

## Membership Terms and Conditions

The terms and conditions set out below apply to membership of the London Institute of Banking & Finance. Please read them carefully. By applying for membership you are confirming that you accept these terms and conditions. If you do not accept these terms we will be unable to process your membership application.

### About Us

Membership services is operated and managed by the London Institute of Banking & Finance. The London Institute of Banking & Finance is registered charity, charity number 297107. If you have any comments or questions about any of our services please contact us by one of the methods shown below.

The London Institute of Banking & Finance  
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CT1 2XJ

01227 818609  
[membership@libf.ac.uk](mailto:membership@libf.ac.uk)

### 1. General Terms

- a. Agreement to these Terms and Conditions is a condition of membership.
- b. All members are required to observe the Charter, By-Laws, regulations, rules and all codes and published guidance of the London Institute of Banking & Finance.
- c. Membership runs from either 01 January or, if later, the date of joining for twelve calendar months. Subscriptions are payable for the full membership year.
- d. Membership fees may be revised periodically and will be notified to Members in writing or notified to all members via electronic means through myifsllearning.
- e. The Institute reserves the right to amend these Terms and Conditions at any time without notice.

### 2. Contact details

- a. All information provided to the Institute by members must be true and accurate at the point of applying.
- b. It is the member's responsibility to notify the Institute in writing of any change of company name, address, telephone number, email address or contact name.
- c. The Institute cannot accept responsibility for non-receipt of welcome packs, membership cards, journals or mailings through incorrect provision of member contact details.

- d. To inform the Institute of any changes, members should either email [membership@libf.ac.uk](mailto:membership@libf.ac.uk) or update their details online by logging on to [mylibf.com](http://mylibf.com) and clicking on 'mydetails'.

### 3. Cancellation of membership

- a. Membership will be cancelled by the Institute if a member does not pay the subscription fee
- b. Membership may also be cancelled as a result of disciplinary action under the Institutes' ['Conduct of Members and Disciplinary Procedures'](#)
- c. A member may cancel their membership by giving written notice 60 days in advance of their new membership term.
- d. Should a member cancel, or allow their membership to lapse whilst holding a discounted Statement of Professional Standing (SPS) or Certificate of Professional Achievement (CPA), the Institute reserves the right to invoice individuals for the difference between the discounted and full (non member) fee.
- e. When a membership is cancelled, for whatever reason, The Institute is under no obligation to refund the cost of the membership including in respect of any unexpired portion of the membership.
- f. Any membership cards and certificate must be either returned to the Institute or destroyed.
- g. Resigned / defaulted members are not permitted to continue to use any professional designation or title associated with their membership category.

### 4. Privacy

- a. The Institute respects Members' rights to privacy . Please see the Institute's Privacy Policy at [www.libf.ac.uk/privacy](http://www.libf.ac.uk/privacy) for details about what information it collects and how it is used and protected.

### 5. Conduct

- a. All members agree to conduct themselves in a professional manner
- b. Members are required to follow the Institute's Code of Ethics and agree to adhere to the Conduct of Members and Disciplinary Procedure policy.

### 6. Continuing Professional Development (CPD)

- a. The Institute recommends that all members undertake a programme of Continuing professional development and provides all members with access to a CPD logging tool and guidance
- b. Chartered memberships including Chartered Member, Chartered Associate and Chartered Fellow are required to follow the Institute's CPD scheme in order to maintain Chartered status and agree to have their annual CPD claim audited by the Institute if requested.

## 7. Security

- a. The responsibility for the security of any passwords issued by the Institute or chosen by a member rests with that member.
- b. Members should not share their passwords or any other login details with any other person or allow any other person to access their account.

Version 2.0 15 September 2016