**Readmission Application Form**

**Professional – FRICS, MRICS and AssocRICS**

Please ensure that you have downloaded the correct form before completing, this form is for **professionals only** (FRICS, MRICS and AssocRICS).

Fields marked with an **\*** are mandatory to complete. If there is any missing information, this may result in your reinstatement taking longer to complete.

Before returning the form to the RICS, please read the **“important information”** section as this explains the readmission process in further detail.

**Section 1 – Personal Details**

This section of the form is for you to update the RICS with your personal contact details. Section 2 allows you to complete your contact details within your employment, and within Section 3 you will have the option to decide your correspondence preferences.

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| --- | --- | --- |
| First Name**\***: | Last Name**\***: | Preferred Name: (i.e Miss Smith) |
|  |  |  |
| Membership Number**\***: |  | Date of Birth**\***: |  |

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| **Address Details\*** |
| 1st Line**\***: |  |
| 2nd Line: |  |
| 3rd Line: |  |
| Town/City**\***: |  |
| County/State/Region: |  |
| Country**\***: |  |
| Post Code/Zip Code: |  |
| **Contact Details\*** |
| Email Address: |  |
| Telephone Number: |  |
| Mobile Number: |  |

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| **Reinstatement Details\*** |
| Reason for lapse of membership**\*** (please tick/check **ONE** only) | Date membership lapsed**\***:  |
| Expelled: |  |  |
| Resigned: |  | Membership grade upon lapse**\***: |
| Non-payment of fees: |  |  |
| Reason for Readmission**\*** (please state below): | Date of any previous readmission application**\***: |
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**Section 2 – Professional information**

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| **Professional Information**  |
| Please indicate your Primary Professional Group (PPG). This is listed within your online profile, and this will generate the type of RICS Journal that you may opt-in to receive via email. To include a PPG, please chose **ONE** from those listed below: (please tick/check the applicable)Your PPG is different from and does not alter your qualified pathway or Chartered Designation  |
| Arts & Antiques |  | Management Consultancy |  |
| Building Surveying |  | Minerals & Waste Management |  |
| Building Control |  | Planning & Development |  |
| Commercial Property |  | Machinery & Business Assets |  |
| Quantity Surveying & Construction |  | Project Management |  |
| Dispute Resolution |  | Residential Property |  |
| Environment |  | Rural |  |
| Facilities Management |  | Valuation |  |
| Geomatics |  |  |
| Do you undertake Red Book Valuation Activity? (Please tick/check) |
| Yes |  | No |  |
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| **Professional Fees** |

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| Please select your preferred payment method |
| Credit/Debit Card |  | BACS |  |

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| **Lionheart** |

**LionHeart** is the charity for RICS professionals, past and present, and their families. Their aim is quite simple: to be there for members whenever life throws them a curve ball, from APC candidates right through to retirement.

The services they provide range from financial support, health and wellbeing packages, free professional counselling, work-related support and legal advice, and help if you or one of your loved ones become seriously ill.

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| Please tick here to add a £25 voluntary donation to Lionheart (You can update this preference via the members portal when paying your annual professional fees) |  |

**Section 3 - Employment Details**

Please complete the below section with the details regarding your employment. If you are not currently in employment, please leave this section blank.

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| **Business Details** (please complete for the office you work within and not the head office of the organisation) |
| Company Name**\***: |  |
| Address 1st Line**\***: |  |
| 2nd Line: |  |
| 3rd Line: |  |
| Town/City**\***: |  |
| County/State/Region: |  |
| Country**\***: |  |
| Post Code/Zip Code: |  |

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| --- | --- |
| Status within the organisation**\*** (please tick the appropriate box)  |  |
| Director/Principal: |  | Date Started**\***: |
| Consultant: |  |  |
| Employee: |  |  |
| Other (please state below): | Job Title: |
|  |  |
| Business Contact Details |
| Business Email Address: |  |
| Business Telephone Number: |  |

**Section 4 – Correspondence Preferences**

The RICS may need to contact you from time to time regarding your membership.

The below section allows you to choose your preferences on how you would like us to contact you.

|  |  |
| --- | --- |
| Email – please tick/check **ONE\***  | Telephone number – please tick/check **ONE\*** |
| Personal |  | Personal  |  |
| Business |  | Business  |  |
| Once chosen, this is the email address that we will send all correspondence in relation to your RICS membership to. This is also the email address you will need to use to log into **rics.org** and The Assessment Platform. | Mobile |  |
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| Postal Correspondence – please tick/check **ONE\*** |
| Personal Address |  | The RICS try to encourage a paperless environment where possible, but there may be some circumstances when we will send out postal correspondence to you. Please confirm the address that you would like to receive this to. |
| Business Address |  |

RICS will always make sure you receive compulsory communications such as those relating to the administration of your membership, renewal notices, Regulation and conduct, practice and guidance notes and AGM information. To ensure that you do not miss this communication from the RICS, please keep your details up to date.

You can update your contact details within your profile online while logged into **rics.org**

**Section 5 – Fees**

A reinstatement fee is applicable to all applications. The total reinstatement fee contains the professional renewal fee plus the reinstatement fee applicable to your member grade and region.

All reinstatements received before 1 October will be charged for the current year’s professional renewal fee within the reinstatement payment, you will then be required to pay the following year’s renewal fee when this becomes due on 1 January.

All reinstatements received after 1 October, the reinstatement payment will cover your professional renewal fees from October of the current year, until December the following year.

A full list of the RICS reinstatement fees can be found on our website - [www.rics.org/join-rics/readmission-to-rics](http://www.rics.org/join-rics/readmission-to-rics)

Once Regulation checks have been completed, an invoice will be created for payment. You will be contacted by a member of the team when this is available.

The easiest way to make payment is online, through your Member's Portal. To do so, please log in on [www.rics.org](http://www.rics.org) with the preferred email address specified on your readmission form and your existing password. Once logged in, you will be able to make your payment in the **"Professional Fees"** section.

**Section 6 – Declaration**

It is important that this section is signed by yourself before you return this to the RICS. If this is not signed, your readmission may be rejected until this is complete, therefore, the process may take longer.

I have read the following and hereby undertake:

* To comply and act in accordance with the Charter, Bye-Laws, Regulations and Rules of RICS as they now exist, or as they may in the future be amended, and comply with such other requirements as Governing Council shall determine.
* To promote the Objects of RICS as far as in my power.
* Not at any time after ceasing to be a member to use or permit to be used in conjunction with my name, or name of any organisation with which I may at any time be associated, any designation or expression denoting or suggesting membership or any connection with RICS.
* To pay promptly any monies due to RICS, including but not limited to any fee, subscription, levy, arrears, fine or other penalty, or re-imbursement in accordance with any scheme of compensation, or in respect of any goods or services commissioned by me from RICS.
* To declare any criminal conviction within 30 days.
* That should I wish to terminate my membership, to notify the Resignations team in writing.

**Please answer the following questions**

* Have you been subject to any charge or conviction of a criminal offence which could result in a custodial sentence, unless it is now a spent conviction as provided in the Rehabilitation of Offenders Act 1974 or the equivalent jurisdiction? **YES/NO**
* Are you subject to any ongoing disciplinary investigation and/or pending disciplinary proceedings, and/or have you been subject to any adverse findings made against you by another regulatory body within the last 3 years? **YES/NO**
* Are you an undischarged bankrupt? **YES/NO**
* Have you in the last three years been subject to any insolvency proceedings or other arrangement with creditors in respect of your debts (such as an Insolvency Voluntary Arrangement)? **YES/NO**

**If the answer to any of the questions above is yes, you must provide full details of the relevant matter to** **regulation@rics.org****. Your application will not be progress further until we have considered this information.**

**This information will be treated confidentially**

If at any time RICS discovers that you have failed to disclose any of the above or that you have provided false information, it will have the right to terminate your membership with immediate effect (with no further obligation to refund any subscription or other fees).

I understand and accept that I am accountable for the truth of this declaration.

|  |  |
| --- | --- |
| Signature**\***: |  |
| Date**\***:  |  |
| Name (in BLOCK CAPITALS) **\***:  |  |

Confirmation of any disclosures (If you wish to send this information confidentially then please write to RICS Regulation, 55 Colmore Row, Birmingham, B3 2AA)

**Important Information**

Please read this information before submitting your application to be reinstated, to ensure that the process and timelines are understood, and that you are happy to proceed.

* Please ensure that all relevant sections have been completed within the form, as this may affect the length of time your reinstatement takes if not completed.
* Once you have completed your readmission application form, please email this through our Membership Support team e: contactrics@rics.org
* Once the RICS has received your completed form, you will receive an acknowledgement upon receival within 5 working days.
* If the payment has not already been made, then a member of the Membership Support team will be in contact with you to arrange the full reinstatement payment (this includes the professional renewal fee for the year(s) applicable and the reinstatement fee)

All reinstatements received before 1 October will be charged for the current year’s professional renewal fee within the reinstatement payment, you will then be required to pay the following year’s renewal fee when this becomes due on 1 January.

All reinstatements received after 1 October, the reinstatement payment will cover your professional renewal fees from October of the current year, until December the following year.

* Please note, once the request for payment has been made by the RICS, you will then have 30 days to arrange the payment. If we have not received this, or a response from you regarding the payment within this time, your readmission will be closed on our records, and you will be required to complete a newly signed and dated readmission application form upon enquiry.
* Payments are non-refundable, unless you withdraw your readmission application within a cooling-off period of 14 days (10 working days), from the date your readmission is confirmed by RICS. If you do decide to withdraw your application, please contact us on the details above.
* The Membership Support team will ensure that your above details are updated onto our database and your readmission application will then be referred through to RICS Regulation to carry out the mandatory regulation checks.
* Should RICS Regulation require any further information or further investigation is required, they will be in contact with you to advise.
* We anticipate that your reinstatement will take around 4-6 weeks to complete, from the date that your readmission application form is received, but this may be dependent on if we have received both the readmission payment and the form. We will be in contact with you to advise of your progress along the way.
* If you have not heard anything from the RICS within 4 weeks after you have sent the form and made your readmission payment, please contact us.