



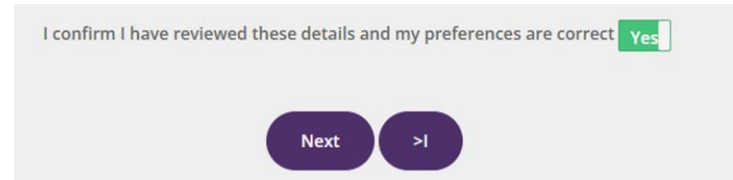
# Renewal journey guidance

How to guide for renewing your membership status

# Payment options

- There are a variety of payment options available to you. Our online portal allows you to update your details, apply for a concession, select your Lionheart preference and select your preferred payment method.
- To access the portal, use the link below or simply log in to your [RICS online account](#) and select Professional Fees from the menu on the left-hand side of the page.
- The online service allows you to pay 24 hours a day, seven days a week. Further details of different payment options can be found on the professional fees tab of our [website](http://www.rics.org/professionalrenewals)

- The line below is on every page of the portal. It's highly recommended that you review your details and ensure your preferences are correct, proceed by selecting YES in the toggle bar at the bottom of each page.



# RICS my account

Welcome

**Professional Fees**

CPD 2023

Totals: 0%  
Format%: 0%

CPD activity details

View 4 invoices

Your Q4 preferences

Renew your Professional Status

Update your personal information, apply for any relevant concessions related to your personal circumstances, and make payment for your professional renewal fee.

RICS Benefits Plus

Discover exclusive member offers

- Please select the professional fees tab from the left-hand toolbar as indicated below.



# Intro page

## Professional Renewal 2025

Our records indicate that your professional fees have not yet been settled. If you have made a payment within the last 24 hours, no further action is needed as our records will update shortly.

Please note, membership subscriptions are due annually on January 1st unless you have arranged an alternative payment plan, such as monthly or quarterly Direct Debit.

By maintaining your membership, you agree to:

- Complete a minimum of 20 hours of CPD (Continuing Professional Development) each calendar year, unless you qualify for an exemption.

\*If you're a candidate, completing your qualification, find your CPD requirements [here](#).

- Adhere to the organisation's charter, bye-laws, regulations, and any subsequent updates made by the Governing Council.
- Keep your contact information accurate and up to date.

If you have any questions or need assistance, please [contact us](#).

[Renewal FAQ's](#)

Continue

### CPD Support Pack

Enjoy complimentary access to essential resources, content, and networking opportunities, all included as part of your annual subscription.



Connect, explore and engage anywhere.

myRICS community



### TRAINING & EVENTS

Unlock the added value of your RICS membership

Enjoy complimentary events and resources exclusively available in the CPD Support Pack

### AWARDS

Celebrating the best of the built environment

Find out more at [rics.org](#)



- This is the opening page for your professional renewal.
- On the right-hand side, you can click the links to show you to the CPD support pack, benefits plus section, RICS community pages etc
- If you are ready to proceed to the next page, please press the 'Continue' button.



# Personal details


Welcome [Redacted]

D365 - SAT - Go

My details

It is important that the information we hold about you is correct. You can update your personal details at any time. For further details about how and why we process your personal information, and your legal rights, please see our [Privacy Policy](#).

## Personal details

|   |            |
|---|------------|
|  | [Redacted] |
| Known As  | [Redacted] |
| Professional Number   | [Redacted] |
| Chartered Designation   | [Redacted] |
| Personal Email  | [Redacted] |
| Telephone Number  | [Redacted] |
| Mobile Number   | [Redacted] |
| Gender  | [Redacted] |
| Date Of Birth   | [Redacted] |

- On this page you can update any information about yourself that may have changed in the last year e.g. Personal address, new employer, new phone number or email etc by selecting the highlighted edit button.

# Personal details

## Personal address



Line 1



Line 2



Line 3

Town / City



County / State

Country



Postcode/Zip Code



Add An Additional Address To Your Invoice?

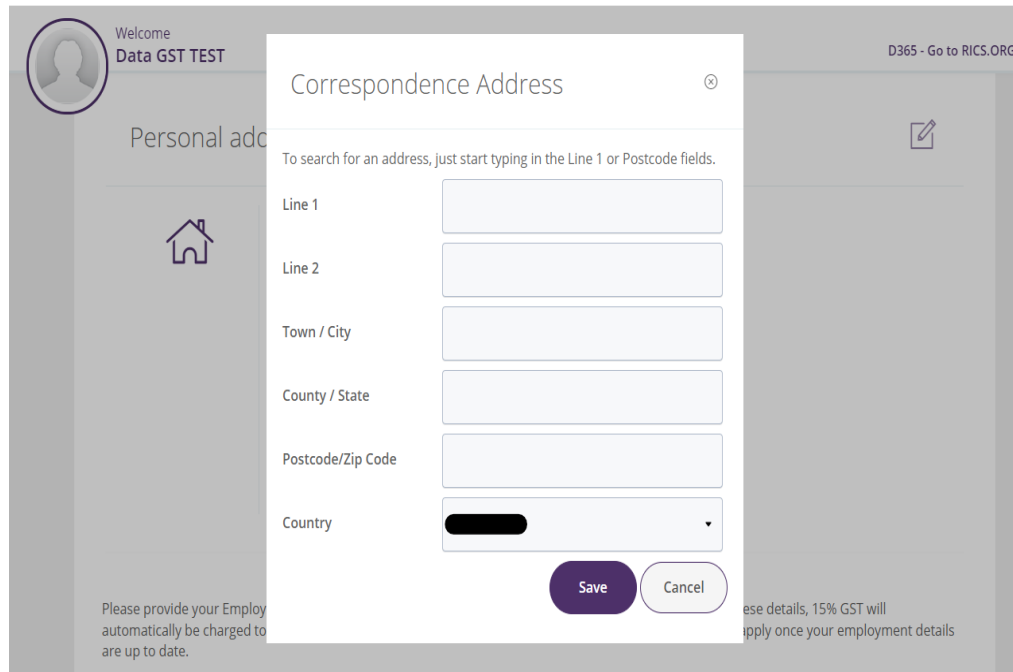
No

### **You can now add an additional address to your invoice.**

- If you require an invoice for your employer to make the payment on your behalf, and you need your employer's details on the invoice please use this function.
- Once at the payment section please select the BACS/Bank transfer payment option.
- You will then be issued an invoice with the bank details to make payment.
- The additional address will only show on the invoice it will not show on the quote.

*\*(Excluding India as the only payment method is a credit card or debit card in India.)*

# Personal details



The screenshot shows a web application interface for 'Data GST TEST'. At the top left, there is a user profile icon and the text 'Welcome Data GST TEST'. At the top right, it says 'D365 - Go to RICS.ORG'. The main content area is titled 'Personal address' and features a home icon. A modal window titled 'Correspondence Address' is open, containing the following fields:

- Line 1
- Line 2
- Town / City
- County / State
- Postcode/Zip Code
- Country (dropdown menu)

Below the fields are 'Save' and 'Cancel' buttons. A note at the bottom of the modal reads: 'Please provide your Employment details, 15% GST will apply once your employment details are up to date.'

## **Additional address to your invoice.**

- If you require an invoice for your employer to make the payment on your behalf, and you need your employer's details on the invoice please use this new function. Move the toggle from NO to YES. Please enter Business name in Line 1, street address in Line 2, Town/City, County/state, Country & Postcode/Zip code


# Diversity and Monitoring

My details > Diversity information


## Diversity & Monitoring

We would like to collect the information below which will be aggregated and anonymised to help us report internally and externally on the diversity, equity and inclusion (DEI) position of the profession, track trends and identify improvement areas.

As this information is sensitive, it is optional - you can select 'prefer not to say'. If you choose to provide it, you are consenting to our use of it for the purposes outlined above, however you can change your choices below, at any time.

|   |                               |                     |
|---|-------------------------------|---------------------|
|  | Gender                        | I Prefer Not To Say |
|   | Trans                         | I Prefer Not To Say |
|   | Ethnicity                     | I Prefer Not To Say |
|   | Sexual Orientation            | I Prefer Not To Say |
|   | Religion Or Belief            | I Prefer Not To Say |
|   | Has Disability                | I Prefer Not To Say |
|   | Disability Statements         | I Prefer Not To Say |
|   | Disability Barriers To Adjust |                     |
|   | Caring Responsibilities       | I Prefer Not To Say |
|   |                               |                     |

I confirm I have reviewed these details and my preferences are correct  Yes

Need help? 

- On this page, we ask for your DEI information, this helps us with our internal DEI reports. On these, you select which apply to you on the drop down, or alternatively select 'I Prefer Not To Say'



# Personal concessions

 You currently have a personal concession applied to your professional fees

If your personal circumstances for 2025 make you eligible for a concession, please review the criteria and select the relevant option below.

Please note the following:

- Concessions are only valid for the year they are claimed and cannot be applied to previous years.
- It is your responsibility to review and ensure you meet the criteria for the concession you are claiming. False or inaccurate claims will be treated as conduct issues and may be referred to the regulation team for potential disciplinary action. If you have any questions about your eligibility, please contact us at [contactrics@rics.org](mailto:contactrics@rics.org)
- You may be required to provide appropriate evidence for the concession you are claiming, as outlined in the section below.
- The organisation reserves the right to audit concession requests, with a significant number of claims expected to be reviewed throughout the year. Please ensure you meet the relevant criteria.
- If your circumstances change, you must inform us within 2 weeks and arrange to pay any additional fees required as a result.
- Concessions must be claimed at the time of renewal. We do not offer refunds for concessions claimed after payment or a commitment to pay has been made. Concessions are not applied on a pro-rata basis.

## Providing Evidence for a Concession

When applying for a concession, you are required to submit supporting evidence for your discounted rate to [contactrics@rics.org](mailto:contactrics@rics.org), unless you are applying for the ill health, incapacity or disability, or part time concession. Examples of acceptable evidence can be found [here](#), but alternative documentation will also be considered. For your privacy, please keep the following in mind:

- Your evidence will be processed with your consent. While you may choose not to provide the requested information, this could result in us needing to contact you further to confirm your eligibility for the concession.
- Please redact any personal information related to third-party individuals or any details you do not wish to share with us.
- Only submit information that is relevant. For example, if you are receiving benefits, we do not need details of the bank account receiving the payments.
- Please refrain from sending any medical or legal documentation as evidence.
- If you have any concerns about sharing the documentation requested, please [call us](#) and we'd be happy to discuss this further.
- For more details on how RICS processes your personal data and your rights, please refer to our [privacy policy](#).

Academic concession

Family-raising/Caring concession

Ill-health or Disability concession

Parental or Adoption Leave concession

Non-Practising concession

Part time - due to personal circumstances

Upcoming retirement concession

Retired (no longer working for remuneration) concession

Unemployed concession

- This is the page in which you can apply for a concession based on your personal circumstances.
- Here you can view the general terms and conditions that accompany concessions, as well as the evidence requirements.
- You can select any of those listed which will open a list with the terms and conditions etc on them to help you decide if any are applicable.



# Personal Concessions

Family-raising/Caring concession

Ill-health or Disability concession

Parental or Adoption Leave concession **(Applied)** Remove

A concession is available for professionals who are on parental or adoption leave for a duration of at least 6 months and are not providing surveying services during this period.

This concession reduces the annual fee by 100%. This concession only applies to the current year, you must reapply each year.

Where a concession has been given, an automatic CPD exemption will also be added.

Details of the CPD policy can be found on the [CPD Compliance Guide](#) page. Should you have any queries regarding your CPD requirements, please contact our CPD Support team via email [cpd@rics.org](mailto:cpd@rics.org).

If you are a member of the Valuer Registration Scheme or have a regulated firm, you must de-register from regulation. Details can be found at [Manage your firm registration](#). If you have any questions, please contact regulation via email [regulation@rics.org](mailto:regulation@rics.org).

I will be on parental or adoption leave for 6 months or more.

I confirm I will send evidence of my entitlement for this concession to [contactrics@rics.org](mailto:contactrics@rics.org).

Example of types of evidence can be found [here](#).

The above information is true, and I will let RICS know if my circumstances change in any relevant respect.

**Declaration: I am entitled to the parental or adoption leave concession (select yes below)**

I hereby confirm that I have read and understood the Application Terms and Conditions. Yes

Non-Practising concession

- If you are eligible for a concession, you can select it by opening it up and pressing the slider button across to confirm you have understood the terms and conditions of that concession.
- If required, please send your evidence to [contactrics@rics.org](mailto:contactrics@rics.org) for us to process.

# Professional concessions

My details Personal concessions Professional concessions

RICS recognises that some professionals are also members of other organisations. If you are a member of RICS and a full member of one of the organisations listed below, you can benefit from the dual membership concession. This concession can be applied alongside one personal concession. The dual membership concession reduces the annual fee by 20%;

**Select a dual professional concession**

|   |       |
|---|-------|
| Australian Institute of Building Surveyors (AIBS)                     | Apply |
| Australian Institute of Building Surveyors (AIBS) - Level 1 / Level 2 | Apply |
| Australian Institute of Quantity Surveyors (AIQS)                     | Apply |
| Australian Property Institute (API)                                   | Apply |
| Hong Kong Institute of Housing (HKIH)                                 | Apply |
| Hong Kong Institute of Surveyors (HKIS)                               | Apply |
| The Institution of Surveyors Australia (ISA)                          | Apply |

- On this page there are a list of affiliate bodies that you may be a part of, entitling you to a professional concession discount.
- To apply, press the Apply button to slide it across and accept.
- Please send evidence of your concession e.g. membership confirmation letter/membership card to [contactrics@rics.org](mailto:contactrics@rics.org)





[www.lionheart.org.uk](http://www.lionheart.org.uk)

LionHeart is the independent charity for RICS professionals and their families around the world. Our aim is quite simple, to offer lifelong support whenever needed, for issues at work or at home. This might include financial grants, counselling, legal advice and work-related help, including support through ill-health, bereavement, job loss and other challenges.

In 2023/24 our team handled 10% more requests for help, meaning demand for our services has risen by over 100% in the last five years. We continue to respond swiftly and with compassion to surveyors and their families all over the world who are facing some of life's most difficult times.

None of this is possible without you. As we continue to help more people, your donations are more important than ever to ensure the same quality of service for all those who need us. We are funded through the generosity of past and present RICS members and we do not get any government or other grants. It is only with your continued support that we can be there for the surveyors of today and tomorrow too.

If you wish to donate an alternative amount, or if you're paying your professional renewal fees with a corporate card but still wish to donate, you can do this separately through the [LionHeart Website](http://LionHeart Website).

You can see the difference your donations are making to people's lives here: [www.lionheart.org/our-import](http://www.lionheart.org/our-import)

## DONATION

Voluntary donation to LionHeart: 25.00 (GBP)

Include a voluntary donation to LionHeart when you take payment for my professional fees.

No

**If you have added a voluntary LionHeart donation to your payment, by proceeding the donation will be added to your invoice and passed on, by RICS, to LionHeart. The charity may only refund donations in exceptional circumstances, due to fundraising regulations.**

If you wish to donate an alternative amount, you can do this separately through the [Lionheart website](http://Lionheart website)

## GIFT AID

**With Gift Aid, if you are a UK taxpayer, your £25 donation could be worth £31.25 to LionHeart - at no extra cost to you!**

I want to Gift Aid my donation and any donations I make in the future or have made in the past 4 years to LionHeart.

No

I am a UK taxpayer and understand that if I pay less Income Tax and/or Capital Gains Tax than the amount of Gift Aid claimed on all my donations in that tax year it is my responsibility to pay any difference.

Gift Aid is reclaimed by LionHeart from the tax you pay for the current tax year. Your home address is needed to identify you as a

[Need help?](#)

- This page gives you the opportunity to learn more about Lionheart and donate if you wish.
- Gift Aid is available to UK residents/tax payers only.



# Payment

My details > Personal concessions > Professional concessions > Lionheart > **Payment methods**

**Payment method**

Select Payment Method

Once payment method is selected, your professional fees will be presented. Please ensure you continue through to the final confirmation page to avoid any delay to your payment being processed.

I confirm I have reviewed these details and my preferences are correct  Yes

- Please select your payment method from the drop down.
- If you select the wrong payment method, you are still able to go back and change it at this point.

- Please be aware that if you are outside the UK, that professional fees are not paid local, they are paid to a bank account based in the UK you may incur an international bank transfer fee. This fee is charged by your bank and will not be reimbursed by the RICS.



# Professional fees quote page – Credit Card

Your Professional fees

Your professional fee quotation reference: QUO-1152369-F9Z0G7 (Rev: 0)

Professional Subscription Member

558.00 (GBP)

Non-Practising

-279.00 (GBP)

LionHeart

0.00 (GBP)

Tax

0.00 (GBP)

Total Amount Payable

279.00 (GBP)

Payment Method

Credit Card

Current Quote

View as PDF

Please check the above details are correct and if you would like to make any changes please click on the appropriate tabs above (e.g. Payment method)

The Total Amount Payable is final unless additional changes are made prior to payment or commitment to pay. Please check the 'Total Amount Payable' before you proceed.

- Please review and ensure all quote details are correct.
- Please ensure you select the Pay Fee button
- Pop-up window will ask you to confirm
- You will then be directed to the payment page to insert your card details and make payment

Welcome

Tax

113.40 (NZD)

Total Amount Payable

869.40 (NZD)

Payment Method

Credit Card

View as PDF

Are you sure?

Please ensure that the total fee is correct.

If you wish to make any changes please review your concessions, LionHeart donation preference, and payment method (Card payment (Annual)).

Once confirmed these options cannot be changed.

Cancel Confirm



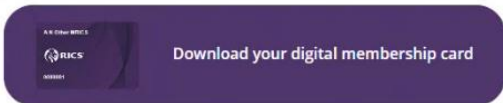
# Confirmation page

Thank you for renewing your professional fees

Thank you for renewing your professional fees.

You can easily view proof of your membership and designation via your online RICS account, and download your digital membership card, at any time, to a desktop or mobile device.

To access CPD information, training, events or other RICS products and services, please select one of the links below.



- Once you have made payment, you will be greeted with this screen

# Professional fees quote page – Bank Transfer

Your professional fee quotation reference: QUO-1152371-G8Q1Y2 (Rev: 0)

**Professional Subscription Member**

558.00 (GBP)

**Non-Practising**

-279.00 (GBP)

**LionHeart**

0.00 (GBP)

**Tax**

0.00 (GBP)

**Total Amount Payable**

279.00 (GBP)

**Payment Method**

Bank Transfer

**Bank Details**

Sterling  
NatWest Bank Coventry, England  
Account Number 21886369  
Sort Code 56-00-45  
Swift Code NWBK GB2L  
IBAN GB14NWBK56004521886369

Please take a note of the above bank details and fee amount to send a bank transfer for your professional renewal fees. It is important that when using this payment method that you **must** state your 7-digit RICS membership number as the reference on your payment. Any payments that cannot be identified will be returned to the issuing bank.

Failure to make a bank transfer following acceptance of your renewal, or using an incorrect reference on your payment will result in reminder notices being issued, and may impact your professional status.

**Current Quote**

[View as PDF](#)

Please check the above details are correct and if you would like to make any changes please click on the appropriate tabs above (e.g. Payment method)

The Total Amount Payable is final unless additional changes are made prior to payment or commitment to pay. Please check the 'Total Amount Payable' before you proceed.

- Once you confirm this page, you will be unable to add a concession or update your payment preferences.
- Please be aware that if you are outside the UK, that professional fees are not paid local, they are paid to a bank account based in the UK you may incur an international bank transfer fee. This fee is charged by your bank and will not be reimbursed by the RICS.
- Please, be aware that clicking the PDF icon highlighted will only show you the quote, not the invoice. The invoice will only be generated at the very end of the renewal journey.





# Professional fees quote page – Bank Transfer

Your professional fee quotation reference: QUO-100278-Z2T3G8 (Rev: 0)

## Professional Subscription Member

705.00 (EUR)

## LionHeart

0.00 (EUR)

## Tax

0.00 (EUR)

## Total Amount Payable

705.00 (EUR)

## Payment Method

Bank Transfer

## Bank Details

### Euro

NatWest Bank Coventry, England

Account Number [REDACTED]

Sort Code [REDACTED]

Swift Code [REDACTED]

IBAN [REDACTED]

Please take a note of the above bank details and fee amount to send a bank transfer for your professional renewal fees. It is important that when using this payment method that you must state your 7 digit RICS membership number as the reference on your payment. Any payments that cannot be identified will be returned to the issuing bank.

Failure to make a bank transfer following acceptance of your renewal, or using an incorrect reference on your payment will result in reminder notices being issued, and may impact your professional status.

[View as PDF](#)

Please check the above details are correct and if you would like to make any changes please click on the appropriate tabs above (e.g. Payment method)

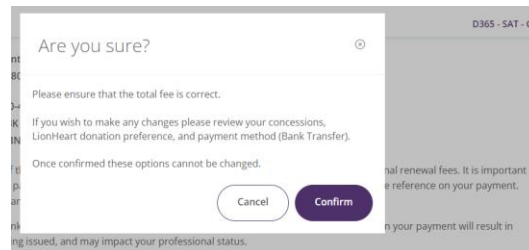
The Total Amount Payable is final unless additional changes are made prior to payment or commitment to pay. Please check the 'Total Amount Payable' before you proceed.

<

Back

Continue >

- Please review and ensure all quote details are correct.
- Please ensure you select the Continue button



# Confirmation page

Thank you for renewing your professional fees

Thank you for committing to pay your professional fees.

## Bank Details

Euro

NatWest Bank Coventry, England

Account Number ██████████

Sort Code ████████

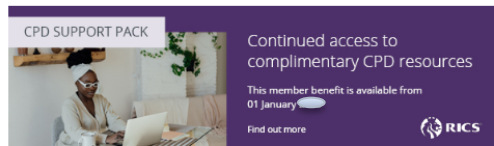
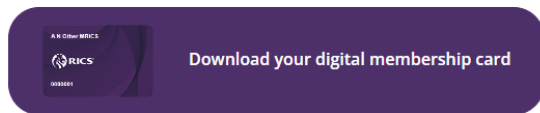
Swift Code ██████████

IBAN ████████████████████

Please remember when making a BACS payment for professional fees, the reference must contain your 7-digit RICS Membership number. To enable your payment to be allocated a remittance must be e-mailed to [BACSID@rics.org](mailto:BACSID@rics.org). Payments that cannot be identified will be returned to the issuing bank account.

You can easily view proof of your membership and designation via your online RICS account, and download your digital membership card, at any time, to a desktop or mobile device.

To access CPD information, training, events or other RICS products and services, please select one of the links below.



- When you see this confirmation screen, your invoice will be created, which can take up to 30 minutes. It will then be available for download in the “Invoicing and Payments” section.



# Direct Debit – UK Only

Once payment method is selected, your professional fees will be presented. Please ensure you continue through to the final confirmation page to avoid any delay to your payment being processed.

All the normal Direct Debit safeguards and guarantees apply. No changes in the amount, date or frequency to be debited can be made without notifying you at least 10 working days in advance of your account being debited. In the event of any error, you are entitled to an immediate refund from your bank or building society. You have the right to cancel a Direct Debit Instruction at any time simply by writing to your bank or building society, with a copy to us.

- If this is an account (requiring a single signatory to authorise debits) please continue to the electronic Direct Debit form below.
- If this is an account (and more than one person is required to authorise debits on this account) please download, complete and return the Direct Debit Instruction showing the account signatories or, alternatively, return to summary of fees and select 'pay by card' [Download Here](#)

We will require your account information in order to set up your Direct Debit instruction.

PaymentCycle

Annual

Any voluntary Lionheart donation or additional administrative handling fees will be taken alongside your first installment.

To set up your Direct Debit instruction please complete the following fields:

RICS Number : 0803902

Account Holder

Enter account holder..

Sort Code

Enter sort code..

Bank Account Number

Enter bank account number..

Bank Name

Enter bank name..

Branch Address

Enter bank address..

Address Line 2

Address Line 3

Branch City

Enter city..

- As a UK member, you can pay via direct debit either Monthly (10 payments, ending Oct), quarterly or annually.
- Once you select direct debit as your option, it will load this screen below. Here you will need to input your card details and select your payment cycle.
- Once you confirm your details, you will be greeted with a screen confirming you have committed to pay your fees. You will be eligible for a receipt once your payment has been taken from your nominated bank account.
- This option is only available until March 1<sup>st</sup>.



# 3 Credit Card Instalment

The screenshot shows a multi-step navigation process. The steps are: My details, Diversity information, Personal concessions, Professional concessions, LionHeart, and Payment methods. The 'Payment methods' step is currently active. Below the navigation bar, the heading 'Payment method' is displayed. A dropdown menu labeled 'Select Payment Method' is open, showing 'Card Payment (3 Installments)'. A purple warning box contains the text: 'If you are making a payment outside of the UK, please be aware that you may incur an international transaction fee. This fee is charged by your card provider and will not be reimbursed by the RICS.' Below this, a paragraph states: 'Once payment method is selected, your professional fees will be presented. Please ensure you continue through to the final confirmation page to avoid any delay to your payment being processed.' At the bottom, there is a confirmation statement: 'I confirm I have reviewed these details and my preferences are correct' followed by a green 'Yes' button. Navigation buttons for 'I<', 'Back', and 'Next' are located at the very bottom.

My details > Diversity information > Personal concessions > Professional concessions > LionHeart > **Payment methods**

**Payment method**

Select Payment Method

If you are making a payment outside of the UK, please be aware that you may incur an international transaction fee. This fee is charged by your card provider and will not be reimbursed by the RICS.

Once payment method is selected, your professional fees will be presented. Please ensure you continue through to the final confirmation page to avoid any delay to your payment being processed.

I confirm I have reviewed these details and my preferences are correct  Yes

I< Back Next

- Professionals based within Ireland, America, Europe, Middle East, Africa and most of Asia Pacific can pay their professional fee via three monthly instalments
- When selected, the first instalment is taken at the point of set up with two equal instalments over the following 2 months.
- Must be set up by 1<sup>st</sup> March
- Not available in UK, China, Korea, Taiwan, Japan, Macao, Hong Kong, India



If you have any questions or need more support, please contact:

[contactrics@rics.org](mailto:contactrics@rics.org)