



Leading the risk profession

Application for Specialist Membership

Applications from 1 July 2010 to 30 June 2011

For office use only

Date received:	Ackn. date:	MRM:	Membership number:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

1 Section 1 – Personal details

Title: Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Dr <input type="checkbox"/> Prof <input type="checkbox"/> Other <input type="checkbox"/>	
Family name: <input type="text"/>	Home address: <input type="text"/>
First names: <input type="text"/>	
Date of birth: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Town: <input type="text"/>
Email: <input type="text"/>	County/State: <input type="text"/>
Mobile: <input type="text"/>	Postcode: <input type="text"/>
Telephone: <input type="text"/>	Country: <input type="text"/>

2 Section 2 – Business details

Job title: <input type="text"/>	
Employer name: <input type="text"/>	
Address: <input type="text"/>	
Town: <input type="text"/>	County/State: <input type="text"/>
Postcode: <input type="text"/>	Country: <input type="text"/>
Telephone: <input type="text"/>	Email: <input type="text"/>

Industry sector Please tick (✓) one box only

Accountancy & Business Services	Food & Drink	Pharmaceuticals
Advertising, Media & PR	Gas/Electricity/Utilities	Property, inc. Social Housing
Broadcasting	Healthcare	Publishing
Central Government	Hospitality/Sports/Leisure	Other Public Sector
Construction	Human Resources/Recruitment	Retail & Wholesale
Consultancy	Information Technology	Risk Management Services Firm
Education/Training	Insurance	Telecommunications
Engineering	Legal Services	Tourism
Environmental & Waste Services	Local Government	Transport/Logistics/Shipping
Farming, Forestry & Rural	Manufacturing	Voluntary/Charity/Not-for-profit
Financial Services	Natural Resources/Gas/Oil/Mining	

Other – please state _____

3 Section 3 – Mailing information

Please tick (✓)

Preferred postal correspondence address:

Home

Business

Preferred email correspondence address:

Home

Business

4 Section 4 – Qualifications (Please complete (A) (B) or (C) below)

I am applying for Specialist membership on the basis that:

(A) I have completed one of the Specialist modules from IRM's International Diploma

Module title

Date completed

I attach a copy of my completion certificate

OR

(B) I have completed one of the approved courses/qualifications listed on IRM's website

Qualification held

Date awarded

Name of University or Professional Body

I attach a copy of my qualification certificate(s)

OR

(C) I have completed a qualification which is not listed by IRM but which I believe meets the criteria for Specialist membership

Qualification held

Date awarded

Name of University or Professional Body

Website address of University or Professional Body

I attach a copy of the course syllabus and evidence to demonstrate the duration of study and the grading scale

5 Section 5 – Experience

I attach a copy of my current CV

6 Section 6 – Fees payable

FEES	RATE	£	PERIOD
Joining fee	Standard rate & Low GDP rate*	£85	Payable by all applicants
Annual subscription For members applying between 1 July 2010 and 30 Sept 2010	Standard rate Low GDP rate*	£130 £110	Covers membership up to and including 30 June 2011
For members applying between 1 Oct 2010 and 31 Dec 2010	Standard rate Low GDP rate*	£98 £83	Covers membership up to and including 30 June 2011
For members applying between 1 Jan 2011 and 31 March 2011	Standard rate Low GDP rate*	£65 £55	Covers membership up to and including 30 June 2011
For members applying between 1 April 2011 and 30 June 2011	Standard rate Low GDP rate*	£169 £144	Covers membership up to and including 30 June 2012

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

7 Section 7 – Payment

I wish to make payment for the following fees:

Joining fee

£85

Annual membership subscription

State amount
to be paid

TOTAL

8 Section 8 – Payment method

Payment method:
please tick (✓)

Personal cheque

Company cheque

Bank transfer

Personal credit
card (see below)

Company credit
card (see below)

(Please use your name as a reference).

Please note: Your application will be acknowledged, but will not be processed until full payment has been received.

IRM Bank details

Bank name: Lloyds TSB

Account holder's name: Institute of Risk Management

Sort code: 30-93-23 **Account number:** 00748112

Branch: Fenchurch Street Branch

IBAN no: GB46LOYD30932300748112

Swift code: LOYDGB21009

Please tick (✓) if you require

Invoice

Receipt

Purchase order number

Name and address for invoice:

Credit card details

Please note we only accept Visa and Mastercard.

Please debit my Visa/Mastercard* for £

Card number:

Valid from:

Expires:

Issue number:

Security code:

*Delete card which does not apply

Name of cardholder:

Signature:

9

Section 9 – Personal information

IRM will use your information together with other information for administration, marketing, verifying information you provide and profiling your preferences, providing advice, processing your orders and requests, and informing you of member benefits and services, as appropriate. We may keep your information for a reasonable period and may disclose it to our service providers for these purposes. From time to time we may contact you by email, mail or telephone to let you know about our own products and services which we believe will be of interest to you.

Please tick this box if you do not wish to receive information about IRM's products and services.

IRM Events

Please tick this box if you do not wish your details to be distributed to other attendees at the same event you are attending.

Third Parties

On rare occasions IRM may wish to pass your details to third parties so they can provide you with information on products and services which are likely to be of interest.

Please tick this box if you wish to be included in these mailings.

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

10

Section 10 – Declaration

ADMISSION TO MEMBERSHIP

I hereby apply for admission as a Specialist 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 accept IRM's terms and conditions.
- I understand that if my application is successful IRM reserves the right to publish my name.

Signed _____ Date _____

THANK YOU FOR YOUR APPLICATION. WE LOOK FORWARD TO WELCOMING YOU AS A NEW SPECIALIST.

APPLICATION GUIDANCE NOTES

We have prepared these guidance notes to help you with your application to enrol as a Specialist 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 AND 5 – QUALIFICATIONS AND EXPERIENCE

Please complete all the relevant sections and attach copies of certificates as evidence of your qualifications.

A list of those qualifications currently meeting IRM's criteria for Specialist membership can be found on IRM's website. Please note that membership will only be granted to those who have completed whole qualifications rather than individual modules within a course.

If you possess a risk qualification which is not listed on IRM's website, but which you feel meets the criteria for Specialist membership you may still submit an application. However, you must include a copy of the course syllabus and evidence to demonstrate the duration of study and the grading scale. All documents must be submitted in English and applicants must verify any translations.

Please attach an up-to-date copy of your CV.

SECTION 6 – 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 for membership after 31 March in any year you will be required to pay a proportion of the current year's annual subscription plus the full amount for the following year's annual subscription. You will be invited to renew your membership subscription on an annual basis.

SECTIONS 7 AND 8 – 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 9 – PERSONAL INFORMATION

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 10 – 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.

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

IRM CODE OF CONDUCT

The Board of Directors and membership of the Institute look to you as a member to uphold these standards and the reputation of the Institute by implementing and observing the following requirements and being mindful of the additional guide to good practice in Section 3

- 1.1 Behaving with integrity in your professional life and treating those with whom you have contact in a fair and respectful manner;
- 1.2 Observing all relevant laws including requirements of regulatory authorities, codes of practice and codes of conduct;
- 1.3 Dealing with regulators in an open and co-operative manner and in accordance with their requirements;
- 1.4 Giving fair and proper consideration and the appropriate priority to all the interests and requirements of employers and clients, obtaining and providing relevant information including all relevant documentation and respecting the confidentiality of information;
- 1.5 Acting at all times with skill, care and diligence;
- 1.6 Acting only within the limits of personal competence and any limits of authorisation;
- 1.7 Acting with fidelity and in an honest and prudent manner, including ensuring the protection of property, including money, entrusted to you by clients;
- 1.8 Ensuring that any conduct, promotions or other public announcements with which you, your name or qualifications are associated do not bring the Institute or your colleagues into disrepute;
- 1.9 Ensuring that your membership of the Institute is not publicised in any way as to imply the possession of any professional qualification that you do not hold.

Members must comply with paragraphs 1.1 to 1.9 and failure to do so in any respect may result in disciplinary proceedings.

ADDITIONAL CODE FOR FELLOW, MEMBER, SPECIALIST, GRADUATE AND CERTIFICANT HOLDERS

Those members who are entitled to use one of the above descriptive titles have additional responsibilities to the Institute and to Risk Management worldwide.

- 2.1 You are required to continue your professional development by whatever appropriate means are available to ensure that your technical knowledge does not fall below the required standard;
- 2.2 You must comply and be able to evidence compliance with the requirements of the Institute's scheme of Continuing Professional Development when called upon to do so;
- 2.3 You must ensure that the Institute is promptly advised of any change in your circumstances which might affect your entitlement to continue using your descriptive title;
- 2.4 The descriptive titles are granted to the individual member and must not be used as applying to 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.

Guide to good practice for all members

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 Institute activities;
- 3.3 Descriptive title holders should encourage others to obtain their professional qualification and help promote education in the Institute;
- 3.4 Members should be aware of the Risk Management Standard, and where practicable, implement the principles therein;
- 3.5 Members are encouraged to share knowledge, to promote the advancement of risk management on an international basis.

CANCELLATIONS AND WITHDRAWALS

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

SUBMISSION

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

Member and Student Services
The Institute of Risk Management
6 Lloyds Avenue
London
EC3N 3AX

www.theirm.org

OR email it to: membership@theirm.org

We look forward to receiving your application form.