

NOTES to Accompany Application Form for the RINGSTEAD PROTECTION SOCIETY Reg. No. 1173438

1. If you are completing an individual membership then only the data in row “member 1” should be completed.
2. Shaded boxes in the table are required boxes (when applicable).
3. Child members must be aged between 16 and 25 at the point of application and subsequently at the start of every RPS year on July 1. Please do not add the names of any minors under 16 years of age.
4. We prefer to communicate by email as this is quicker and cheaper than postal mail. We can work with different email addresses for all members. Please make sure you write your email address clearly and legibly making it clear if you are using underscore or hyphen or other special characters.
5. If you don't enter an email address against any member's details we will assume you want paper copies of any RPS communication and we will use the address details given. Only 1 copy of any paperwork will be mailed and to “Member 1” at the address given. However if in respect of a family membership, either: -
 - a. An email address is given in respect of one adult member but not the other, or
 - b. An email address is given for an adult member but not for one or more child members, then
 - c. RPS communications will be deemed to have properly served by sending them to the first named Member with an email address who is responsible for conveying the communications to the relevant family Member(s)
6. In order to comply with the CIO's statutory requirements to maintain a Members Register we require the postal address even if emails are used.
7. The Standing Order Reference is a combination of <Membership number><Last Name><Forename> all combined sequentially together. Thus for example the Treasurer's standing order reference is **M128FISHERALASTAIR**.
8. Your membership number is assigned to you by the RPS administration team and you will need to **obtain this number before setting up your standing order payment.**
9. The Society will hold and process your personal data in accordance with its Privacy Policy. If you would like further information in relation to how your personal data is processed by RPS, please see our Privacy Policy Information Notice, a copy of which can be located on our website www.ringsteadprotectionsociety.org.uk.

Setting up your standing order

There are as many ways to do this as there are different types of bank accounts. However they all basically work the same way. This example is from a Virgin One account. You will have to adapt to your own bank's requirements.

The Standing Order Reference is a combination of <Membership number><Last Name><Forename> all combined sequentially together. So for example the Treasurer's SO reference is M128FISHERALASTAIR. Your membership number is assigned to you by the RPS administration team.

Payee – RPS name

RPS bank account details (shown on the Application form)

VITALLY IMPORTANT
Insert the reference given by the Treasurer on the Application form

How much & when.
In this example Virgin one require an end date. They do not offer an “indefinite” payment option

	Amount	Frequency	Starting Date (dd/mm/yy)
First payment	5	Yearly	04/07/18
Subsequent payments	5	Yearly	04/07/19
Final payment	5		04/07/20