



TERMS FOR IPFA MEMBERSHIP

Joining IPFA as an organisational member indicates acceptance of our terms and conditions.

We will handle your personal data in accordance with our privacy policy (www.ipfa.org/about-ipfa/privacy-policy).

These terms and conditions are based on our Articles of Association (www.ipfa.org/wp-content/uploads/2019/11/IPFA-Constitution-1.pdf).

MEMBERSHIP

- IPFA provides membership on an annual, corporate basis.
- Membership runs from 1st January – 31st December.
- Membership payments are non-refundable.
- The benefits included in the membership can be extended to each employee of your organisation.
- A full list of membership benefits can be found on our IPFA membership pack.
- We do not permit individual membership

MEMBERSHIP APPLICATION & PAYMENT

Membership is taken out on behalf of an organisation and thus the organisation is liable for payment of the membership invoice. Your Membership application can be submitted on paper, online, or via email.

Once your application has been approved by IPFA, the primary contact will receive a welcome email and your membership will be active.

Membership payment terms are 30 days from the date of the invoice. If after 30 days no payment has been received, your membership may be suspended at our discretion at which point no membership benefits will be available. Once payment has been received full membership benefits will resume.



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Payment can be made via debit or credit card (via phone), bank transfer, and cheque. We reserve the right to remove any of the above payment options or introduce new options at any time.

FEES

We reserve the right to increase the price of the membership subscription on an annual basis. You will be informed of any fee increase within your renewal notice. If we discover an error in the price of your membership subscription, we will inform you as soon as is reasonably possible.

CHANGE OF CONTACTS

It is the responsibility of the member organisation to ensure that membership is transferred should the primary contact leave their role. As the membership is taken out on behalf of the organisation, if the membership payment has not been received within 30 days, the organisation is still liable to settle any outstanding invoices.

NEW MEMBERS

Membership payment terms are 30 days from the date of the invoice, which is generated immediately upon online membership sign-up. If after 30 days no payment has been received, your membership may be suspended at our discretion at which point no membership benefits will be available. Once payment has been received full membership benefits will resume.

ORGANISATIONAL MEMBERSHIP UNDER AN UMBRELLA ORGANISATION

Please note that if you have joined as an organisational member as part of a under an umbrella organisation, the benefits of membership differ slightly to our regular organisational membership.



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Subsidiary or 'child' organisations may use their 'parent' organisation's membership, as long as they are a wholly owned subsidiary and do not wish to be represented under a different organisation name or branding. Membership benefits such as hosting, speaking or facilitated introductions are not included.

A separate membership is required, if an organisation is partly owned / wishes to be represented under their own brand / or would like to benefit from the full range of membership services (hosting, speaking, facilitated introductions).

DATA PROTECTION

By submitting a completed and signed Membership application form either in hard copy or online, or by signing up over the phone or via email, you agree for your personal details to be processed by IPFA in accordance with the lawful basis under which it has been collected. Your data will be processed in accordance with the General Data Protection Regulations (GDPR) in order to fulfil these Membership Terms.

We commit to keeping your data secure and only use it for the purpose for which it has been collected.

We may share personal data with our suppliers who are contracted by us to provide certain services. However, these activities will be carried out under an agreement which imposes strict requirements on our suppliers to keep your information confidential and secure and comply with the GDPR.

IPFA does not rent or sell mailing details to any third party.

The IPFA website includes links to other sites, not owned or managed by IPFA. We cannot be held responsible for the privacy of data collected by websites not managed by IPFA.

You can opt in or opt out from receiving any or all of the communications from IPFA at any point by clicking unsubscribe on an IPFA email, logging in to your individual member portal or contacting us at info@ipfa.org



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You are responsible for informing us of changes to your personal details.

- 1.1. Since IPFA activities are divided into regional branches, your personal details may be shared with the IPFA Branch Councils. Branch Councils are under strict obligations to keep your data secure and only use it for purposes it was collected for.
- 1.2. We will only hold Personal Information for as long as there is a business purpose to do so. Individuals can exercise their right to be forgotten at any time.
- 1.3. You are entitled to request access to your personal information as well as any of the other rights under the GDPR. Please see our Privacy Policy for more information (please visit www.ipfa.org/about-ipfa/privacy-policy). You should put your request in writing, using these contact details:
Data Protection Officer
IPFA
38 Chancery Lane
London WC2A 1EN, United Kingdom
E-mail: info@ipfa.org

QUERIES, COMMENTS & COMPLAINTS

If you have any queries, comments or complaints about your subscription please contact our membership team:

Telephone: +44 (0)2074270900 (lines are open Mon-Fri 9am-6pm UK time) (excluding public holidays)

Email: membership@ipfa.org

Post: 38 Chancery Lane, London, WC2A 1EN, United Kingdom

IPFA is the trading name of The Project Finance Association, a company limited by guarantee.

Registered Office: 38 Chancery Lane, London, WC2A 1EN, United Kingdom

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