As requested, please find our bank details for payment by BACS.

**Bank:** NATIONAL WESTMINSTER BANK PLC, PO BOX 368, 128 BALHAM HIGH ROAD, LONDON SW12 9AE

**Bank Sort Code:** 60-01-34

**Bank Account Number:** 21610010

**Bank Account Name:** THE CHARTERED INSTITUTION OF BUILDING SERVICES ENGINEERS or CIBSE

For international transfers:

**BIC:** NWBKGB2L

**IBAN:** GB50 NWBK 6001 3421 6100 10

Our invoices and documentation should clearly show the bank details to be used. However, if you require clarification, please do not hesitate to contact the Finance Department on the details below.

Please ensure, when paying by BACS, you provide the following in order for us to allocate your payment:

**CIBSE Members:**
- Your **Membership Number** to be quoted as your transaction reference.
- That you return either a **REMITTANCE ADVICE** or a **NOTIFICATION OF TRANSFER**.

**Non CIBSE Members:**
- Your **Invoice number** or your **account number** with CIBSE.
- When paying for more than one invoice please provide a **REMITTANCE ADVICE**.

This will enable us to allocate your payment without delay. If you do not supply a remittance advice, your payment may remain unallocated.

**Remittance:** To be sent by post, fax or e-mail (accounts@cibse.org)

**Accounts tel:** (020)8772-3655 – queries and payments.

If you have any further queries regarding this matter, please do not hesitate in contacting us.

Registered
Charity No. 278104

Chief Executive & Secretary
Stephen Matthews CEng FCIBSE

VAT Registration 156639970