

Associate and Fellow Reinstatement Form

Please read the guidance notes below, complete the form in **BLOCK** capitals and email to customerservices@libf.ac.uk

GUIDANCE NOTES

1. This form is for reinstatement of membership at the previous level you have held including Associate and Fellow.
2. To ensure your application is processed as quickly as possible please ensure that you have correctly completed all sections of this form. Incomplete forms will be returned.
3. Applications made from 1 July will be charged at half the full subscription fee for the current year.
4. By reinstating your membership you are automatically agreeing to the terms and conditions of membership which can be found on our website at libf.ac.uk/membershipterm.

| Categories | Fees |
|------------|------|
| Associate | £140 |
| Fellow | £190 |

YOUR DETAILS

| | | | |
|------------------|----------------|---------------|-------|
| Title (eg Mr) | _____ | First name(s) | _____ |
| Last name | _____ | Date of birth | _____ |
| Private address | _____ _____ | | |
| Postcode | _____ | Country | _____ |
| Email address | _____ | Telephone | _____ |
| Employer name | _____ | Job title | _____ |
| Business address | _____ _____ | | |
| Postcode | _____ | Country | _____ |

Please indicate which address you would prefer us to use for correspondence: Private Business

MEMBERSHIP REINSTATEMENT

- Joining period 1 January – 30 June
 1 July – 31 December

YOUR DETAILS

Please write your previous membership number (if known) in the boxes provided (this normally starts with the first letter of your surname)

USING YOUR PERSONAL INFORMATION

We will use and protect your personal data in accordance with current data protection legislation to process your application. Further details, including your rights, the disclosure of data to third parties, storage, retention and how to amend your personal data, can be found within our **privacy notice** (www.libf.ac.uk/privacy).

DECLARATION

- I declare that the information contained in this form is true and accurate and agree to abide by The London Institute of Banking & Finance **code of ethics**

Signed _____ Date _____

PAYMENT DETAILS

Please tick the appropriate option and complete payment details as applicable

- Credit/Debit card** - An invoice will be sent to you by email.
- Bank transfer** - You can transfer your subscription directly into our bank account, please include your membership number as a reference. Barclays Bank Plc, Sort Code: 20-18-00 Account Number: 10514632, International Bank Account Number (IBAN): GB22 BARC 2018 0010 5146 32. Overseas members should ensure that they pay all bank charges when submitting their payment to our bank account.
- Direct Debit** - Please complete and return the Direct Debit instruction below. Please note that you can only select to pay by direct debit if you rejoin after the 12 August and have a bank account in the UK.

Signed _____

DIRECT DEBIT INSTRUCTION FOR MEMBERSHIP (UK BANK OR BUILDING SOCIETY ACCOUNTS ONLY)

Please fill in the form and send to The London Institute of Banking & Finance, 4-9 Burgate Lane, Canterbury, Kent CT1 2XJ



Instruction to your bank or building society to pay by direct debit

Name(s) of account holders

Service User No
9 9 0 3 4 6

Bank or building society account number
□ □ □ □ □ □ □ □

Reference - LIBF Number

Branch sort code
□ □ - □ □ - □ □

Instruction to your bank or building society

Please pay LIBF Limited 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 LIBF Limited and, if so, details will be passed electronically to my bank/building society.

Name and full postal address of your bank or building society

To: The Manager Bank/Building Society

Address

Postcode _____

Signature(s)

Date

BANKS AND BUILDING SOCIETIES MAY NOT ACCEPT DIRECT DEBIT INSTRUCTIONS FOR SOME TYPES OF ACCOUNT

THE DIRECT DEBIT GUARANTEE (A COPY OF THIS GUARANTEE SHOULD BE RETAINED BY THE PAYER)

The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit LIBF Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request LIBF Limited to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by LIBF Limited or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
 - If you receive a refund you are not entitled to, you must pay it back when LIBF Limited asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.