**ICA Annual Subscription Renewal**

 **Please complete all sections 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, you must enter full details here.** |
| **Your order date:** |  | **Your order No:** |  |
| **Contact Name:** |  | **Phone No:** |  |
| **Contact email:** |  |
| **Organisation Name and Address for invoice:** |  |
| **News and Information Service – all five members are required to complete renewal forms with full contact information.** |
|  |  |
| **Tick here if you are a NIS member** |  |
| **Tick here if you are paying by standing order** |  |
| **Tick here if you require a receipt** |  |

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.

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

**1a.** This membership renewal form **must** be completed and returned to the Membership Secretary when renewing your membership – regardless of the renewal method.

**2.** **Renewal methods**

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

**2b. Standing order**. A mandate is available from the Membership Secretary on request. Your membership number **must** be included as the reference on the form; otherwise we will not be able to identify your payment.

**2c. Direct bank transfer**: 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 for you. However, it is your responsibility as the member to complete and return the renewal form, with the details for us to issue an invoice.Discounts do not apply.

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

Full member - £25 (discounted to £20 see below)

Unwaged - £10

Affiliate member - £60

News and Information Service - £125

**Discounts** are available to help members who pay their own subscriptions. They do not apply to employers.

Full members can pay the discounted price as long as payment is received before 14 February or, if paid annually by standing order, on or before 31 January.

**4. ICA News and Information Service** is available to a maximum of 5 people at the same location, all of whom must meet the ICA eligibility conditions and each person must complete a renewal form.

5. Reminders Renewal information will be posted on the newsgroup. After two reminders, membership will be terminated for non-payment.

6. Resignation Members not wishing to renew should advise the Membership Secretary in writing.