



# Institute of Civil Protection & Emergency Management

## Membership application or renewal subscription forms

### Standing Order mandate

Can you please complete the Standing Order mandate on page 2 carefully, remembering using your ICPEM membership number in the 'Reference' field.

When complete, please hand it in or send it to your bank.

### Gift Aid declaration

Please complete the Gift Aid Declaration on page 3 and send it to the ICPEM Treasurer at the address shown.

As the institute is a Registered Charity, it is able to claim back through the gift aid scheme. This adds significant value to a member's subscriptions.

*"Gift Aid is an easy way to help your charity or CASC maximise the value of its donations, as you can reclaim tax from HM Revenue & Customs (HMRC) on its 'gross' equivalent - its value before tax was deducted at the basic rate. This is 20 per cent from 6 April 2008. You can work out the amount of tax you can reclaim by dividing the amount donated by four. This means that for every £1 donated, you can claim an extra 25 pence". (HMRC January 2010)*

Members will also be able to benefit from tax relief on their subscriptions.

*"If a donor is a higher rate taxpayer, they too can benefit from tax relief as they can claim back the difference between the higher rate of tax at 40 per cent and the basic rate of tax at 20 per cent on the total value of the donation" (HMRC January 2010)*

Note: If you have any queries, please email the treasurer: [treasurer@icpem.net](mailto:treasurer@icpem.net)

# CAF Bank standing order mandate

(Please submit to your bank on completion)

Your instruction to: (please tick relevant box)

create a new standing order **OR**  amend an existing standing order

Please write clearly in the white spaces with black ink using capital letters and cross the boxes. All sections must be completed.

**If you are amending an existing standing order please ensure that you clearly quote the correct reference for the standing order that you want to be amended. You can find the standing order reference on your bank statements.**

## Your account details

Your account name:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Your account number to be debited:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Sort Code

--	--	--	--	--	--

## Standing order details:

Name of beneficiary: **INSTITUTE OF CIVIL PROTECTION AND EMERGENCY MANAGEMENT**

Account number of beneficiary: **00018193**

Sort code of beneficiary account: **40-52-40**

Usual payment amount: £

				-		
--	--	--	--	---	--	--

Usual Amount  
in Words

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

How often do you want the payment made? (Please allow three working days for payment to reach the designated account)

Weekly  Monthly  Quarterly  Half yearly  Yearly Other 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date of first payment  
from your account:

	/		/	
--	---	--	---	--

Amount of first payment  
if different to usual payment amount

£ 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date of final payment  
from your account:

	/		/	
--	---	--	---	--

OR until  
further notice

Amount of final payment  
if different to usual  
payment amount

£ 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Reference:**  
**(ICPEM Membership Number)**

Please give details of any special instructions:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

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## Your authorisation to us (to be signed in accordance with your mandate)

I/We authorise you to debit my/our account in accordance with the standing order instructions above

Name:

Name:

Position

Position

Signature

Signature

Date / /

Date / /

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In case of query please contact

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CAF Bank Limited is authorised and regulated by the Financial Services Authority  
The Bank is a trading subsidiary of Charities Aid Foundation (*registered charity number 268369*) of Kings Hill, West Malling, Kent ME194TA.  
The Bank is authorised and regulated by the Financial Services Authority pursuant to the Financial Services and Markets Act 2000.  
The Bank is incorporated in England and Wales with registered number 1837656 and its registered office is 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ



### Gift Aid Declaration

Gifts from UK tax payers qualify for Gift Aid. By signing this declaration you are allowing the Institute of Civil Protection and Emergency Management to reclaim tax on your membership subscriptions/donations which increases the value of your payment by almost a third.

<b>PERSONAL INFORMATION</b> (Type or use block letters please)			
<b>Family name:</b>			
<b>First names:</b>			
<b>Title:</b>			
<b>Address:</b>			
<b>Post code:</b>		<b>Membership Number:</b>	
<p><b>Declaration:</b> I confirm that I am a UK tax-payer and the tax I pay will be greater than the tax the charity will reclaim on this payment. Please treat all membership subscriptions/donations I make to the Institute of Civil Protection and Emergency Management from 6<sup>th</sup> April 2009 until further notice as Gift Aid payments.</p>			
<b>Signature:</b>		<b>Date:</b>	

**Please note:**

The Institute requests formal notification of any change of name and address  
 This mandate may be cancelled by yourself at any time by formal notification to the ICPEM

\*This is important if you no longer pay tax equal to the tax which the charity will reclaim from the Inland Revenue

**Please return this completed form to the Honorary Treasurer at :**  
**P O Box 698, Camberley, Surrey, GU15 9WY, United Kingdom**

Web-site: [www.icpem.net](http://www.icpem.net)

Thank you for your support. The Institute of Civil Protection and Emergency Management (ICPEM) is committed to following the eight principles laid out in the Data Protection Act 1998. Any data supplied by an individual to the Institute will not be used in a manner, which is contrary to these principles. Data will be used for the purposes of candidate registration, the provision of consultancy and the dissemination of information related to the Institutes purpose. Data will be held in a secure manner, protected from unauthorised access and use and not be passed to a third party unless the positive assent is first obtained from any individual directly affected.