



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 LinkedIn page: _____

2. Company name for invoice*

(if different from above)

Company name: _____

Contact name for 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. Key Contacts for Membership

ISBA aims to have contacts for our key areas of activity, ensuring they are kept fully up to date with developments in these areas. We call these Areas of Responsibility.

We will add the **leads detailed below** to relevant email communications. In addition we will contact offering an introductory briefing call for their area of expertise and support available.

CMO:

(covering UK marketing activity)

Job title:

Contact number:

E-mail address:

UK Marketing Director:

(or senior lead on marketing)

Job title:

Contact number:

E-mail address:

**Most senior lead on
UK media strategy and planning:**

Job title:

Contact number:

E-mail address:

**Responsible for UK paid digital/
biddable media, digital strategy:**

Job title:

Contact number:

E-mail address:

3. Key Contacts for Membership (continued)

Lead on sustainability:

(leads on issues of climate change, net zero etc)

Job title:

Contact number:

E-mail address:

Lead on UK public affairs or corporate comms:

(government relations and manages relations with regulatory stakeholders)

Job title:

Contact number:

E-mail address:

Lead on UK marketing procurement:

(contract management etc)

Job title:

Contact number:

E-mail address:

Legal contact:

(responsbile for marketing services agreements & interest in advertising regulation)

Job title:

Contact number:

E-mail address:

3. Key Contacts for Membership (continued)

Lead on all issues related to diversity, equity, inclusion and representation within marketing, advertising and/or procurement functions:

Job title:

Contact number:

E-mail address:

Leading on the learning and development opportunities for the team:
(if applicable)

Job title:

Contact number:

E-mail address:

Marketing admin/PA:
(if applicable)

Job title:

Contact number:

E-mail address:

Appendix - Additional Terms:

Appendix - Terms and Conditions of Membership:

1. Definitions

“ISBA”	The Incorporated Society of British Advertisers Ltd
“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 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

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 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 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 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

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, access to membership benefits may be removed. ISBA also reserves the right to charge interest at the Bank of England 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
IBAN	GB71RBOS 160079 11937004
BIC	RBOSGB2L

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.

Updated March 2023