

# CIPD

**CPHR/CRHA**  
CHARTERED PROFESSIONALS  
IN HUMAN RESOURCES  
CANADA  
CONSEILLERS EN RESSOURCES  
HUMAINES AGRÉÉS  
CANADA

CIPD membership application form

CIPD membership application  
for professional members of  
CPHR Canada.

For current membership fees please visit [cipd.org/en/membership/membership-fees/](https://cipd.org/en/membership/membership-fees/)

Please return this form to:  
Membership Administration  
The CIPD  
151 The Broadway  
London  
SW19 1JQ  
UK

Alternatively, you can email your completed form to:  
[memadmin@cipd.co.uk](mailto:memadmin@cipd.co.uk)

Please read these notes before completing the form

To help us process your application, please write clearly and use block capitals throughout, following any instructions carefully. If your form isn't completed correctly, it may delay your application.

## Section 1 – Your contact details

Previous membership number (if applicable) ..... Grade .....

Centre transferred from (if applicable) .....

Title .....

First name ..... Last name .....

We'll use the name you supply on any certificates and correspondence sent by us, so please state the name you'd prefer.

Date of birth   /   /

If you're working in a 'politically sensitive' area (such as the armed forces, central government, police), please supply either a home or business address. Otherwise, please supply both.

### Home details

Address .....

.....

.....

.....

Town ..... Postcode .....

County .....

Country .....

Email .....

Tel .....

Mobile .....

By providing your mobile number, you're giving us permission to use it to contact you, via SMS about your membership. We will not use it for direct marketing campaigns.

My preferred daytime phone number is:

home  work  mobile

Please send all emails and digital content to my:

home email  work email

Please send all hardcopy correspondence to my:

home address  work address

### Reasonable adjustments

Please tell us if you'd like any reasonable adjustments to complete your CIPD assessment. We'll aim to contact you as soon as possible to discuss your request, however if you've not heard from us within seven days, please contact us on +44(0)20 8612 6238.

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### Data protection

We take your privacy seriously and keep your personal information private and secure. We'll use your data to manage your member account and contact you about benefits and services. For more information, please view our privacy policy at [cipd.org/en/privacy-policy/](http://cipd.org/en/privacy-policy/)

You can manage your marketing preferences by visiting [cipd.org/en/help/membership/manage-your-details-preferences/](http://cipd.org/en/help/membership/manage-your-details-preferences/)

By submitting this form you're confirming you accept our terms and conditions which are at [cipd.org/en/terms-conditions/](http://cipd.org/en/terms-conditions/)

## Section 2

I confirm that I'm currently a Chartered Professional in Human Resources of CPHR Canada.

I agree to abide by the CIPD's *Code of Conduct and Ethics* available at [cipd.org/uk/membership/professional-standards/code-of-conduct/](http://cipd.org/uk/membership/professional-standards/code-of-conduct/)

I give you permission to contact the relevant people or organisations to verify the information in my application, if appropriate.

By joining the CIPD as a member you're accepting our membership terms and conditions apply to you. For these terms and conditions please visit [cipd.org/en/terms-conditions/membership/](http://cipd.org/en/terms-conditions/membership/) or call +44 (0)20 8612 6208.

Signature ..... Date .....

For your application to be processed, please enclose the following:

receipt of your CPHR Canada membership (clearly showing evidence of your CPHR professional membership)

a copy of your CV

Please note that we regularly audit our members to ensure our CPD policy is adhered to.

Your application will be delayed if we don't receive all the required information.

## Section 3 – Membership fees

To join you'll need to pay a one-off joining fee. You'll also need to pay a membership fee. Membership fee options are at [cipd.org/en/membership/membership-fees/](https://cipd.org/en/membership/membership-fees/)

You can pay your fees by credit/debit card, cheque, BACS or by UK or SEPA direct debit (single payment or instalments). If you choose to pay your membership fee by single payment Direct Debit, one instalment will be collected from your bank account 3–6 weeks after receiving your application.

When your membership comes up for renewal, payments will be collected each year on 1 July until you advise us otherwise. We'll send you a membership renewal pack at the start of June each year to remind you how much is due.

Cheques should be made payable to the 'CIPD' and stapled to the form. If you're using a company cheque to pay your fees, please ensure your name is clearly stated on the back.

If you are based in Australia and wish to pay by BACS, please use your full name as the reference and use the following details:

Lloyds Bank Plc 3 St Georges Road London SW19 4DR

Bank A/C name: CIPD

Bank A/C number: 00549645

Sort code: 30-99-66

IBAN: GB52LOYD30996600549645

BIC: LOYDGB21070

### Notes

- 1 Your membership fee is due for payment annually on 1 July.
- 2 All amounts are shown in pounds sterling. If you prefer, you can make a payment by cheque in Euros or a SEPA direct debit. Please visit our website for the current exchange rate. If you pay by credit/debit card, your card provider will use their own exchange rate.
- 3 Important information for Direct Debit payers

The Direct Debit payment option is only available for UK and SEPA bank account holders. If you'd like to pay by UK Direct Debit please follow the instructions below. If you would like to pay by SEPA direct debit, please download the mandate from our [website](#).

Your joining fee must be paid when you join by cheque or card. The Direct Debit option allows you to have your membership fee collected automatically on the due date in this and future years. The payment date(s) in your first year will depend on the time of year you join us.

**Single payments.** If you prefer to make a single payment for the full amount of your membership then tick the box marked 'Single payment'. We will collect this payment about 3–6 weeks after receiving your application. When your membership comes up for renewal, payments will be collected each year on 1 July until you advise us otherwise. We'll send you a membership renewal pack at the start of June each year to remind you how much is due.

**Direct Debit instalments.** If you prefer to pay by instalments then tick the box marked 'Instalments'. For your membership to remain valid, your Direct Debit payments must be kept up to date. Once we've received your completed Direct Debit instruction we'll send you a payment schedule for the collection of your membership fee. Depending on your joining date, the instalments will not necessarily be quarterly in your first year, but will be spread across the membership year. In your second and subsequent membership years we'll continue to collect your membership in quarterly instalments. You can cancel this arrangement at any time. We'll send you a membership renewal pack in June each year to remind you and let you know how much is due. If you're not the account holder or your bank account requires more than one person to authorise Direct Debits (for example, a company account), then you should use an alternative method to pay your membership fees.

- 4 Some benefits and services may not be available to members outside of the UK and Ireland. At our absolute discretion, we may at any time alter, amend, change, modify or withdraw any of the benefits that comprise the membership offering.



The Chartered Institute of Personnel and Development  
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### Data protection

We take your privacy seriously and keep your personal information private and secure. We'll use your data to manage your member account and contact you about benefits and services. For more information, please view our privacy policy at [cipd.org/en/privacy-policy/](https://cipd.org/en/privacy-policy/)

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