



# Application to be re-admitted as a member

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  Mrs  Ms  Miss  Dr  Prof  Other

Family name:	Home address:
First names:	
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:
Email:	County/State:
Mobile:	Postcode:
Telephone:	Country:

## 2 Section 2 – Business details

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

**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	Regulatory
Consultancy	Information Technology	Retail & Wholesale
Education/Training	Insurance	Risk Management Services Firm
Engineering/Electronics	Legal Services	Telecommunications
Environmental & Waste Services	Local Government	Travel/Leisure
Farming, Forestry & Rural	Manufacturing	Transport/Logistics/Shipping
Financial Services	Natural Resources/Gas/Oil/Mining	Voluntary/Charity/Not-for-profit

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 – Previous IRM membership

Please state the category of membership you previously held and to which you now wish to be re-admitted:

#### Previous member category

Certificant member (CIRM) - now Certificate member (IRMCert)	
Specialist (SIRM) - now Technical Specialist (SIRM)	
Certified Member (CMIRM) /Member (MIRM)	
Certified Fellow (CFIRM) / Fellow (FIRM)	
Affiliate	
Graduate Member (GradIRM)	

Please provide details of IRM qualifications previously awarded.

QUALIFICATION TITLE	DATE AWARDED	DOCUMENTARY EVIDENCE SUPPLIED

Please indicate approximate date of your previous membership:

### 5 Section 5 – Fees payable

FEES	STANDARD RATE	LOW GDP RATE *	PERIOD
Re-joining fee	£100	£100	Payable by all applicants
IRMCert Annual subscription	£150	£128	Covers period up to 30 June 2020
SIRM Annual subscription	£170	£145	
Affiliate Annual subscription	£127	£108	
CFIRM / FIRM Annual subscription	£212	£180	
MIRM / CMIRM Annual subscription	£195	£180	
GradIRM Annual Subscription	£125	£106	

\*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.

## 6 Section 6 – Payment

I wish to make payment of the following fees:

Re-joining fee

£100

Annual membership subscription

State amount  
to be paid

TOTAL

## 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 Data Protection and Privacy Statement (available on the IRM website). In submitting this application you are deemed to have consented to IRM processing your data.

### Sharing your data with third parties

IRM will never sell your data to third parties for commercial gain. We may, however, share your data with third parties who provide products and services that complement those offered by IRM. IRM will assume that you consent to us using your data in this way, unless you tick this box.

### 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. IRM will assume you consent to us using your data in this way, unless you tick the following box.

## 9 Section 9 – Declaration

### ADMISSION TO MEMBERSHIP

I hereby apply for re-admission as a Qualified 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.

Signed \_\_\_\_\_ Date \_\_\_\_\_

THANK YOU FOR YOUR APPLICATION. WE LOOK FORWARD TO WELCOMING YOU BACK AS A QUALIFIED MEMBER.

We have prepared these guidance notes to help you with your application. Please read them before completing the 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 – PREVIOUS MEMBERSHIP

Please complete all the relevant sections and attach copies of certificates as evidence of your IRM qualification(s). If you are unable to submit evidence of that you have previously been awarded an IRM qualification, you may not be able to re-join as a qualified member.

### SECTION 5 – FEES PAYABLE

All applicants are required to pay a one-off joining fee and the full year's annual subscription rate for the class of membership to which you wish to be readmitted. The Institute's subscription year runs from 1 July to 30 June.

### 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 this declaration. Part of the declaration is that you agree to 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.

A copy of the Code of Conduct can be found on the final page of this application form.

### UNSUCCESSFUL APPLICATIONS

If your application to be re-admitted as a qualified member is unsuccessful you will be offered Affiliate membership of IRM.

If you decide to accept this offer, any difference in the fees paid will be credited to your account. If you decide not to accept Affiliate membership, you will be entitled to a refund of the fees paid less and administration charge of £30.

### 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  
EC3N 6BN

T +44 (0)20 7709 9808

F +44 (0)20 7709 0716

W [www.theirm.org](http://www.theirm.org)

OR email it to: [membership@theirm.org](mailto: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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