

I S B A

Application for  
**Membership**



One  
Voice

# Application for **Membership**

We hereby apply for membership of the Incorporated Society of British Advertisers (ISBA) Limited, and declare that we are, as buyers of advertising and communications services, eligible for membership, and agree to participate on this basis alone, regardless of our company's other areas of commercial interest.

## 1. Company name for membership\*

Company name (Subscriber Member):

Name of key contact for  
ISBA membership (Primary Contact):

Job title:

Contact number:

E-mail address:

Company address:

Postcode:

Company email domain:

Company Twitter handle:

Company LinkedIn page:

## 2. Company name for invoice\*

(if different from above)

Company name:

Contact name to go on the invoice:

Invoice address:

Postcode:

VAT number:  
(for non UK based companies)

Switchboard number:

Accounts E-mail address:

\* Required sections to process membership application

### 3. Contact details for industry updates & event invitations

As our key contact for the membership we will arrange an introductory call or meeting with you within the first few weeks of your membership. This will include an overview of ISBA and explain how you and your teams can make the most of your membership.

**CMO/VP Marketing name:**

Job title:

Contact number:

E-mail address:

**Marketing Director/most senior marketer name:**

Job title:

Contact number:

E-mail address:

**Most senior digital marketing contact:  
(the person who leads on your digital marketing activity & strategy)**

Job title:

Contact number:

E-mail address:

**Most senior media services contact:  
(the person who leads on your media strategy, planning and buying)**

Job title:

Contact number:

E-mail address:

### 3. Contact details for industry updates & event invitations (continued)

**Most senior public affairs contact:**

Job title:

Contact number:

E-mail address:

**Person responsible for marcomms  
procurement:**

Job title:

Contact number:

E-mail address:

### Other contacts

**Marketing Admin/PA:**

Job title:

Contact number:

E-mail address:



# Appendix - Terms and Conditions of Membership:

## 1. Definitions

"ISBA"	The Incorporated Society of British Advertisers Ltd
"Subscriber Member"	The company or organisation that is a fully paid-up member of ISBA
"Annual Subscription"	The annual subscription amount as confirmed in writing by ISBA
"Application for Membership Form"	The ISBA membership application form
"Subscription Year"	A twelve month period commencing on either 1 January, 1 April, 1 July or 1 October
"ISBA Council"	ISBA's Board of Directors

## 2. Membership

### 2.1 New Members

An application form will need to be completed by the Subscriber Member and returned to ISBA. The appropriate first year's Annual Subscription should be paid as per Clause 5 below.

### 2.2 Membership Renewal/Notice

Subscriber Members will be advised of their Annual Subscription six weeks prior to their renewal date.

The Annual Subscription invoice will be issued in the month prior to the Subscription Year renewal date.

If a Subscriber Member does not intend to renew membership, notice in writing must be received prior to the Subscription Year renewal date. ISBA reserves the right to charge six months' subscription in the event that a Subscriber Member gives notice after the Subscription Year renewal date. Annual Subscription Invoices are raised each year in advance to cover a Subscription Year in full and no refund will be offered if a Subscriber Member wishes to cancel their membership during the course of a Subscription Year.

2.3 The Annual Subscription paid by members is accepted by the HMRC as a deductible trade expense before arriving at profits.

## 3. Basis of Annual Subscription Calculation

3.1 The Annual Subscription and the basis on which the Annual Subscription is calculated are reviewed periodically by ISBA Council and may be subject to change.

## 4. Payment Terms

4.1 The Annual Subscription will be due upon receipt of the Annual Subscription invoice.

4.2 In the event that the Annual Subscription and any other outstanding ISBA invoices remain unpaid three months after receipt of the invoice, ISBA reserves the right to suspend any consultancy work and access to other ISBA services. ISBA also reserves the right to charge interest at the Royal Bank of Scotland plc Base Rate +4%.

4.3 Cheques should be made payable to ISBA and sent to 12 Henrietta Street, London, WC2E 8LH.

4.4 BACS/Credit Transfer payments should be made payable to ISBA as per the bank details below:

Bank name:	The Royal Bank of Scotland Plc
Address:	Drummond House (CM) Branch, Customer Services Centre, Drummond House, 1 Redheughs Avenue, Edinburgh EH12 9JN
Account number:	11937004
Sortcode:	16-00-79

## 5. General

5.1 ISBA, subject to approval by ISBA Council, reserves the right to delete, amend or add such terms as it, in its absolute discretion, thinks fit.

5.2 This Agreement will be governed by and construed in accordance with the laws of England and Wales and the parties hereby agree to submit to the exclusive jurisdiction of the courts of England and Wales.