** ICA Annual Subscription Renewal**

Please complete all of this form – even if your details haven’t changed, so we can keep our records up to date.

|  |  |  |
| --- | --- | --- |
| **Date:** |  | Please tick **only one address** for contact. You may tick either or both email addresses.If boxes are not ticked, your home address will be used. |
| **Title:** | Mr | Mrs | Ms | Other: |
| **First Name(s):** |  |
| **Surname:** |  |
| **Home Address:** |  | Tick**one** |
|  |
| **Job title:** |  |
| **Office Name and Address:** |  | Tick**one** |
|  |
| **Home phone:** |  | **Office phone:** |  |
| **Mobile phone:** |  | Tick |
| **Home email:** |  |  |
| **Office email:** |  |  |
|  |
| **If your employer is to be invoiced, it is your responsibility to provide the following details so that we can issue the invoice** |
| **Your order date:** |  | **Your order No:** |  |
| **Contact Name:** |  | **Phone No:** |  |
| **Contact email:** |  |
| **Organisation Name and Address for invoice:** |  |
| **Tick here if you require a receipt** |  |
| **Tick here if you are paying by standing order (see 2b)** |  |
| **Tick here if you are paying by BACS (see 2c)** |  |
| **Tick here if you are paying by cheque (see below)** |  |

Please make cheques payable to: **Institute of Consumer Affairs** and send, with this form to:

**Jacqui King, ICA Membership, Corsletts Farm, Church Road, Horsham West Sussex, RH12 3LD**

 Email: membership@icanet.org.ukPhone: 01403 754718 (Mob) 07740 433 999

Website: [www.icanet.org.uk](http://www.icanet.org.uk)

**Renewal Information**

# The membership year runs from 1 January to 31 December.

# 1a. If you joined after 1 November you do not have to pay a renewal fee the following January.

**1b.** This membership renewal form **must** be completed and returned to the Membership Secretary, regardless of the renewal method, so that we can keep your information up to date. For example, if you have forgotten to give us a change of email address, you will not be able to access the newsgroup.

1. **Renewal methods**

**2a. Cheque**, made payable to: **Institute of Consumer Affairs**

**2b. Standing order**. A mandate is available from the Membership Secretary on request. You **must** include your membership number as the reference; or we won’t be able to identify your payment.

**2c. BACS**: Sort code: 08-92-99

Account number: 65208449

Account Name: Institute of Consumer Affairs.

Reference: (Your name and membership number)

**2d**. **Invoice**. We can invoice your employer if they pay your subscription. However, it is your responsibility to provide us with the details we need for issuing an invoice.

**3. Fees and discounts** - Annual membership fees:

Full member - £25 (discounted to £20 if payment is received before 14 February or, if paid annually by standing order, on or before 31 January)

Unwaged - £10

5. Reminders Renewal information will be posted on the newsgroup. You will also be sent an invoice. After two reminders, membership will be terminated for non-payment and you will be blocked from using the newsgroup.

6. Resignation If you don’t wish to renew, please advise the Membership Secretary in writing.