

PMI Subscription Policy

(Please ensure you read the Subscription Policy as it sets out the terms for your membership with us.)

Each member is responsible for ensuring that their details in the register are complete, accurate and current by contacting the membership team via email at membership@pensions-pmi.org.uk

Membership Service	Subscription Due Date
FPMI, APMI, DipPMI, CertPMI, Students	1 September
Affiliate	1 November
Trustees	1 January

The subscriptions run from 1st September, 1st November and 1st January on a 12 month cycle. Full payments are due annually regardless of the date members join the PMI. Fees are not dependent on date of joining and therefore not prorated.

Although subscriptions are due by the 1st of the above stated months respectively, members will be allowed a period after which the renewal becomes due to renew their membership before the late fee is applied.

The Membership Department will contact you regarding the renewal of your membership at the appropriate time.

Life Membership

Existing life membership will continue but there will be no new addition to this category.

Criteria for applications for Reduced/Non-Working Rate Subscription

To be eligible and pay the reduced rate subscription you:

- must be working part-time and/or doing no significant work (significant being interpreted as not more than 10 hours per week)
- do not expect to return to such work in the foreseeable future

Requests for a reduced rate should be made prior to payment of your subscription as no refunds will be made retrospectively.

If the circumstances of a member on a reduced, retired, or non-working subscription changes during the year they must inform the Membership Team who will discuss their options.

Full exemption from the requirements of the PMI CPD Scheme

Please refer to the CPD Regulations

Late payment surcharges

Please note that members with overdue subscription accounts may incur a late payment charge. Members who fail to make payment before the lapsed date will have their membership ceased. PMI will take action to try and obtain the amount due before membership termination is carried out which will include sending a final reminder giving a final date for payment.

Refunds

Membership fees are not refundable or transferable. If there are exceptional reasons for a refund request, then you can contact the PMI Membership Department providing details of these reasons, at which point it may be considered. Membership refunds will only be considered under the most extenuating circumstances.

Payment Methods

Cheque Payments

Please note that effective 1 June 2019, PMI will no longer accept cheque payments for all membership subscriptions, renewals, or qualifications.

Paying by BACS

Please make payment to PMI bank account details as follows:

Name of Bank: HSBC Bank plc, 100 Old Broad Street, London EC2N 1BG

Sort code: 40-07-31

Account number: 61146203

Please ensure your surname, PMI member number or invoice number is given as a reference on the BACS payment. If you would like a receipt for this payment, please contact the Membership Department informing them of the account name and the date payment was made.

Paying by Credit Card

To pay by credit card follow the process below:

1. Log in to the member's area by entering your email and password. If you have never logged in to the member's area before, you will need to select create an account to set up your online account
2. Select 'My PMI' to take you to the member's area
3. Follow the instructions on the screen which will take you through the credit/debit card payment process

If you have any problems with this process, please contact the Membership Department

Paying by Direct Debit

To help FPMI, APMI, DipPMI, CertPMI, Student and Trustee Group members spread the cost of annual subscriptions, the PMI's direct debit scheme will collect payment over three months (1 Sept, 1 Oct, 1 Nov).

Those already on the direct debit scheme need take no action. Those wishing to join the direct debit scheme can set up a direct debit on their member profile during the renewal period.

If you have any questions concerning payment by direct debit, please contact the Membership Department.

Bulk Payments

Although PMI operates on an individual membership basis, we recognise that it is sometimes easier for employers to make a bulk payment to renew their employees' membership. PMI will facilitate this process and have outlined five simple steps to achieve this outcome:

1. PMI ask that the employer put in place a "Responsible Person" to act as the single point of contact at your end
2. Responsible Person to contacts PMI to agree members' status, for example, Associate Full or Associate Non-Working Membership
3. PMI will send a list of the current members for the Responsible Person to examine
4. Responsible Person will return list with amendments and request invoice
5. PMI will prepare and email a bulk invoice to Responsible Person requesting payment

Please note that individual members **will** continue to receive reminders until payment is received in full.

IMPORTANT: It is the individual member's responsibility to pay his/her annual subscription and/or ensure that employers make payment to the PMI on time to avoid their membership services being interrupted.

Resignation

Any member who wishes to resign their membership status, must inform the Membership team by email at membership@pensions-pmi.org.uk or write to the PMI.

Reinstatement

If any member wishes to be reinstated after being lapsed or having previously resigned, they will be required to complete the relevant application form and pay the subscription for the year in which they are re-joining, plus an election fee of £35.

The Pensions Management Institute

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