

ISBA 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.

There may be an annual increase set by the ISBA Council. You will be contacted 6 weeks prior to your renewal date with full details of any changes and the opportunity for a review and planning call with one of the membership team.

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
Bank Address	Drummond House Branch 1 Redheughs Avenue Edinburgh EH12 9JN
Sort Code	16-00-79
Account Number	11937004
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.

Last updated March 2023