

# RIBA Membership

## Confidential application for reduction in subscription

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### How to complete this form

1. Complete steps 1 to 4 below in black ink if your net income (after tax) is below GBP 20,000 per annum.
2. Sign and date it.
3. Return to us with your supporting documentation to the details to the right. Failure to do so will result in your application being rejected and/or your membership being stopped.

Email to [membership.services@riba.org](mailto:membership.services@riba.org)

If you would like to discuss this process, please call Membership Services on **+44 (0)20 7307 3800**.

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### Step one: Your personal details

Name

Date of application

RIBA Membership Number

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### Step two: Your current circumstances

Please choose from one of the options below:

Unemployment  Low income  Maternity  Career break  Study

Ill health  Other  Please explain using the space below:

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### Step three: Your documentation

Your application for a reduced subscription is **CONFIDENTIAL** and is for this subscription year only. Your application **MUST** be accompanied by supporting documentation. Failure to do so may result in your application being declined. Please tick:

- P45 / P60 (UK residents only)
- Disability Living Allowance / Freedom Pass / Taxicard / Disabled Persons Railcard
- Job Seekers' Allowance/ housing or council benefit slips
- Letter of redundancy / letter of termination of employment
- Maternity leave details (MAT1 certificate or letter from employer)
- Pay slips (if employed)
- Practice or business accounts summary from your Accountant or most recent self-assessment tax return from HMRC
- University or college enrolment details
- Letter from local GP/Doctor/ hospital or relevant health professional
- If none of the above are available, then please submit bank statements covering the last 3 months

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### Step four: Declaration

I agree that the information provided is accurate and that I will inform the RIBA if the above circumstances change.

I also agree that any false information supplied on this form may result in disciplinary action being taken under the RIBA Code of Conduct.

Signed

Date

Now attach this form with your supporting documentation and email to [membership.services@riba.org](mailto:membership.services@riba.org).

Failure to complete this form fully and/or provide any supporting documentation will cause delays and may result in your application being declined.

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As part of our compliance obligations, the RIBA would like to share the following information with you:

The registered office of the RIBA is 66 Portland Place, London W1B 1AD;

You may contact us at [info@riba.org](mailto:info@riba.org) or +44(0)20 7580 5533;

We wish to process your data for the purpose of administering your membership and disseminating architectural information we believe you might be interested in, based on prior contact with you;

We will not share your data with any third party;

We will only keep your data for as long as required for this purpose and you can "unsubscribe" from further contact at any time;

You have the right to bring a complaint about how we process your data, to the Information Commission Officer at any time - <https://ico.org.uk>