Application form to register as an   
Affiliate Group Body Corporate (AGBC)

Before completing this form, please ensure that you have read section C of the [*Code of Conduct*](https://architecturaltechnology.com/resource/code-of-conduct-2022-pdf.html). To register on the Affiliate Group Body Corporate Scheme, all sections of this application form must be completed. The form and declaration agreeing to comply with Section C of the [Code of Conduct](https://architecturaltechnology.com/resource/code-of-conduct-2022-pdf.html) be signed by the primary designated contact, who should hold a senior management position with authority to sign on behalf of their organisation.

We aim to process your application within four weeks and will confirm your AGBC status as soon as possible. Should we require additional information, we will be in contact.

If you represent a branch/division/office or department of a large or multi/office/national organisation and you wish to join on behalf of your branch/division/office or department, please contact [membership@ciat.global](mailto:membership@ciat.global) who can provide the necessary guidance and policies.

**To remind you of the benefits available for the bronze, silver and gold tiers, please visit:** [**architecturaltechnology.com/joining/agbc.html**](https://architecturaltechnology.com/joining/agbc.html)

If applying for the gold package and you wish to use the Affiliate Group Body Corporate emblem, once your registration is confirmed, you are required to comply with the conditions to use the emblem, which will be provided.

# We wish to join the AGBC Scheme at the following level:

*Please select the package and tier based on the size of your organisation:*

|  |  |  |  |
| --- | --- | --- | --- |
| Micro - 10 employees or less | Bronze package (£250) | Silver package (£550) | Gold package (£750) |

|  |  |  |  |
| --- | --- | --- | --- |
| SME – 11 to 249 employees | Bronze package (£300) | Silver package (£600) | Gold package (£800) |

|  |  |  |  |
| --- | --- | --- | --- |
| Large – 250+ employees | Bronze package (£400) | Silver package (£700) | Gold package (£1,150) |

# SECTION A – Contact details of the primary designated/authorised person for the AGBC

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of organisation |  | | | | |
| Surname and forename(s) of authorised person |  | | | | |
| Job title |  | | | | |
| MyCIAT access log in  format = (dd/mm/yyyy) | /  / |
| Organisation address |  | | | | |
| Postcode |  | Country |  | | |
| Telephone |  | | | Instagram |  |
| Email address |  | | | Twitter |  |
| LinkedIn |  | | | | |
| Is this your organisation’s only office? | Yes/No | | | | |

# SECTION B – Employees and main contact

|  |  |
| --- | --- |
| Please state the current number of all employees at your organisation |  |
| Please provide the name, position and email address of the person to be your organisation’s deputy/point of contact for AGBC. |  |

# Section C – Declaration

On behalf on my organisation:

1. I submit this completed form as an accurate record in support of our organisation’s request to join the CIAT AGBC Scheme.
2. I/we understand the obligations as set out in Section C of the [*Code of Conduct*](https://architecturaltechnology.com/resource/code-of-conduct-2022-pdf.html)for AGBC’s*.*
3. We agree to accept the decision of the Institute regarding our eligibility for admission onto the AGBC Scheme. If admitted, we will abide by the rules and regulations specified in the Charter, Bye-laws and Regulations\* and agree to abide by the [*Code of Conduct*](https://architecturaltechnology.com/resource/code-of-conduct-2022-pdf.html), and any other directive issued by CIAT.

*\*Can be found at:* <https://architecturaltechnology.com/resource/ciat-regulations.html>

1. If accepted, on receipt of our formal Registration notification, our organisation can state it is a **“CIAT Affiliate Group Body Corporate”** and that no other variation is permitted.
2. As required by the Code and the AGBC requirements, I/we will keep CIAT informed of any change in circumstances of the organisation in writing, which may affect our organisation’s AGBC status.
3. That if I leave this organisation, I will confirm in writing who will take on this responsibility and that you will advise of any actions they may be required to take as necessary.

**Disclosure – General Data Protection Regulations (GDPR) 2018**

All data will be held in accordance with GDPR principles. If you have any queries or requests, please contact [membership@ciat.global](mailto:membership@ciat.global) or refer to the Institute’s Privacy Statement (<https://architecturaltechnology.com/privacy-policy.html>).

**N.B.** Your organisation cannot elect to be excluded from CIAT related mailings (via mail or email).

|  |  |  |  |
| --- | --- | --- | --- |
| Signature of primary designated/authorised person: (as noted in section A)  Job title |  | Date: | /  / |

# Checklist of items to be included with this form

I have completed the following:

All sections of the application form  Signed the declaration in Section C

The appropriate fee(s) to be paid via BACS or by card over the phone. If you require an invoice, please email [membership@ciat.global](mailto:membership@ciat.global)

FEES ENCLOSED:

|  |  |  |
| --- | --- | --- |
| £/€ |  | £100 application fee |
| £/€ |  | Selected package subscription |
| £/€ |  | Total amount due |

|  |  |  |
| --- | --- | --- |
| **Please return this form to:**  [membership@ciat.global](mailto:membership@ciat.global) |  | **For any queries please contact:**  **T.** +44 (0)20 7278 2206 |