



Application for Certificate Membership (IRMCert)

Applications from 1 July 2018 - 30 June 2019

For office use only

Date received:

Ackn. date:

MRM:

Membership number:

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PLEASE REFER TO THE GUIDANCE NOTES ON THE REVERSE OF THIS FORM BEFORE COMPLETING YOUR APPLICATION

1 Section 1 – Personal details

Title: Mr Mrs Ms Miss Dr Prof Other	
Family name:	Home address:
First names:	
Date of birth: D D M M Y Y Y Y	Town:
Email:	County/State:
Mobile:	Postcode:
Telephone:	Country:

2 Section 2 – Business details

Employer name:	Address:
Job title:	Town:
Email:	County/State:
Telephone:	Postcode:
	Country:

3 Section 3 – Mailing information

Please tick (/)		
Preferred postal correspondence address:	Home	Business
Preferred email correspondence address:	Home	Business

I am applying for Certificate Membership (IRMCert) on the basis that I have completed one of the following qualifications:

- (A) MSc in Risk Management, Birmingham University
- (B) MSc in Insurance & Risk Management, Cass Business School, City University
- (C) BA (Hons) in Risk Management, Glasgow Caledonian University
- (D) MSc in Risk Management, Glasgow Caledonian University
- (E) MSc in Risk Management, Nottingham University
- (F) Postgraduate Certificate in Enterprise Risk Management, University of Hong Kong
- (G) Postgraduate Diploma in Enterprise Risk Management, University of Hong Kong
- (H) Postgraduate degree in Risk Management, University of Leuven
- (I) MSc in Risk Crisis and Resilience Management, University of Portsmouth
- (J) MSc in Risk Management, University of Southampton
- (K) MSc in Corporate Risk & Security, University of Southampton
- (L) MSc in Risk & Finance, University of Southampton
- (M) IPGDRM from the Indian Institute of Risk Management (IIRM)

I enclose my certificate as proof of completion

FEES	RATE	£	PERIOD
Joining fee	Standard rate & Low GDP rate*	£100	Payable by all applicants
Annual subscription	Standard rate Low GDP rate*	£145 £123	Pro rata

*Low GDP rate – This applies to applicants living in a country with a low GDP. Please refer to IIRM's website for a list of eligible countries.

I wish to make payment of the following fees:

Joining fee

£100

Annual membership subscription

TOTAL

State amount
to be paid

The Institute's subscription year runs from 1 July to 30 June. If you are applying during the course of the year, please pro-rate the Annual Subscription for the remainder of the membership year; if you apply after the 1 April, please pro-rate the Annual Subscription over 15 months to include the fee for the following membership year. You will be invited to renew your membership subscription on an annual basis.

7 Section 7 – Payment method

Please select (a), (b), (c) or (d)

(a) Bank transfer

Bank transfer - Please ensure that your name is quoted as a reference

IRM Bank transfer details

Bank name: Lloyds TSB

Sort code: 30-93-23

Account number: 00748112

Account holder's name: Institute of Risk Management

Branch: Fenchurch Street Branch

IBAN no: GB46LOYD30932300748112

Swift code: LOYDGB21009

(b) Cheque

Cheque attached

Cheque to follow

(c) Credit card

For details of how to pay by credit card please telephone us on +44 (0) 20 7709 9808.
You are strongly advised not to send credit card information by email.

(d) Invoice

Please tick (/) if you require an invoice to be sent to your employer. A copy will also be sent to you for your records.

Purchase Order Number

8 Section 8 – Data Protection and Privacy

Data Protection and privacy

IRM will ensure that your personal data is processed in line with Data Protection legislation and IRM's Privacy Policy Statement (available on IRM's website). In submitting this application you are deemed to have consented to IRM processing your data.

Sharing information with your employer

IRM will, upon request, provide your employer with details of your examination record and accreditation, including all attempts and future entries, unless you tick the following box.

Privacy and electronic communications regulations

IRM may from time to time wish to draw your attention to other IRM products and services electronically which are likely to be of interest to you. Please tick the following box if you consent to receiving information about IRM products and services.

Third party offers

IRM may from time to time wish to send you information from third party providers about products or services that we think will be of interest to you. Please tick the following box if you consent to receiving such information.

Membership promotion information

Please tick (/) to show where you heard about IRM.

Friend or colleague	IRM letter/flyer	IRM website	IRM conference/event
Internet search engine	Press article	IRM magazine (Risk Management Professional)	Careers advisor
Employer	Other Please specify		

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Section 9 – Declaration

ADMISSION TO MEMBERSHIP

I hereby apply for admission as a Certificate member of the Institute of Risk Management. I certify that the information supplied on this form is correct and I declare that:

I have read and agree to abide by IRM's Code of Conduct

I have obtained the qualification detailed in Section 4

I agree to adhere to IRM's Continuing Professional Development (CPD) policy and engage in 30 hours of CPD annually

Signed _____ Date _____

THANK YOU FOR YOUR APPLICATION.

We have prepared these guidance notes to help you with your application to enrol as a Certificate member. Please read them before completing your application form as any errors may delay your application.

SECTIONS 1 AND 2 – PERSONAL AND BUSINESS DETAILS

Please complete these sections in full.

SECTION 3 – MAILING INFORMATION

Important member services, including passwords to the member only pages of our website are delivered exclusively by email. If you do not express a preference we will use your business email address.

SECTION 4 – QUALIFICATIONS

Please ensure that you attach a copy of your degree certificate as evidence of your qualification.

SECTION 5 – FEES PAYABLE

All applicants are required to pay a one-off joining fee and the appropriate annual subscription. The Institute's subscription year runs from 1 July to 30 June. If you are applying during the course of the year, your fees will be pro-rated for the remainder of the membership year; if you apply after 1 April, your fee will be pro-rated over 15 months. You will be invited to renew your membership subscription on an annual basis.

SECTIONS 6 AND 7 – PAYMENT AND PAYMENT METHOD

Please note that full payment should accompany your application form. If your employer is paying your fees and requires an invoice, please indicate this on the form. Please be aware, however, that your application will not be processed until full payment is received. All fees are payable to the Institute in Pounds Sterling unless otherwise agreed.

SECTION 8 – DATA PROTECTION AND PRIVACY

Data protection: The Institute takes data protection very seriously. This section outlines how we use information and offers you the opportunity to decline information about non-membership related products and services. We will respect your preferences, which you can update online at any time. You can also unsubscribe from IRM emails at any time by using the unsubscribe option at the bottom of our emails.

Membership promotion: It is helpful to us to know how you heard about the Institute.

SECTION 9 – DECLARATION

Code of Conduct: At the end of the application form you are required to sign a declaration. Your application cannot be processed if you do not sign the declaration. Part of the declaration is that you will abide by the Institute's Code of Conduct. The purpose of IRM's Code of Conduct is to sponsor and support the highest ethical and professional standards in risk management worldwide. A copy of the Code of Conduct can be found on the final page of this application form.

Please note that failure to comply with the Code may result in disciplinary action.

CANCELLATIONS AND WITHDRAWALS

The application fee and the IRMCert member annual subscription are non refundable.

SUBMISSION

When you have completed your application form please send it to:

Membership
Institute of Risk Management
2nd Floor,
Sackville House
143-149 Fenchurch Street
London
EC3M 6BN

www.theirm.org

OR email it to: membership@theirm.org

We look forward to receiving your application form.

The Institute of Risk Management (IRM) aims to sponsor and support the highest ethical and professional standards in risk management worldwide.

The Code

- 1 The Board of Directors and membership of the IRM require you as a member to uphold the standards set out in Parts 1 and 2 of the Code and to maintain the good reputation of IRM by implementing and observing the following requirements.
 - 1.1 To behave with integrity in your professional life and to treat those with whom you have contact in a fair and respectful manner, and without discrimination;
 - 1.2 To observe all relevant laws and the requirements of regulatory authorities, codes of practice and codes of conduct within your jurisdiction. This means not only working within the law, but within the spirit of the law;
 - 1.3 To deal with regulators in an open and co-operative manner and in accordance with their requirements;
 - 1.4 To have proper regard for public health, safety and the environment;
 - 1.5 To give fair and proper consideration and appropriate priority to all the interests and requirements of colleagues, employees, employers and clients;
 - 1.6 To obtain and provide when requested, clear information and documentation that is relevant to the request, and to respect the confidentiality of such information and documentation unless otherwise required by law;
 - 1.7 To act at all times with skill, care and diligence;
 - 1.8 To act only within the limits of personal competence and any limits of authorisation;
 - 1.9 To act with fidelity and in an honest and prudent manner, and to ensure the protection of property, including money, entrusted to you by clients;
 - 1.10 To ensure that any activities or actions, and any promotions or other public announcements with which you, your name or qualifications are associated do not bring IRM or your colleagues into disrepute whether through your actions in work or outside work;
 - 1.11 To ensure that your membership of IRM is not publicised in any way as to imply the possession of any professional qualification that you do not hold;
 - 1.12 To ensure, where possible and within your authority, that those who work for you have appropriate training, education and supervision; otherwise you should encourage employees to meet this requirement.

All members must comply with paragraphs 1.1 to 1.12, and failure to do so in any respect may result in disciplinary proceedings in accordance with Articles 46 to 50 of IRM's Memorandum and Articles of Association.

The additional code for Fellow, Member, Technical Specialist, Graduate and Certificate title holders

- 2 Those members who are entitled to use one of the above descriptive titles have additional responsibilities to IRM and to risk management worldwide.
 - 2.1 you are required to continue your professional development by whatever appropriate means in order to ensure that your technical knowledge does not fall below the required standard;
 - 2.2 you must comply and be able to provide evidence of compliance with the requirements of IRM's scheme of continuing professional development;
 - 2.3 you must ensure that IRM is promptly advised of any change in your circumstances which might affect your entitlement to continue using your descriptive title;
 - 2.4 you must not use the descriptive title which is granted to you as an individual member in connection with firms, partnerships or corporate bodies.

Descriptive title holders must comply with paragraphs 1.1 to 2.4 and failure to do so in any respect may result in disciplinary proceedings.

The guide to good practice for all members

- 3 The guide to good practice amplifies but is not part of the Code.
 - 3.1 members should take every opportunity to improve their professional capability;
 - 3.2 members should support IRM activities;
 - 3.3 holders of descriptive titles should encourage others to obtain their professional qualification and should help promote education in IRM;
 - 3.4 members should be aware of internationally accepted standards in risk management, including the Risk Management Standard and any associated or succeeding documents, and where practicable, implement the principles therein;
 - 3.5 members are encouraged to share knowledge in order to promote the advancement of risk management on an international basis.

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