Membership Terms & Conditions

This page (together with the documents referred to on it) tells you ("you" means the individual reading these terms and conditions) the terms and conditions on which we ("we", "us", "our" and "CIPS" means the Chartered Institute of Procurement and Supply) offer subscriptions for membership of CIPS and is to be read in conjunction with our General Terms & Conditions of Business and Website Use www.cips.org/t-and-c ("General Terms"). If there is an inconsistency between any of the provisions of this agreement and the General Terms, the provisions of these terms and conditions shall prevail.

Please read these terms and conditions carefully before applying to become a member of CIPS. You should understand that by applying to become a member of CIPS, you agree to be bound by these terms and conditions.

CIPS Membership Subscriptions and MyCIPS

CIPS Membership subscriptions and all CIPS membership fees quoted are for annual subscriptions (12 months). You are required to renew and make payment prior to the expiry of your 12 month membership subscription in order to maintain your membership.

All members are provided with an online MyCIPS account which can be accessed via the CIPS website.

Your renewal date is displayed in your MyCIPS dashboard. CIPS will contact you during your membership and to remind you of your renewal date by email, therefore it is important that you keep your contact details up to date on your MyCIPS profile.

1. New membership applications

To become a member of CIPS, click on the ‘Join’ button on the CIPS website - www.cips.org/membership/join-online/. CIPS will communicate with you using the details you add on the online application process.

If you can’t join online, you can download and complete an application form from the CIPS Website - https://www.cips.org/membership/cips-membership/fees-and-forms/ - Download a form

Once you have completed the joining process and made payment for your membership, you must keep your details up to date on your MyCIPS pages on the CIPS website. CIPS will contact you using the email and address details you provide us with, so it’s important to keep them correct and up to date.

When joining as a member, a contract is made between you and CIPS when your membership registration has been completed, payment has been received in full and a membership number has been generated and emailed to you.

When joining as a member and selecting to pay by Direct Debit, a contract is made between you and CIPS upon the successful processing of your application and when the direct debit mandate has been received.
We aim to process email, posted paper membership forms or Direct Debit applications within one week however during our busy times, please allow up to 28 (twenty eight) days for your membership application to be processed. If you become aware of any errors on your membership application subsequent to submitting it to CIPS, please contact the CIPS Helpdesk by email – helpdesk@cips.org or by telephone on +44 (0) 845 880 1188.

2. Membership renewals

If you are a member and wish to renew your membership, please log into your MyCIPS on the CIPS Website www.cips.org/en-gb/my-cips/login/ prior to the renewal date and follow the instructions on how to renew your membership. If you need to check when your renewal date is, you can find it by logging into your MyCIPS on the CIPS Website.

CIPS will send email reminders to you in advance of your renewal date. We advise that you renew your membership before the renewal date, and prior to your membership expiring.

If your membership has expired, and you wish to renew it, you can do so by logging into your MyCIPS on the CIPS website and click renew, follow the renewal journey and make payment for your next 12 month membership subscription.

If you can’t renew on your MyCIPS, it may be because your membership has expired more than 3 (three) months ago, and therefore lapsed. If this is the case, please see Section 3.

3. Expired and Lapsed membership

If you do not pay your annual Member Subscription Fee at renewal time, you will be removed from the Professional Register and lose all member rights. To have your membership reinstated you are required to pay a reinstatement fee to re-join and the year’s subscription fee.

In order to reactivate your lapsed membership, please email the CIPS Helpdesk - helpdesk@cips.org or phone our CIPS Helpdesk on: +44 (0) 845 880 1188.

4. How to Pay

If you are joining CIPS by online application, you can pay using any of the following cards.

CIPS card Transactions are powered by worldpay in a secure environment.
Other payment methods
If you wish to pay by another method or make a payment for posted paper or emailed application please contact our CIPS Helpdesk – helpdesk@cips.org.

- Credit or debit card
- Direct debit
- Cheques by post made payable to “CIPS” (ensuring you quote full name on the reverse of cheque)
- Bankers’ draft by post made payable to “CIPS”, postal address can be found in section 9
- Direct bank transfer to the CIPS bank account, details of which can be found in section 8

Making Payment by Direct bank transfer to the CIPS bank account
You are required to notify the CIPS Helpdesk Team in advance if you wish to pay for your membership by direct bank transfer to ensure the swift processing of your application. The details for the CIPS bank account can be found below in section 8. Please ensure your CIPS membership number is included as reference number and please provide a copy of the bank receipt to CIPS Helpdesk – helpdesk@cips.org. Your membership application or renewal will not be processed until full payment is received.

Membership Application by Post or Email
For membership application forms that are completed and posted or emailed to CIPS in the United Kingdom, we only accept payment in UK pounds sterling.

Please see the form for your chosen country of residence for accepted payment methods. These can be viewed on the CIPS Website - [https://www.cips.org/membership/cips-membership/fees-and-forms/](https://www.cips.org/membership/cips-membership/fees-and-forms/)

Please note for any forms sent to us; if you do not provide accurate details (including type of card and number) or if your credit card company does not authorise payment, your application will be deemed void. CIPS will not accept any liability for costs incurred as a result of applications deemed void in this manner.

CIPS reserves the right to request further evidence to support your application.

If you have any questions, or require assistance, please contact the CIPS Helpdesk by email - helpdesk@cips.org or by telephone on +44 (0) 845 880 1188.

If you have set up and authorised for your subscription to be renewed by direct debit, your membership will automatically renew each year by taking a direct debit payment from your bank account. If you cancel your direct debit at any point, your membership will be at risk.

If you wish to change your method of payment please contact the CIPS Helpdesk by email – helpdesk@cips.org or by telephone on +44 (0) 845 880 1188.

5. Cancellation of membership
Under the Consumer Contracts Regulations, your consumer rights entitle you to a full refund if you request one in writing within 14 (fourteen) Days of confirmation of your membership subscription.

You can notify us of your wish to cancel your membership by emailing the CIPS Helpdesk – helpdesk@cips.org or by speaking via telephone on +44 (0) 845 880 1188.
If you cancel your membership within 14 days of receiving your membership confirmation, you are entitled to a full refund of the price paid. Refunds will be made by the method the original payment was made.

For the avoidance of doubt, the cancellation period will expire 14 days after the date of the confirmation of membership, and thereafter you will not have the right to cancel your membership and receive any refund.

6. Notices

A notice given to CIPS under or in connection with these terms and conditions shall be in writing and sent to CIPS at the address (which is detailed in clause 8) or as otherwise notified in writing to us.

The following table sets out methods by which a notice may be sent and, if sent by that method, the corresponding deemed delivery date and time:

<table>
<thead>
<tr>
<th>Delivery method</th>
<th>Deemed delivery date and time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delivery by hand.</td>
<td>On signature of a delivery receipt or at the time the notice is left at the address.</td>
</tr>
<tr>
<td>Pre-paid first class post or other next working day delivery service providing proof of postage.</td>
<td>9.00 am on the second Business Day after posting or at the time recorded by the delivery service.</td>
</tr>
<tr>
<td>Pre-paid airmail providing proof of postage.</td>
<td>9.00 am on the fifth Business Day after posting or at the time recorded by the delivery service.</td>
</tr>
</tbody>
</table>

For the purpose of the above and calculating deemed receipt:

- all references to time are to local time in the place of deemed receipt; and
- if deemed receipt would occur in the place of deemed receipt on a Saturday or Sunday or a public holiday when banks are not open for business, deemed receipt is deemed to take place at 9.00 am on the day when business next starts in the place of receipt.

This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution.

7. Data Protection Statement

CIPS is registered under the provisions of the UK Data Protection Act 1998 and keeps any personal data concerning you in confidence. A full description of the CIPS Code of Practice for Data Protection can be found on the website [www.cips.org](http://www.cips.org).

8. CIPS bank details

<table>
<thead>
<tr>
<th>Name of Bank</th>
<th>Barclays Bank plc</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>46/49 Broad Street</td>
</tr>
<tr>
<td></td>
<td>Stamford</td>
</tr>
<tr>
<td></td>
<td>Lincolnshire</td>
</tr>
</tbody>
</table>
9. Contact details for membership applications

Telephone: +44 (0) 845 880 1188
Email enquiries: helpdesk@cips.org

Address: CIPS Helpdesk
PO Box 9156
Adamsway
Mansfield
Nottinghamshire
NG18 8DS

VAT number: 342-6489-42

10. Complaints

At CIPS we are committed to providing a high standard of customer care. If we have failed to meet our Standards of Customer Service (https://www.cips.org/who-we-are/contact-us/cips-customer-service-standards/) then please let us know.

Letting us know your concerns, gives us the opportunity to put matters right for you, and improve our service to all our customers.


How to contact us:
Email: complaints@cips.org
Telephone: +44(0)1780 756777

11. Governing law

These terms and conditions shall be governed by and construed in accordance with the laws of England and you irrevocably submit to the exclusive jurisdiction of the courts of England.