



## Membership of the CIPD Application form

# CIPD membership application for professional and academic members of AHRI

For current membership fees please visit [cipd.co.uk/fees](https://cipd.co.uk/fees)

Please return this form to:  
Membership Administration  
Chartered Institute of Personnel and Development  
151 The Broadway  
London  
SW19 1JQ  
UK

Alternatively, you can email your completed form to:  
**[memadmin@cipd.co.uk](mailto:memadmin@cipd.co.uk)**

**Please read these notes before completing the form**

To help us process your application promptly, please write clearly and use **block capitals** throughout, following any instructions carefully. If your form is not completed correctly, this may delay your application.

**Section 1 – Your contact details**

Previous membership number (if applicable)..... Grade .....

Centre transferred from (if applicable).....

Title .....

First name .....Last name .....

The name you supply will be used on any certificates and correspondence sent by us, so please state the name you'd prefer us to use.

Date of birth   /   /

If you're working in a 'politically sensitive' area (such as the armed forces, central government, police), please supply either a home or business address. Otherwise, please supply both.

**Home details**

Address .....

.....

.....

.....

Town .....Postcode.....

County .....

Country .....

Email .....

Tel .....

Mobile .....

By providing your mobile number, you are giving us permission to use it from time to time in order to contact you for the purposes of informing you about your membership by SMS. However, we will not use it for direct marketing campaigns.

My preferred daytime telephone number is:

Home  Work

Please send my *People Management* magazine, membership and branch correspondence including emails to my:

Home address  Work address

You'll be allocated automatically to a CIPD branch nearest to the postcode of your preferred mailing address.

**Reasonable adjustments**

Please tell us if you would like us to consider any reasonable adjustments in order to complete your CIPD assessment. We'll aim to contact you as soon as possible to discuss your request, however if you haven't heard from us within seven days, please contact us on **+44(0)20 8612 6238**.

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**Data Protection**

The CIPD takes your privacy seriously and will keep your personal information private and secure. We'll use your data to manage your member account and contact you about member benefits and services. For more information, please view our privacy policy by visiting **[cipd.co.uk/privacy-policy](http://cipd.co.uk/privacy-policy)**

You can manage your marketing preferences by visiting our marketing preference centre at **[cipd.co.uk/myprofile/communicationpreferences](http://cipd.co.uk/myprofile/communicationpreferences)**

**By submitting this form you confirm that you accept our terms and conditions** which can be found by visiting **[cipd.co.uk/memberterms](http://cipd.co.uk/memberterms)**

## Section 2

I can confirm that I am currently a professional member of the Australian Human Resources Institute (AHRI).

My grade level is:

- Professional Member of AHRI (MAHRI, CAHRI, FAHRI). This is fully equivalent to an Associate Member of the CIPD (Assoc CIPD).
- Certified Professional of AHRI (CPHR). This is fully equivalent to a Chartered Member of the CIPD (Chartered MCIPD).
- Fellow of AHRI (FCPHR). This is fully equivalent to a Chartered Fellow of the CIPD (Chartered FCIPD).

I hereby enclose proof of my AHRI membership, professional member grade and CV.

### OR

I can confirm that I am currently an Academic member of the Australian Human Resources Institute (AHRI).

My grade is:

- Academic Member (AMARI). This is fully equivalent to an Academic Associate Member of the CIPD (Academic Assoc CIPD).
- Certified Academic HR (CAHR). This is fully equivalent to an Academic Member of the CIPD (Academic MCIPD).
- Fellow Certified Academic HR (FCAHR). This is fully equivalent to an Academic Fellow of the CIPD (Academic FCIPD).

I hereby enclose proof of my AHRI membership, Academic Member grade and CV.

I agree to abide by the CIPD's Code of Professional Conduct available at [cipd.co.uk/codeofconduct](http://cipd.co.uk/codeofconduct)

I also give permission for you to contact the relevant persons or organisations to verify the information in my application, if appropriate.

By joining the CIPD as a member you're accepting that the Membership Terms and Conditions will apply to you. For these Terms and Conditions please visit [cipd.co.uk/memberterms](http://cipd.co.uk/memberterms) or call **+44 (0)20 8612 6208**.

Signature .....Date .....

For your application to be processed, you'll need to enclose the following:

- receipt of your AHRI membership (clearly showing evidence of your AHRI professional membership *or* Academic membership)
- a current copy of your CV
- the appropriate membership fees.

Please note that the CIPD regularly audits its members to ensure observance of its CPD policy.

Your application will be delayed if we don't receive all the required information. Please also ensure you complete section 3 otherwise we can't process your application.

## Section 3 – Membership fees

To join you'll need to pay a one-off joining fee. You'll also need to pay a membership fee, for current membership fees please visit [cipd.co.uk/fees](http://cipd.co.uk/fees)

You can pay your membership fee together with your joining fee by credit/debit card, cheque, BACS or by UK or SEPA direct debit (single payment or instalments). If you choose to pay your membership fee by single payment Direct Debit, one instalment will be collected from your bank account 3–6 weeks after receiving your application.

When your membership comes up for renewal, payments will be collected each year on 1 July until you advise us otherwise. We'll send you a membership renewal pack at the start of June each year to remind you how much is due.

Cheques should be made payable to the 'CIPD' and stapled to the form. If you're using a company cheque to pay your fees, please ensure that your name is clearly stated on the back.

If you are based in Australia and wish to pay by BACS, please use your full name as the reference and use the following details:

**Lloyds Bank Plc** 3 St Georges Road London SW19 4DR

**Bank A/C name:** CIPD

**Bank A/C number:** 00549645

**Sort code:** 30-99-66

**IBAN:** GB52LOYD30996600549645

**BIC:** LOYDGB21070

### Notes

- 1 Your membership fee is due for payment annually on 1 July.
- 2 All amounts are shown in pounds sterling. If you prefer, you can make a payment by cheque in Euros or a SEPA direct debit. Please visit our [website](#) for the current exchange rate. If you pay by credit/debit card, your card provider will use their own exchange rate.
- 3 Important information for Direct Debit payers  
The Direct Debit payment option is only available for UK and SEPA bank account holders. If you would like to pay by UK Direct Debit please follow the instructions below. If you would like to pay by SEPA direct debit, please download our mandate [here](#)  
Your joining fee must be paid when you join by cheque or card. The Direct Debit option allows you to have your membership fee collected automatically on the due date in this and future years. The payment date(s) in your first year will depend on the time of year that you join us.  
*Single payments.* If you prefer to make a single payment for the full amount of your membership then tick the box marked 'Single payment'. We will collect this payment about 3–6 weeks after receiving your application. When your membership comes up for renewal, payments will be collected each year on 1 July until you advise us otherwise. We'll send you a membership renewal pack at the start of June each year to remind you how much is due.  
*Direct Debit instalments.* If you prefer to pay by instalments then tick the box marked 'Instalments'. In order for your membership to remain valid, your Direct Debit payments must be kept up to date. Once we've received your completed Direct Debit instruction we'll send you a payment schedule for the collection of your membership fee. Depending on your joining date, in your first year of membership the instalments will not necessarily be quarterly, but will be spread across the membership year. In your second and subsequent membership years we will continue to collect your membership in quarterly instalments. You can cancel this arrangement at any time. We'll send you a membership renewal pack in June each year to remind you and let you know how much is due. If you're not the account holder or your bank account requires more than one person to authorise Direct Debits (for example, a company account), then you should use an alternative method to pay your membership fees.
- 4 Some benefits and services may not be available to members outside of the UK and Ireland. At its absolute discretion, CIPD may at any time alter, amend, change, modify or withdraw any of the membership benefits that comprise the membership offering.



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**E** [cipd@cipd.co.uk](mailto:cipd@cipd.co.uk) **W** [cipd.co.uk](http://cipd.co.uk)

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Issued: December 2020 Reference: 7201AHRI © CIPD 2020

### Data Protection

The CIPD takes your privacy seriously and will keep your personal information private and secure. We'll use your data to manage your member account and contact you about member benefits and services. For more information, please view our privacy policy by visiting [cipd.co.uk/privacy-policy](http://cipd.co.uk/privacy-policy)

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