid it. Just complete this form and send it back to us.

Given name: \_\_\_\_\_

Family name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Post Code: \_\_\_\_\_

*I wish all donations I have made for the four years prior to this year, and all donations I make from the date of this declaration until I notify you otherwise, to be treated as Gift Aid donations*

To qualify for Gift Aid, what you pay in UK income tax or capital gains tax must at least equal the amount we will claim in the tax year.

I would like to pay my:  
STUDENT  / ASSOCIATE  / MEMBER  / FELLOW  \*  
subscription by Direct Debit commencing the \_\_\_\_/\_\_\_\_/\_\_\_\_

(please indicate as appropriate and insert date)

## Instruction to your Bank or Building Society to pay by Direct Debit



Please send this completed instruction to:

Service User No. **6 8 9 6 6 4**  
CAF, Kings Hill, West Malling, Kent, ME19 4TA

**ICPEM, PO Box 16248,  
Birmingham, B30 9EJ,  
United Kingdom**

CAF Ref No. **FS1460**

Name(s) and address of account holder(s)

FOR CAF OFFICIAL USE ONLY – This is not part of the instruction to your Bank/ Building Society.

Mr/Mrs/Miss/Ms  
Address  
Postcode

Date of first payment on or after:  
□□ / □□ / □□□□

Bank/Building Society account number

□□□□□□□□

**Instruction to your Bank or Building Society.**  
Please pay CAF Re ICPEM 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 CAF Re ICPEM and if so, details will be passed electronically to my Bank/Building Society.

Branch Sort Code

□□ - □□ - □□

Name and full postal address of your Bank/Building Society

To: The Manager  
Address:  
Postcode

Signature

\_\_\_\_\_

Date:

□□ / □□ / □□□□

**Banks and Building Societies may not accept Direct Debit Instructions for some type of accounts.**

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 accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit, CAF Re ICPEM will notify you ten working days in advance of your account being debited or as otherwise agreed. If you request CAF Re ICPEM to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by CAF Re ICPEM or your Bank or Building Society, you are entitled to a full and immediate refund of the amount paid from your bank or building society - If you receive a refund you are not entitled to, you must pay it back when CAF Re ICPEM asks you to
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Written confirmation may be required. Please also notify us

## **Amending your Direct Debit arrangements**

This can be achieved by sending a new Direct Debit mandate form to: The Treasurer, ICPEM, PO Box 16248, Birmingham, B30 9EJ, United Kingdom, showing the amendments to your personal, account or bank details.

**N.B.** Forms **must only** be sent to the ICPEM Treasurer

## **Direct payment methods for Fellows and Members based outside the UK**

Please remember that you can still use the Direct Debit method if you have a UK based bank.

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1. Paypal on the website [www.icpem.net](http://www.icpem.net) using notification e-mail for the Treasurer [treasurer@icpem.net](mailto:treasurer@icpem.net)

OR

2. Direct to our CAF bank a/c via bank transfer:

Name of Account: Institute of Civil Protection and Emergency

Management Sort Code: 40-52-40 Account Number 00018193

BIC/SWIFT code: MIDL GB 2141W

IBAN code: GB48 MIDL 40053072138549