

# CIPS Membership Renewal form

Please complete this form fully as this will enable us to process your application form more smoothly. Ensure you include your details and contact number, in case we have any questions regarding your form.

## Completing the Bank Deposit Slip

In order to assist us in identifying your payment, it is important that you use the correct **code** on the Deposit Slip. These Exam codes are **only** to be used for the deposit slips.

FAMILY NAME	
OTHER NAMES	
MEMBERSHIP NUMBER	
MOBILE NUMBER	
EMAIL ADDRESS	

## Membership Fees

Examination Type	Price
Renewal—Diploma/Certificate/Student Member	£64
Student in Suspense	£99
Students suspended more than 2 years: Submit new application form	£99
Renewal— Full member / Affiliate	£74
Full member in suspense	£109
Full member suspended for more than 2 years Submit new application form	£109
Renewal— Fellow	£93

The fee payable is based on the British Council's Book Keeping Rate, which is set every month. This is available from the British Council.

Payment should only be made in Zambian Kwacha.

Candidate's Signature:

Date:

## DISCLAIMER:

Your personal data will only be used for internal purposes of the British council and for registration with CIPS. The British council is committed to deliver the services according to the rules and regulations set by CIPS. However, we can not be held responsible for any interruptions which are caused by circumstances beyond our control.

# CIPS Renewal Application Form

## GUIDANCE NOTES — CIPS MEMBERSHIP RENEWAL

### Where to Make payment

Payments can be made at the following Standard Chartered Bank branches:

Lusaka	Lusaka Main Branch, Cairo Road
	Levy Mall Branch, Kabulonga Branch
	Manda Hill Branch, Manda Hill Shopping Mall
Chingola	Chingola branch
Livingstone	Livingstone branch.
Kitwe	Zambia Way (Kitwe Main) Branch
Solwezi	Solwezi Branch
Ndola	Buteko Branch

### Completing the British Council deposit slip

In order to assist us in identifying your payment, it is important that you use the correct **code** on the Deposit Slip. The code is **only** to be used for the deposit slips.

		1	2	3	4	5	6	7	8	9	10	11	12	13
	CIPS Exam Fee	3	3	4	0	5	3	1						
✓	CIPS Membership Fee	3	3	4	0	5	3	2						

The Exam code should then be followed by your Mobile Number or membership Number. The deposit slip will not be accepted by Bank without this information. You need to submit your completed application, deposit slip and payment to the Bank. The British Council will collect your payment form directly from the Bank  
Please ensure you keep a copy of your deposit slip as proof of payment.

### Further information

If you require any further information, please don't hesitate to contact us on + 260 211 376700, 0965843823 or by email: [info@britishcouncil.org.zm](mailto:info@britishcouncil.org.zm)

### FOR BRITISH COUNCIL USE ONLY

Application Received:	Correct Payment Received:	Date Application Processed:	Candidate No:	Exam Officer Name: