

# IAM Membership Renewal Form

Please complete the form (in BLOCK capitals) and return to the IAM together with full remittance.

## Section One

Membership Number:

Current Grade:

Title:

Full Name:

Address (if changed since last application):

Telephone:

Mobile:

E-mail:

## Section Two – Upgrading your Membership

You may apply to upgrade your membership at the time of renewal. Please provide a copy of your CV and send back with this form.

### Membership Level

**Associate**  
(AInstAM)

**£69.00**  
(incl taxes)

**Member**  
(MInstAM)

**£99.00**  
(incl taxes)

**Fellow**  
(FInstAM)

**£149.00**  
(incl taxes)

### Payment Options

(Credit/Debit card)



BACS:

#### PAYMENT INFORMATION:

When making a payment via bank transfer, please be sure to allow for any bank charges and currency conversion. The amount must be received in full.

Please provide a description such as 'Renewal Application', as this will help us attribute payment correctly.

Bank transfer details below:

Institute of Administrative Management

No.3 Manor Farm Buildings, Churchend Lane, Charfield, Gloucestershire, GL12 8LJ

VAT Reg No: 336 2921 04

Company Registration No: 09016031.

For BACS payment, the Account Number is 11167329 and the Sort Code is 16 - 34 - 33

BIC: RBOS GB 2L, IBAN:GB55 RBOS1634 3311 1673 29

If you require a proforma invoice, please request one in writing. Unless otherwise stated, invoices should be settled within 10 days of the issue date of the invoice.

## Printed certificate

Printed Certificates cost £15.00 each, plus shipping

Yes:    No:

## Terms and Conditions and Confirming your Membership

### Printed Membership Certificate

By applying for membership at the Institute of Administrative Management you are signing up to abide by the terms and conditions of membership and the professional code of conduct (available on the website). The IAM reserves the right to amend these at any time and without prior notice. Any updates will be communicated to you and published at [www.instam.org](http://www.instam.org)

I hereby confirm that I accept the terms and conditions of the Institute of Administrative Management.

## Applicant signature

**I agree to abide by the membership terms and conditions and the professional code of conduct. I hereby apply for membership with the IAM.**

Signature:

Date:  
(DD/MM/YYYY)

## Return Renewal

Please photograph/scan your renewal application and e-mail to [info@instam.org](mailto:info@instam.org)

Alternatively, please print and return your application form and supporting evidence to:-

**IAM Membership**  
**No.3 Manor Farm Buildings**  
**Churchend Lane**  
**Charfield**  
**Gloucestershire, GL12 8LJ**