

# Chartered Institute of Purchasing and Supply Membership Application Form

## **GUIDANCE NOTES**

In order for us to process your membership application as quickly and smoothly as possible, please follow the process below;

### **Completing your application form**

Please ensure you complete your form fully. Your telephone number and email address are important as this will allow us to contact you if we have any questions about your application.

### **Making the correct payment and fees**

Please ensure that you make the correct payment. Underpayment will result in your application not being processed and delayed until full payment is made. Only make one deposit in the bank, do not make separate payments if you are sitting for more than one exam. If you make an incorrect payment, your application form will not be processed until you have paid the outstanding balance.

### **Examination Fees**

The examination fee is set by CIPS in Sterling and is indicated on the application form. Candidates are required to pay the Sterling amount in its Kwacha equivalent based on the British Council's Book-keeping rate which changes every month.

Candidates should check with the British Council for Book-keeping rate for the month in which payment is made. Aquarius House, Katima Mulilo road, Lusaka/ E- [info@britishcouncil.org.zm](mailto:info@britishcouncil.org.zm) T- +260 211 376 700

### **Where to make the Payment**

Payments can be made at the following Barclays branches:

Lusaka	Mutaba House Branch, Cairo Road
	Longacres Branch, Haile Selassie Avenue
	Manda Hill Branch, Manda Hill Shopping Centre
Livingstone	Livingstone branch, Mosi O Tunya Road
Kitwe	City Square branch
Ndola	Buteko, Cnr. Buteko/Maina Soko

### **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. These Exam codes are **only** to be used for the deposit slips.

Payment Type	Code for Bank Deposit Slip
CIPS Membership	P505

The Exam code should then be followed by your Surname, then First Name.

### **Example:** Payment for Ian Zulu

Exam Code	Surname	First Name
P 5 0 5	Z U L U	I A N

The deposit slip will not be accepted without this information.

### **Submitting your completed application**

You need to submit your completed application, deposit slip and payment to any of the Barclays Bank branches stated above. The British Council will collect your application form directly from Barclays.

Please ensure you keep a copy of your deposit slip and guidance notes as proof of payment.

### **Identification**

Candidates are required to present anyone of the following ID documents at the examination venue in order to sit the examination.

- National Registration Card (NRC)
- Passport
- Drivers Licence

### **Refunds**

All examination fees paid are non refundable. Refunds will not be issued for incorrect choice of examination or subject choice.

- We will only consider applications for refunds made on the following grounds:
  - Medical – hospital admission or serious injury
  - Loss or bereavement – death of parents, guardian, brother/sister or child
  - Hardship/trauma – victim of crime, victim of traffic accident
  - Military service
- Applications for refund must be made within 14 days of payment and addressed to the Examinations Services Manger.
- Applications made within 14 days of payment shall attract a 25% administration fee.

Failure to produce this documentation shall result in the candidate not being allowed to sit the examination.

### **Failure to Attend**

Candidates should arrive 30 minutes before the exam start times indicated. Late comers will not be allowed to sit and will forfeit their examination fees.

If you do not attend the examination for any reason other than sickness, you will lose the fee that you have paid to the British Council.

If you are unable to attend due to sickness, you must telephone the British Council immediately and a note from a medical practitioner needs to be presented in order for you to avoid forfeit of the fees you have paid.

### **Equal Opportunities and Diversity**

British Council is committed to Equal Opportunity & Diversity and our services are accessible to all. If you have any special requirements to sit an examination with us, please contact us.

Further information

If you require any further information, don't hesitate to contact us.

Aquarius House, Katima Mulilo Road, PO Box 34571 Lusaka

T: + 260 211 376 700

E: [info@britishcouncil.org.zm](mailto:info@britishcouncil.org.zm)

<http://www.britishcouncil.org.zm/contact-us>

<https://www.facebook.com/BritishCouncilZambia>

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# Embark...

...on your membership journey.  
Apply now...



## MEMBER BENEFITS

### Access...

professional resources to keep you up to date with current thinking in your profession. You will receive: Supply Management magazine, monthly e-updates on topical procurement issues, access to our comprehensive online knowledge resource, and invitations to member events and conferences.

### Benefit...

from member discounts and save money on our training courses, conferences, and when you buy from our bookshop, along with a range of other items and services.

### Support...

for your career through our CIPS Recruitment website. Featuring advice and an online Continuing Professional Development resource to help keep your knowledge and skills up to date.

### Connect...

with a global community of over 100,000 in 150 countries who we bring together to share news and ideas through member events, networking opportunities and discussion forums.

# Guidance notes

## Use these notes to help you complete the form.

- A text/email confirmation will be sent to you upon receipt of your application
- To comply with Data Protection, please note that this application form, payment details and supporting evidence will be destroyed once the application has been processed. 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 2

- 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 by logging onto the MyCIPS area of the website, [www.cips.org](http://www.cips.org). For details of branches and special interest groups see [www.cips.org/community](http://www.cips.org/community)

### Section 5

- 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
- If you have recently registered for the CIPS Ethical E-Learning, please quote the membership number emailed to you.

### Section 7a/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. Then select the qualification and method of study. Work experience is defined as two years in a business or commercial role. Further information about qualifications and entry criteria is on [www.cips.org](http://www.cips.org) or email [qualifications@cips.org](mailto:qualifications@cips.org). Alternatively, telephone +44 (0) 1780 756777 or for new members in Australasia +61 (0)3 9629 6000 and speak to our customer services team. Please indicate if you are currently studying or have completed N/SVQ in Supply Chain Management. (UK only). If you are applying for associate membership based on an accredited programme, you must send a copy of an academic certificate and qualification transcript

- If you are applying for full membership (MCIPS) based on an accredited programme and you have 3 years experience in a role of responsibility in procurement and supply, please apply as a full member and then 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 procurement 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 [MER@cips.org](mailto:MER@cips.org)

### Section 8

- 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 and return to the relevant address as stated on the payment form.

# Application for membership

(Please complete all fields)

## 1 Personal details

Gender:  Male  Female    Title:  Mr  Mrs  Miss  Ms  Other \_\_\_\_\_

First names

Surname

Date of birth

## 2 Where do you live?

Address

Postcode

## 3 Where do you work?

Department

Organisation

Address

Postcode

## 4 Your current employment details

Please indicate the type of organisation:  Public sector  Private sector  Voluntary sector

Your job title

## 5 I have previously been a member of CIPS or recently registered for Ethical E-Learning

Membership number

## 6 Contact details

Telephone  Mobile

Email

*CIPS will send you information regarding your membership, studies and other CIPS products and services to your home address and email account. To amend these details please log on to your MyCIPS profile, details of which will be in your welcome text/email.*

## 7 Which entry level is for you?

See guidance notes before submitting your application

Will you be studying CIPS qualifications?  Yes, please complete 7a  No, please complete 7b

### 7a I will be studying: (Select one only)

Certificate in Procurement and Supply Operations  Advanced Certificate in Procurement and Supply Operations  Diploma in Procurement and Supply

I confirm I have the relevant 2 years work experience for the diploma programmes

#### How do you wish to study:

Distance learning  Self study  CIPS Learning Academy  CIPS Study Centre

Please state which study centre you have chosen for your CIPS Qualification if known

### 7b I will not be studying CIPS qualifications. Please continue below

#### I will be studying

#### Studying

#### Completed

N/SVQ Level 4 in Supply Chain Management

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

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

Full details of the CIPS Code of Practice for Data Protection and our Terms and Conditions are available on [www.cips.org](http://www.cips.org)  
I agree to abide by the CIPS Code of Conduct and to abide by any rules and regulations which may be applicable to its members. The Code of Conduct is available on [www.cips.org](http://www.cips.org)

Signed

Dated

# Payment form 5

(Please return to CIPS Group office)

Select your preferred method of payment and the appropriate fee.

## Electronic payment (EFT)

(Please tick)

Here are CIPS' bank details for online banking:

**Barclays Bank PLC**  
PO Box 71  
46-49 Broad Street  
Stamford, Lincolnshire  
PE9 1PZ

**Account name:** Chartered Institute of Procurement & Supply  
**Sort code:** 20-81-20  
**Account no:** 00511935  
**Swift code:** BAR CGB22  
**UK IBAN no:** GB51 BARC 2081 2000 511935

## Local currency payment

(Please tick)

### Payment facilities for applicants in Africa

In seven African countries CIPS has implemented a facility for you to pay your membership fees and examination enrolment fees in local currency by working directly with the British Council. This means that making payments will be more convenient for you and will avoid the cost of currency conversion.

#### How to pay

- Contact the British Council who will advise you of their official exchange rate and tell you how much you need to pay in your local currency. You can then send your payment to the British Council by post or you can take your payment in person to the British Council office
- Once you have paid your membership subscription fee the British Council will provide you with a receipt
- When we receive your form and receipt from the British Council we will process your application.

### Your local British Council office:

**Ghana**  
PO Box 771  
11 Liberia Road  
Accra, Ghana

**Ghana**  
PO Box KS 1996  
Bank Road  
Kumasi, Ghana

**Kenya**  
PO Box 40751  
Upperhill Road  
Nairobi, Kenya

**Malawi**  
Area 40, Plot 3  
Capital City  
Lilongwe 3, Malawi

**Malawi**  
Protea Ryalls Hotel  
2 Hannover Avenue  
PO Box 30222  
BLANTYRE, Malawi

**Nigeria**  
Plot 3645  
IBB Way Maitama  
PMB 550  
Garki, Abuja, Nigeria

**Nigeria**  
127 Olu Obasanjo Road  
GRA Phase 2  
Port Harcourt, Nigeria

**Nigeria**  
20 Thompson Avenue  
PO Box 53702, Falomo  
Ikoyi, Lagos, Nigeria

**Uganda**  
Plot 4, Windsor Loop  
Off Kira Road  
Kamwokya, Kampala  
Uganda

**Zambia**  
Aquarius House  
Katima Mulilo Road  
PO Box 34571  
Lusaka, Zambia

**Zimbabwe**  
PO Box 664  
16 Cork Road, Belgravia  
Harare, Zimbabwe

**Zimbabwe**  
PO Box 557  
2nd Floor West Zimdef House  
102 Fort Street  
Bulawayo, Zimbabwe



## Your checklist

### Have you...

- Completed sections 1 to 8 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?

### Please return this form to the appropriate address:

#### CIPS Africa

Ground Floor, Building B  
48 Sovereign Drive  
Route 21 Corporate Park  
Irene X30, Centurion, Pretoria  
South Africa

#### CIPS Australasia

Level 8  
520 Collins Street  
Melbourne  
Victoria 3000  
Australia

#### CIPS Group

Customer Response Centre  
PO Box 9156  
Adamsway, Mansfield  
Nottinghamshire NG18 9DS  
United Kingdom

**or email:** [crc@cips.org](mailto:crc@cips.org) **or for new members in Australasia email:** [membership@cipsa.com.au](mailto:membership@cipsa.com.au)



## The Direct Debit Guarantee

### If you pay by direct debit please keep this guarantee for your information:

- 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 "Chartered Institute of Purchasing & Supply" will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request "Chartered Institute of Purchasing & Supply" 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 "Chartered Institute of Purchasing & Supply" 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 "Chartered Institute of Purchasing & Supply" asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

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**CIPS Australasia** Level 2, 520 Collins Street, Melbourne, Victoria 3000, Australia  
T 1300 765 142/+61 (0)3 9629 6000 F 1300 765 143/+61 (0)3 9620 5488 E [info@cipsa.com.au](mailto:info@cipsa.com.au)

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T +971 (0)4 327 7348 F +971 (0)4 332 5541 E [mena.enquiries@cips.org](mailto:mena.enquiries@cips.org)

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T +65 6808 8721 T +65 6808 8722 E [infosg@cips.org](mailto:infosg@cips.org)

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recycled content*

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