



# APPLICATION TO BECOME A MEMBER OF THE INSTITUTE OF BANKING

## PAYMENT ADVICE

### Membership Joining Fee €40 payable by Cheque/Draft

- Please ensure you print your name clearly (in block capitals) on the back of the cheque or draft
- Post-dated cheques/drafts are not accepted
- Make cheques/drafts payable to The Institute of Banking

### Future annual membership fees (due January each year) €40 must be paid by either Direct Debit, or Salary Deduction if applicable

Direct debit

Salary deduction

Complete the DD mandate form below and return to the Institute by post.

I am employed by one of the following corporate members who operate a salary deduction scheme: Bank of Ireland, First Trust Bank, Danske Bank (NI Only), permanent tsb, Ulster Bank and agree to pay my annual fees through this scheme.

If your employer is supporting your membership fee(s) by company invoice (please check with your HR/Training department) do not attach fees to this form.

## DATA PROTECTION NOTICE

The information provided by you on this membership application form and generated as a result of your membership of The Institute of Banking may be used and disclosed by The Institute of Banking for all purposes which are reasonably incidental to your membership. We may disclose your information to your employer upon receipt of a reasonable request from your employer and, if applicable, to the Central Bank of Ireland for Minimum Competency Code and Fitness and Probity requirements. We may also provide you with information in relation to other services offered. If you do not wish to receive information in relation to these services offered by The Institute of Banking, please tick this box.

You are entitled to ask for a copy of the personal data which The Institute of Banking holds about you and to have any inaccuracies in such personal data amended or erased. You may do so by writing to: The Registrar, The Institute of Banking, IFSC, 1 North Wall Quay, Dublin 1.

## DECLARATION

I wish to apply for Membership of The Institute of Banking. I have read in full, understood and agree to be bound by the terms and conditions of Membership set out and referred to online at [www.iob.ie/terms](http://www.iob.ie/terms).

Signature

Date

 /  / 

COMPLETED FORMS CAN BE POSTED TO: THE INSTITUTE OF BANKING, IFSC, 1 NORTH WALL QUAY, DUBLIN 1.

## SEPA DIRECT DEBIT MANDATE FOR REPUBLIC OF IRELAND BANK ACCOUNTS

### FOR THE PAYMENT OF ANNUAL MEMBERSHIP AND CPD SCHEME FEES (as applicable)

Unique Mandate Reference

Unique Mandate Reference (UMR) – to be completed by The Institute of Banking

- By signing this mandate form, you authorise The Institute of Banking (A) to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instructions from The Institute of Banking.
- As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited. Your rights are explained in a statement that you can obtain from your bank.

Creditor Name: The Institute of Banking  
 Creditor Address: IFSC,  
 1 North Wall Quay,  
 Dublin 1, Ireland  
 Creditor ID: IE33ZZ300526

#### PLEASE COMPLETE ALL THE FIELDS MARKED \*

Membership number (if known):

Debtor name\*:

Debtor address\*:

City\*:

Post code\*:

Country\*:

Debtor account number – IBAN\*:

Debtor bank identifier code – BIC\*:

Date of signature\*:

Please sign here\*:

Note that this is a recurring annual payment

Signature(s)

#### PLEASE RETURN THIS MANDATE TO THE CREDITOR

## DIRECT DEBIT INSTRUCTION FOR GBP ACCOUNTS



### INSTRUCTION TO YOUR BANK OR BUILDING SOCIETY TO PAY YOUR ANNUAL SUBSCRIPTION BY DIRECT DEBIT

Complete parts 1 to 4 to instruct your Bank to make payments directly from your account. Then return the form to: The Institute of Banking, IFSC, 1 North Wall Quay, Dublin

1.

To The Manager:

Bank:

Address:

Originator's Code

Republic of Ireland

Northern Ireland

### 2. ACCOUNT HOLDER

First Name

Surname

Originator's Reference (Membership No.)

CPD fee  Membership Fee

### 3. Bank Direct Debit Details

Branch Sort Code    -    -    Account Number

### 4. YOUR INSTRUCTION TO YOUR BANK AND YOUR SIGNATURE

- I instruct and authorise you to pay Direct Debits from my account at the request of The Institute of Banking.
- I confirm that the amounts to be debited are variable and may be debited on various dates.
- I shall duly notify the Bank in writing if I wish to cancel this instruction. I shall also notify The Institute of Banking of such cancellation.

Signature

Date    /    /

Please note: Banks may refuse to accept instructions to charge Direct Debits to certain types of account other than current accounts.

### THE DIRECT DEBIT GUARANTEE:

- This is a guarantee provided by your own Bank as a Member of the Direct Debit Scheme, in which Banks and Originators of Direct Debits participate.
- If you authorise payment by Direct Debit, then:
  - Your Direct Debit Originator will notify you in advance of the amounts to be debited to your account, and
  - Your Bank will accept and pay such debits, provided that your account has sufficient available funds.
- If it is established that an unauthorised Direct Debit was charged to your account, you are guaranteed an immediate refund by your Bank of the amount so charged where you notify your Bank without undue delay on becoming aware of the unauthorised Direct Debit, and in any event no later than 13 months after the date of debiting of such Direct Debit to your account.
- You are entitled to request a refund of any Variable Direct Debit the amount of which exceeded what you could have reasonably expected, subject to you so requesting your Bank within a period of 8 weeks from the date of debiting of such Direct Debit to your account.
- You can instruct your Bank to refuse a Direct Debit payment by writing in good time to your Bank.
- You can cancel the Direct Debit Instruction by informing your Bank in good time.

THE INSTITUTE OF BANKING, IFSC, 1 NORTH WALL QUAY, DUBLIN 1