



Chartered Secretaries' Professional Practice Group ("CSPPG")

Membership Application/Renewal Form (Page 1)

Please complete in **BLOCK CAPITALS**

* **FOR NEW APPLICANTS – please complete and return page 1 only.**

* **FOR RENEWING MEMBERS - please complete and return pages 1 and 2.**

Full Name	
Professional Qualification (if any)	
Address for correspondence	
Name of Employer (if any)	
Job Title	
Telephone Number	
E Mail address (please print clearly)	

Criteria for Membership

- Applications will be considered from any of the following:
 - Company secretaries/company secretarial services providers working within professional firms.
 - Company secretaries working as sole practitioners providing company secretarial services to third-party clients.
 - Company secretaries/others working in a company secretarial capacity who do not work for a professional firm or as a sole practitioner providing company secretarial services to third-party clients who would benefit from, and contribute to, the Group's activities.
 - Those who are not employed in a company secretarial capacity, but (as a qualified company secretary or otherwise) have an interest in company secretarial matters and who would benefit from, and contribute to, the Group's activities.
- Under the constitution of CSPPG, the Committee's decision is final on all matters relating to membership.
- Since it is not always clear from the details that applicants provide above, it would assist us greatly if **New Applicants** could please tick/complete the following sections (i) to describe your sector of work and (ii) why you are interested in joining the Group - thank you:

- | | |
|---|--|
| <input type="checkbox"/> Professional Firm | <input type="checkbox"/> Small / Medium Sized Business |
| <input type="checkbox"/> Sole Practitioner | <input type="checkbox"/> Other (please describe) |
| <input type="checkbox"/> PLC or large Private Company | |

I wish to join the Group and feel that I would benefit/contribute in the following ways:

I apply for individual/group (**delete as appropriate**) membership of CSPPG (see notes overleaf), there are fee-earners working for me, whom I would like to include as members of the group, their details are on the attached copy forms).

The committee may, from time to time, decide to circulate information received by CSPPG which is considered to be of relevance or interest to the group and/or its members. If you do wish to receive such information then please tick the box.

I enclose a cheque, made out to "Chartered Secretaries' Professional Practice Group", for £_____.

Signature: _____

Date: _____

CSPPG - Membership Application/Renewal Form (Page 2)

*** FOR NEW APPLICATIONS - please complete and return Page 1 only.**

*** FOR RENEWING MEMBERS - please complete and return both pages.**

Notes:

- (1) Membership is levied at a flat rate of £25 per person
- (2) Group membership (at the rate of £25 per person) covers the given number of fee-earners in a company secretarial department/firm, whilst still employed in the department/firm. Fee-earners leaving or joining a group should be notified to CSPPG as soon as possible. Any increase in the total number of fee-earners in a group will attract an additional subscription, before they can be included in the Group membership. **A form must be completed and signed by each group member.** Please photocopy the application form and provide the contact details for each group member.
- (3) The annual membership fee is £25 per person.
- (4) Fees are renewable with effect from 1st November each year. If initial membership commenced after 31st July in any one year, the first subscription renewal will be due on 1st November of the following year.
- (5) In accordance with the Data Protection Act 1998, we would advise you that, unless you raise an objection, the information that you have provided will be maintained on computer and will also form part of a manual record of members of the Group. None of the information provided on this form will be used for purposes other than legitimate uses by the Committee, and none of it will be disclosed to any third party (other than a Committee member) without the prior consent of the member. Any objections should in the first instance, be directed to Sheila Doyle, Membership Secretary, (details below).
- (6) Please send completed application/renewal form(s) and cheque(s) **payable to Chartered Secretaries' Professional Practice Group** to Sheila Doyle, ICSA, Saffron House, 6-10 Kirby Street, London EC1N 8TS

RENEWING MEMBERS: It will help the Committee greatly if you could also complete this brief questionnaire when renewing your membership. Thank you.

PART A - Current CSPPG activities (please tick boxes)	Excellent	Good	Fair	Poor	No view/not attended
1. What is your overall impression of CSPPG?					
2. How do you rate our technical events?					
3. How do you rate our social events?					

PART B - Future activities (please tick boxes)	Yes	No
1. Would you like to see more technical events?		
2. Would you like to see more social events?		
3. Should we use CSPPG funds to pay for speakers?		

PART C - Please tell us things we should be doing that we are currently not doing