



UK membership application form for the Institute of Directors

Personal details

Title (MR/MRS/MS/OTHER) _____ Surname _____
 First name(s) _____
 Home address _____

 Postcode _____
 Date of birth _____ Nationality _____
Savings are available for applicants aged 30 or under. Please see the savings to be made section overleaf for details.
 Home tel _____
 Mobile _____
 Email _____

Organisation details

Organisation name (IN FULL) _____

 Address _____

 Postcode _____
 Work tel _____
 Personal work email _____
 Preferred mailing address: Home Work
 Preferred telephone number: Home Work Mobile
 Preferred email: Home Work
 If you do not wish to receive news from the IoD by email, please tick this box.
If you tick this box we will only use your email address for administrative purposes.
 Main activity of business _____
 Is your organisation in the public sector? Yes No
 Is your organisation in the third sector? Yes No
 Is your organisation a charity? Yes No
 Annual turnover/budget _____
 Number of directors _____ Number of employees _____
 Company registration number _____

Personal work details

President/vice president Partner
 Chairman (incl. joint/group/vice) Trustee
 Registered company director Senior forces officer
 Divisional director Civil services officer
 CEO/COO Department head/manager

Full job title _____
 Reporting to (JOB TITLE) _____
 Total years business experience _____
 Number of years as a director/partner in **present** organisation: _____
 Cumulative years as a director/partner in **previous** organisation/s: _____

Name	Job title	Turnover/budget	No of years
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____

Attended IoD course "*The Role of Company Director and the Board*"
 No Yes Date attended _____
 Venue _____

The IoD recommends that all directors are adequately insured against the risks personally faced in director-level roles. You may qualify for 60 days free individual directors liability insurance*. If you would like to receive more information from the providers of the IoD's Liability Insurance products, please tick here

* UK businesses only. Subject to status and approval. Offer may be withdrawn at anytime, without prior notification.

Membership fees[†]

Please indicate term of membership by ticking the appropriate box:

	<input type="checkbox"/> 1YR	<input type="checkbox"/> 2YRS	<input type="checkbox"/> 3YRS	<input type="checkbox"/> 5YRS	<input type="checkbox"/> 10YRS	<input type="checkbox"/> LIFE
Annual Membership Fee	£340	£680	£1,020	£1,700	£3,400	£6,120
Election Fee	£215	£110	£0	£0	£0	£0
Total Due	£555	£790	£1,020	£1,700	£3,400	£6,120

Payment details

Cheque (PLEASE MAKE CHEQUES PAYABLE TO "INSTITUTE OF DIRECTORS")
 Credit/debit card: Maestro (issue no) _____
 Visa Mastercard Amex
 Card number _____
 Card security code – mandatory _____ (The AMEX security code is the 4 digit number on the front of the card)
 Start date _____ Expiry date _____
 Registered cardholder's name (as shown on the card) _____
 Registered cardholder's address (WE WILL BE UNABLE TO PROCESS YOUR PAYMENT WITHOUT THIS) _____

 Postcode _____
 Company card Personal card (please tick)
Following election as a member or associate, no part of either the election or annual membership fee is refundable under any circumstances.
 Signature _____ Date _____

Declaration

I agree that the IoD may hold and process all personal and business information which I am supplying with this application form and any further information I supply during the course of my membership. I agree also that the IoD may use my Personal Information as set out in the IoD's Privacy Policy**.

I hereby apply for membership of the Institute of Directors and agree to be bound by its Constitution and all rules and regulations made under it. I confirm that I do not have any unspent criminal convictions (other than for traffic offences); I am not an undischarged bankrupt; and I am not disqualified (by court order or voluntary undertaking) from being a director of any company. I undertake to inform the Institute Secretary without delay if I ever become subject to such a conviction, bankruptcy or disqualification.

I undertake to conduct myself, both publicly and privately, in a professional manner and so as to uphold the Institute's reputation and standing and not to cause embarrassment or distress to other members of the Institute or its staff and not to represent publicly the views of the Institute or to claim its support, without the consent of the Board (or of an officer or employee of the Institute nominated by the Board for such purpose).

The IoD's Constitution and Rules appear on our website (www.iod.com/constitution).

**The IoD's Privacy Policy is accessible online at www.iod.com/privacy, or from the IoD Membership Development Department (for contact details see below). Information about members is kept strictly confidential in accordance with the Data Protection Act 1998.

Signature: _____
 Date: _____

OFFICIAL USE	
M	
A	

Application guidelines

Membership criteria

You do not need to be a registered director to be eligible for membership. You are eligible to join one of two categories dependent on your business experience, which does not have to be gained in a commercial organisation. Regardless of whether you are a full member or an associate, you will still be able to access all of our products and services.

IoD director definition

A member of the body that is responsible for the strategic business direction of an Entity and the implementation of its corporate governance and which makes the decisions that determine its success and integrity and the expression may include: a divisional director where the division is equivalent to an entity of substance; or a leader of an Entity not conducted for commercial purposes.

Membership of the Institute of Directors is open to those responsible for the strategic direction of an "Entity", being one of the following:

- incorporated company
- business unit or association
- professional or other partnership
- not-for-profit organisation, charity or trust
- non-departmental public body
- academic or training organisation
- armed forces organisation
- local or national government
- similar body whose activities and strategies require direction

If you do not meet Member criteria you may apply as an Associate.

Member

Full member status can be achieved by a director who is (or who has been during the past 5 years), responsible for the strategic direction of one or more of the above solvent entities that has (or have in aggregate) an annual minimum turnover or budget of £250,000 and has:

- Held the post of director for a minimum of three years and been in business for a minimum of seven years; or
- Held the post of director for a minimum of one year, been in business for a minimum of five years and has attended the Institute's course "The Role of the Company Director and the Board".

Associate

We will consider applicants where turnover, budget or length of service does not meet Member criteria. It is open to:

- "Director" of an "Entity" or a proprietor of an enterprise which has active operations; or
- Partner in a professional practice or a senior executive or officer of another Entity who reports directly to a member of the body that is responsible for the strategic direction of that Entity and the implementation of its corporate governance. The individual must satisfy the Institute that they are interested in the promotion of the best interest of Directors.

Unsure of your eligibility?

You do not need to be a registered director to apply for membership. If you are unsure whether you are eligible or have any other questions about membership please call our team on +44 (0) 20 7766 8888.

†2012 membership fees

The membership and election fees stated on this application form are valid until 31st December 2012.

†Savings to be made

Join for two years and save £105 off the election fee. If you join for three years or more we will waive the entire election fee saving you £215.

If you are aged 30 or under we will reduce the election fee to £100, that's a saving of £115.

Group discounts are also available for applicants from the same organisation applying at the same time.

For group discounts please contact us directly on +44 (0) 20 7766 8888.

Returning your form

Once your form is completed please return it either in the reply envelope supplied or to our Freepost address:

**The Membership Development Department
Freepost RRZB-SZEK-YBLE**

**Institute of Directors, 116-123 Pall Mall
London SW1Y 5ED, United Kingdom**

Alternatively you can fax it back to us for immediate processing on: **+44 (0) 20 7766 8823.**

Please complete your membership application form as fully as possible. This will assist in the smooth processing of your application and will enable the IoD to inform you of relevant services.