

Membership Form



Before completing this form please read the notes on the back of this page

If elected to membership, I shall abide by the Constitution of the said Institute, the Constitution of the Local Associated Institute to whose membership I am allotted, and the rules of any Centre of that Local Associated Institute to whose membership I am likewise allotted.

Complete in BLOCK CAPITALS.

Membership No. <input type="text"/>	Local Institute of Preference (please tick)
Surname <input type="text"/>	Cork Institute <input type="checkbox"/> The Sligo Centre <input type="checkbox"/>
Forename <input type="text"/>	Dublin Institute <input type="checkbox"/> The South East Centre <input type="checkbox"/>
Date of Birth (dd/mm/yy) <input type="text"/> Mr/Mrs/Miss/Ms <input type="text"/>	Limerick Institute <input type="checkbox"/> Galway Institute <input type="checkbox"/>
Home Address <input type="text"/>	
<input type="text"/>	
Employer <input type="text"/>	
Work Address <input type="text"/>	
Work Email <input type="text"/>	Alternative Email <input type="text"/>
Preferred Correspondence: Home <input type="checkbox"/> Office <input type="checkbox"/>	Daytime Tel: Home <input type="text"/> Office <input type="text"/>
Qualifications (if any) <input type="text"/>	
Declaration: I have read the Education Handbook and agree to abide by the regulations.	
Signature <input type="text"/>	Date <input type="text"/>

3. Membership Rates

Membership Category	Discounted Rate**	Non Discounted Rate
Ordinary	€105	€130
Senior	€175	€200
Dip III	€175	€200
CIP Graduate	€175	€200
CPD Member	€175	€200
Cert CII	€210	€235
Associate (No Title)	€175	€200
Associate (Title)	€210	€235

Based on the details noted above, identify below your membership category and applicable fee.

Category Fee

OFFICE USE ONLY

Payment received:

Cheque Cheque No.

Credit / Laser Card

Cash

APS

2. Method of Payment

By **Direct Debit***, please download mandate on page 2 of Membership Form, <http://www.insurance-institute.ie/membership/index.html>.

By **Phone, Credit Card, Laser Card, or Post**. If paying by **Cheque**, please make it payable to **The Insurance Institute of Ireland**.

* Payment by Direct Debit

This will be set up annually from Bank Account unless notified by member.

** This includes a discount of €25 which is granted upon signing up to direct debit or company payment scheme. This discount is not an administrative charge.

Benefits of Membership to The Insurance Institute of Ireland

As a member, you demonstrate your commitment to your chosen profession. Our mission is to offer our full support in your career development through membership of The Insurance Institute of Ireland.

We provide the following benefits:

- Use of designations recognised by the industry, and on an increasing basis by consumers.
- Active regional social events organised by Local Institutes.
- Many discounts on our programme of CPD Lectures and Seminars.
- Opportunity to share, experience and develop business and personal relationships.
- Access to our Reference Library in Insurance House that has extensive stock: complete sets of insurance periodicals, such as Post Magazine and The Journal, including back issues.

To undertake any qualification with the Institute you must also become a member of The Insurance Institute of Ireland. Membership is open to anyone wholly or mainly employed or engaged in work, which is directly related to insurance.

On successful completion of your qualification you are invited to use the appropriate designation. To retain your designation you must:

- Fully participate in the CPD programme and comply with all of its requirements
- Maintain membership of The Insurance Institute of Ireland.

Any breach of either one or both of these conditions results in the loss of the designation. This process is essential in maintaining the credibility and standing of the qualification and of those who continue to hold it.

Please note that if your employer is paying for your membership they are automatically obliged to see your CPD online/hardcopy records for regulatory purposes.

Membership Renewal Subscription Fee Policy (Membership Fees for 2008 are set out on page 41).

For any Member who first registered prior to 1 January 2007, their Membership Subscription Fee is payable on the 1 March annually thereafter and the subscription year runs to the 28 February in each year. Invoices are sent to these Members on 1 March annually.

From 1st January 2007 a rolling year for Membership Subscription Fees was introduced. This means that for any Member joining after that date, their annual subscription renewal will be on the first of the month in which they joined. Invoices are sent to these Members on their respective renewal dates.

New Members are required to pay their annual subscription fee from the beginning of their month of registration and fees for ALL Members are payable no later than 21 days from the date of issue of the invoice. In the event of non payment of the subscription fee at the expiration of this period, Membership will lapse and the Individual will no longer be entitled to avail of any of the Institute's products and services at reduced fees, nor will the Individual be entitled to use any of the designatory letters relevant to the Qualification they may hold.

In order to restore Membership, the current year's fee in addition to a re-admission fee will be due. The re-admission fee is 50% of the previous year's subscription fee. Membership will NOT be re-instated until these fees are received in full by the Institute.

Membership in respect of students following the Institute's Educational Qualifications will not automatically cease if the Member takes a break from the sitting of exams and therefore the Membership Subscription fee is still payable in full. In order for ANY Member to suspend or lapse their Membership, the Member must inform the Institute of this request in writing.

On becoming a Member of The Insurance Institute of Ireland, the Member automatically becomes a member of a local Institute. Usually this is the local Institute whose area includes the business address of the Member. It is possible to be assigned to a different local Institute but only on request.

Please contact Membership Services to discuss your Membership requirements and how to best avail of our services.

Local Institute events are detailed on our website at www.insurance-institute.ie

