



APPLICATION FOR MEMBER TO FELLOW TRANSFER

Please complete all sections of this application form and ensure that your Work Experience/Contribution to the Industry Statement, Organisational Chart, CPD Statement are attached. **DO NOT BIND OR STAPLE DOCUMENTS.**

PERSONAL DETAILS

Membership Number	<input type="text"/>			
Title	<input type="text"/>	First Name(s)	<input type="text"/>	
Surname	<input type="text"/>			
Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Home address	<input type="text"/>			
	<input type="text"/>			
	<input type="text"/>			
Country	<input type="text"/>			
Post code	<input type="text"/>			
Telephone No	<input type="text"/>			
Email	<input type="text"/>			
Mobile No	<input type="text"/>			
Company name	<input type="text"/>			
Work address	<input type="text"/>			
	<input type="text"/>			
	<input type="text"/>			
Country	<input type="text"/>			
Post code	<input type="text"/>			
Telephone No	<input type="text"/>			
Email	<input type="text"/>			
Preferred mailing address	<input type="checkbox"/>	Home	<input type="checkbox"/>	Work
Preferred email address	<input type="checkbox"/>	Home	<input type="checkbox"/>	Work

REASON FOR UPGRADING YOUR MEMBERSHIP

What prompted you to upgrade your membership Select **ONE** only:

<input type="checkbox"/>	Received a CIBSE mailing/Email/Newsletter
<input type="checkbox"/>	Advised by colleague/employer/CIBSE member
<input type="checkbox"/>	Attended a CIBSE membership briefing session
<input type="checkbox"/>	Found information on CIBSE website
<input type="checkbox"/>	Attended a CIBSE event/exhibition
<input type="checkbox"/>	Saw article/advert in industry publication
<input type="checkbox"/>	Saw information on Twitter/LinkedIn
<input type="checkbox"/>	Other (please specify) <input type="text"/>

ORGANISATIONAL CHART

Please submit an organisational chart indicating your position in the organisation.

WORK EXPERIENCE/CONTRIBUTION TO THE INDUSTRY

Please submit a statement of your Work Experience, in chronological order, since your application for Member. Special references should be made to your level of seniority, details of your contribution to the profession through support for the Institution, young entrants to building services engineering and general promotion of the discipline. Although you will not need to refer to the competence criteria on F21 in your statement, they are useful as guidance when putting the document together. (www.cibse.org/membershipfactsheets)

CONTINUING PROFESSIONAL DEVELOPMENT

In addition to your work experience statement and organisation chart, you must submit evidence of Continuing Professional Development over the past two years.

SPONSOR'S DECLARATION

Please provide one sponsor, who should be a professionally qualified Fellow of CIBSE, or registered CEng and Fellow of another Engineering Council nominated institution, or professionally registered within the construction industry. Your sponsor should have known you for a minimum of one year. **NB.** Sponsors may be contacted by CIBSE for confirmation of their support of the applicant.

I confirm that to the best of my knowledge, all the information contained in this application and supporting documents are correct. I confirm that I have known the applicant for years and as a proper person to become a Fellow of CIBSE, subject to By-Laws.

Name of sponsor

I confirm that I am:

- A Fellow of CIBSE or registered CEng and Fellow with any Engineering Council nominated institution.
- Professionally registered within the construction industry*

*If you are professionally registered with a non-Engineering Council nominated institution, please send a copy of your registration certificate with this application.

Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>
Telephone No	<input type="text"/>		
Email	<input type="text"/>		
Signature	<input type="text"/>	Date	<input type="text"/>
			<input type="text"/>

Sponsor's Institution Membership (if applicable):

Name of Institution:	<input type="text"/>
CIBSE membership No (if applicable)	<input type="text"/>
EngC registration grade/registration number	<input type="text"/>

FEES

Please visit www.cibse.org/fees for details of all fees.

All applicants must include payment for the following:

- Annual subscription fee for FCIBSE

All subscription fees run on an annual basis from 1st January to 31st December each year. If you have already paid the annual subscription for another grade, the difference between this rate and the new grade rate is payable here. Fees are not dependent on date of joining and therefore not prorated.

Credit Card Payers

Your subscription fee will be debited when your application has been approved.

Payment can be made by cheque payable to CIBSE or by completing the debit/credit card details below:

Please tick:

Mastercard Visa Visa/Delta Maestro

Please note: we do not accept Amex or laser cards

Card Number

Valid from / Expiry Date /

Issue Number (For Maestro only) Security Code

Address details card is registered to

 Post code
 Country

Please debit card to the amount of £

Signature of Cardholder Date /

APPLICANT'S DECLARATION

I certify that the information in this application and supporting documents are correct. I agree that, in the event of my election to any class of membership of the Chartered Institution of Building Services Engineers, I will be governed by the provisions of the Royal Charter and By-laws as they are now formed or as they may be hereafter altered; that I agree to abide by the Code of Professional Conduct, which can be found at www.cibse.org/code, and do all in my power to advance the objects of the Institution; providing that whenever I shall signify in writing to the Director of Membership that I wish to withdraw from the Institution, I shall, after payment of any arrears which may be due by me at that period, be free from this obligation.

Signature Date /

NB. In the event of it coming to light that information supplied on this form is inaccurate, CIBSE reserve the right to withdraw membership of the Institution and discipline the applicant under the Code of Professional Conduct.

DATA PROTECTION

The information you provide in this application form will be used by CIBSE and its regions or administrative agents for administrative and membership purposes or as required by law. We will use your information to keep you up to date with news and developments in the industry, via email and post.

We do not sell lists of our members, but may pass your details on to CIBSE regions acting on CIBSE's behalf as well as third parties who work with CIBSE closely. If you do not wish to receive mailings or emails from CIBSE please opt out below:

- I do not wish to receive mailings from CIBSE
- I do not wish to receive emails from CIBSE
- I do not wish to receive mailings (including emails) from third parties approved by CIBSE relating to products and services that are relevant to my membership.

CIBSE seeks to provide the best possible support to candidates. From time to time, we use applicants' material to illustrate best practice. All material is anonymised. If you do not wish your application to be used for this purpose, please tick here

SUBMITTING YOUR APPLICATION:

Please submit ONE copy of your application and supporting documents via email and ONE hard copy by post.

POST ONE COPY OF YOUR APPLICATION TO:

Membership Department
Chartered Institution of Building Services Engineers
222 Balham High Road, London, SW12 9BS, UK

AND EMAIL ONE COPY OF YOUR APPLICATION TO:

membership-apps@cibse.org

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CIBSE HQ USE ONLY: