

OFFICE USE ONLY	
Amount Received £	Date:
Code:.....	Batch No:
Application Authorised: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date: Initials:	

Notes for Guidance

1. A member remains liable for the full annual subscription until the application for a retired rate is agreed.
2. The retired rate of annual subscription, once agreed, will be granted on a permanent basis. However, if members' financial circumstances change, they should notify the subscriptions department to arrange a review of the concession.
3. Provided the member qualifies under the maximum income criterion, the effective date for applying for the retired rate will normally be aged 60 years before 1 January of the subscription year. Members whose birthday falls after this date should apply for the retired rate in the year following their retirement.
4. The retired rate is available only to current members and not to new admissions.
5. Completed application forms should be forwarded to the subscriptions department with payment. Members paying their subscriptions by direct debit should note that an adjustment will be made once their application is agreed.
6. The completed application form should be posted to the Institute by not later than 28 February in the year for the retired rate to be approved. A late application may result in membership being terminated unless the full annual subscription has been paid.
7. Continuing Professional Development (CPD): Retired members should be aware that only if they are fully retired, ie not undertaking any form of paid or voluntary work will they be exempt from undertaking CPD. CIOB expects all members to be able to demonstrate they are undertaking an appropriate level of CPD for their responsibilities. Rather than a fixed number of hours members are now asked to evaluate and assess their own CPD in relation to their circumstances and responsibilities. Please be aware that you may, at any time, be asked to supply your CPD record.