

Application Form



Fee Structure & Guidance Notes 2013

Effective 1st January 2013 - 31st December 2013

Annual Subscriptions	
Type of Membership	Membership Fee (per annum)
Fellow	£126.00
Member CB.Dip	£96.00
Associate Member CB.Cert	£88.00
Affiliate	£54.00
Registered Student	£48.00
Newsletter Subscription non-members	£35.00
*Additional payroll support annual supplement	£16.00
**Reduced Subscriptions	25% off applicable fee
***Practice Licence	£82.00
Money Laundering Supervision	£Free (included in Practice Licence)
Money Laundering Support (including guidance, checklists and telephone helpline)	£Free (included in Practice Licence)

Application and Exemption fees	
Application for Membership by Exemption	£48.00
Exemption Fee	Payable per exemption and equivalent to corresponding examination as below

Examination fees	Home-based	Centre-based
Level I	£32.00	n/a
Level II	£37.00	£64.00
Level III	£43.00	£85.00
Level IV	£67.00	n/a

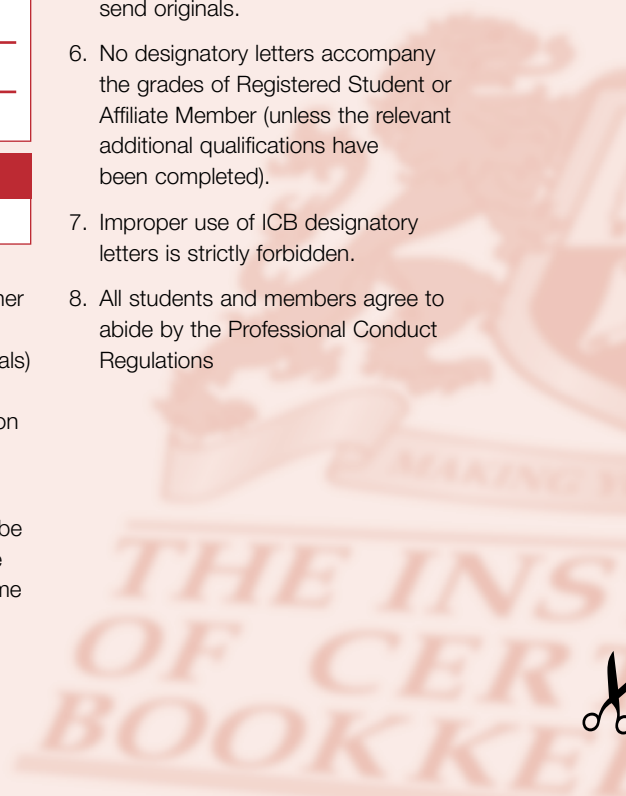
Mock Papers	Online and Printed	Download
All levels	£10.00	£5.00

Notes

1. The fees outlined on this page are non-refundable with the exception of mock papers under certain circumstances.
2. Annual subscriptions cover a full twelve month period and thereafter fall due on the last day of the 12th month in each successive year unless written termination of membership is received at least one month before the end of the current subscription year.
3. Students and members who satisfy the relevant membership criteria may apply in writing to upgrade their membership at any time. Members wishing to apply for upgrade through work experience should submit names and addresses of two qualified accountants (ICAEW, ACCA OR CIMA) who are willing to support their application.
4. Exemptions from a qualification will be granted where suitable evidence of comparable achievement exists.
5. All supporting documentation should accompany the application form. All supporting documents should be photocopies only - do not send originals.
6. No designatory letters accompany the grades of Registered Student or Affiliate Member (unless the relevant additional qualifications have been completed).
7. Improper use of ICB designatory letters is strictly forbidden.
8. All students and members agree to abide by the Professional Conduct Regulations

** A person who is receiving benefits or who has reached 65 years of age (whether or not they have actually retired) is entitled to a 25% reduction in his or her membership fee at the time of application or renewal. Photocopies (not originals) of supporting documentation should be attached to your application. Please note that examination fees, upgrade fees, Practice Licence fees and exemption fees are not subject to this reduction.

*** Any member in public practice must apply for an annual Practice Licence. They must hold a current Certificate of Professional Indemnity Insurance and be willing to abide by the Rules of Professional Conduct of ICB. Practice Licence application forms and details of ICB's Professional Indemnity Insurance scheme are available from the Membership Department.



Application for election to membership/student registration

I wish to apply for.
(please tick as appropriate.)

Registration as a Student
(Please complete sections 1, 2 & 4)

Membership
(Please complete sections 1, 3 & 4)

Section 1

Please complete in block capitals using a ballpoint pen

Title Mr Mrs Miss Ms Other

Surname

First name(s)

Address

Postcode Daytime telephone number

Date of birth Email address

Are you? Employed full time Employed part time Self employed Unemployed
 Retired Student full time Student part time

Please answer yes or no to the following questions. If your answer is yes to any of the questions please provide further details on a separate sheet of paper.

Are you or have you ever been bankrupt?

Do you have any criminal convictions that are not spent under The Rehabilitation of Offenders Act?

Have you ever been found guilty of a civil offence?

Section 2

Name of college/training provider

Type of study Full time Part time day Evening Home study

Please tick all qualifications you are intending to take.

Note only one registration fee is payable. Student registration fee: £48.00 per annum

- | | |
|--|--|
| <input type="checkbox"/> Certificate in Basic Bookkeeping | <input type="checkbox"/> Diploma in Manual Bookkeeping |
| <input type="checkbox"/> Certificate in Manual Bookkeeping | <input type="checkbox"/> Diploma in Computerised Bookkeeping |
| <input type="checkbox"/> Certificate in Computerised Bookkeeping | <input type="checkbox"/> Diploma in Payroll Management |
| <input type="checkbox"/> Certificate in Small Business Financial Control | <input type="checkbox"/> Diploma in Small Business Financial Control |

Section 3

When applying for membership via exemption/accredited prior learning please provide;

- 1) Copies NOT ORIGINALS of examination results. These should clearly state the date of the examination, the grade awarded and the name of the person receiving the award. (If qualifications were gained in a different name ie: prior to marriage please provide proof of name change ie: copy of marriage certificate.)
- 2) Full names and address details of two Chartered Accountants who may be contacted by the Institute to support your application. Please note that they must be able to verify your competence in bookkeeping work carried out for at least the last two years. **References from relatives are not acceptable.**

Application form continued

- 3) Copy of passport or photo driving licence
- 4) CV or brief outline of working experience
- 5) Application Fee

All applicants will be expected to attempt the Membership Entrance Paper.

A non-refundable application fee of £48.00 is payable. If elected to membership, exemption fees and annual subscription fees will then apply. Please see fee structure on page 2.

Omission of required documents will delay your application or may result in a lower level of membership being offered if full background information is not provided.

References

Section 4

I hereby apply for registration as a student/election to membership of the Institute of Certified Bookkeepers and confirm that the details supplied in this application are correct to the best of my knowledge. I have read, understood and agree to abide by the Institute's Rules of Professional Conduct, as they exist now or may at any future date be amended.

Signature	<input type="text"/>	Date	<input type="text"/>
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Method of payment

Payment by Sterling Cheque

Please find enclosed my cheque for £48.00 made payable to ICB

Payment by Postal Order

Please find enclosed my Postal Order for £48.00 made payable to ICB

Payment by Credit/Debit Card

Please debit the following Debit/Credit Card with £48.00

Type of Card:	<input type="checkbox"/> Visa	<input type="checkbox"/> Master Card	<input type="checkbox"/> JCB	<input type="checkbox"/> Maestro	<input type="checkbox"/> Solo
Card Number	<input type="text"/>				
Expiry Date	<input type="text"/> / <input type="text"/>	Start Date	<input type="text"/> / <input type="text"/>	Issue Number (Maestro only)	<input type="text"/>
CVC Number (last three digits on reverse of card)	<input type="text"/>				

Signature of cardholder	<input type="text"/>	Date	<input type="text"/>
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Please send your completed application form together with supporting documentation and payment to:

The Membership Department, The Institute of Certified Bookkeepers,
Victoria House, 64 Paul Street, London, EC2A 4NG, England