

Application for Membership

Name:			
Address (must be cardholders address):			
		Postcode:	
Country:		Date of birth:	dd / mm / yyyy
Email:			
Tel:			
Employer:			
Job Title:			

How did you hear about us?	
If a member referred you, please state their name and/or membership number:	

Please indicate which Membership Grade you are applying for, and via which route where applicable:

<input type="checkbox"/>	<p>Fellow In exceptional circumstances, very experienced and qualified candidates may apply for direct entry as Fellow <i>Please supply a statement supporting your application in this case</i></p>
<input type="checkbox"/>	<p>Full Member - Route 1 Employed 5 years or more in a role involving administration management <i>Please enclose a copy of your Curriculum Vitae</i></p>
<input type="checkbox"/>	<p>Full Member - Route 2 Holder of the IAM Advanced Diploma in Administrative Management OR the BA (Hons) in Strategic Administrative Management <i>Please enclose a copy of your qualification certificate</i></p>
<input type="checkbox"/>	<p>Associate Member - Route 1 Employed 2 years or more in a role involving administration management <i>Please enclose a copy of your Curriculum Vitae</i></p>
<input type="checkbox"/>	<p>Associate Member - Route 2 Holder of the IAM Diploma in Administrative Management <i>Please enclose a copy of your qualification certificate</i></p>



If you are applying on the basis of previous work experience, please supply below details of a senior executive at your current workplace to whom we may apply for a reference. If you are self-employed, give details of your accountant or other professional who can provide a business reference.

Name:			
Address:			
		Postcode:	
Country:		Telephone:	
Email:			

I am enclosing payment for £75.00 Individual 12 month subscription

I am enclosing payment for Discounted Individual 12 month subscription
(First-time subscribers only. Please enter your promotional code below)

Promotional Code

Cheque made payable to: The Institute of Administrative Management

Debit or Credit Card:

Card Type Circle as appropriate	Maestro	VISA Debit	
	Visa	Mastercard	
Card Number			
Expiry Date		Security Number Last 3 Nos on reverse	
Issue Number Debit only		Start Date Debit only	
Signature			Date dd / mm / yyyy

Employer Invoice:

Organisation:	
Contact:	
Address:	

Post to: IAM, 6 Graphite Square, Vauxhall Walk, London, SE11 5EE
Fax to: +44(0)20 7091 2619
Email to: info@instam.org

Your order represents an offer to us to purchase a product and/or service which is accepted by us when we have dispatched the product and/or service to you. You have the right to cancel your order within seven working days of delivery (starting the day after you receive the goods or the day after the contract for the supply of services is concluded) and return them for a full refund. For full terms and conditions please see www.instam.org



**Instruction to your Bank or Building Society
to pay by Direct Debit**



Please complete the whole form using a ball point pen and send it to:

IAM
6 Graphite Square
Vauxhall Walk
London
SE11 5EE

Originator Identification

9	2	6	1	3	2
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Please enter IAM Membership No.:

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Name(s) of Account Holder(s):

Bank/Building Society Account Number:

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Branch Sort Code:

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**Name and full postal address of your
Bank or Building Society:**

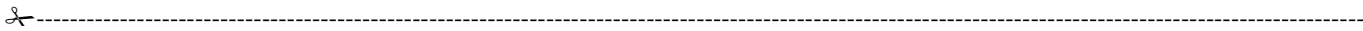
To: The Manager	
Bank/Building Society	
Address:	
	Postcode:

**Instruction to your Bank or Building
Society**

Please pay The Institute of Administrative Management Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with The Institute of Administrative Management and, if so, details will be passed electronically to my Bank/ Building Society.

Banks and Building Societies may not accept Direct Debit Instructions for some types of account.

Signature(s):	Date:
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This guarantee should be detached and retained by the payer.

The Direct Debit Guarantee

- This Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change The Institute of Administrative Management will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by The Institute of Administrative Management or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.