##### BRITISH COUNCIL ASSOCIATION No. . . . . . . . . . (BCA to complete)

#####  Membership No ................

**PLEASE COMPLETE AND RETURN TO THE SECRETARY**

Via email lorna.campbell@britishcouncil.org

OR

By post to The Secretary,

British Council Association (HR)

 1 Redman Place,

Stratford,

London, E20 1JQ

I/We wish to join the Association (if appropriate include name of spouse/partner. One subscription covers both).

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| **Full Name:** (Mr/Mrs/Miss/Ms etc)**Name of partner/spouse** (Mr/Mrs/Miss/Ms etc) |
| **Address:** **Post code** |
| **Telephone number:****Email address:** |
| **Date of Birth**: (dd/mm/yyyy) |
| **Years of service**: **From**: **To**: |
| **SUBSCRIPTION** The annual subscription is currently £15.00. Members can pay in one of two ways* **Members receiving British Council pension**: The £15.00 subscription can be deducted from pension at the rate of £1.25 per month. Please complete the Authorisation Form at Annexe A and return it with your completed application.
* **Members NOT receiving British Council pension**: Payment should be made by Standing Order. Please complete the form in Annexe B and send it direct to your own bank. This can also be set up via internet banking.
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| **COMMUNICATION AND INFORMATION** our method of communication is via email**New Horizons** Members receive a copy of the BCA magazine, New Horizons, three times a year. |
| **THEATRE VISITS**  The BCA has an active theatre group which obtains tickets at concessionary rates mainly in London but also at venues such as Stratford-upon-Avon, Bath and the Chichester Festival Theatre. If you would like your name added to the mailing list, please indicate here with a tick **[ ]** |
| **VISITS AND OUTINGS**Details of various outings and visits are sent to members. Please indicate with a tick if you would like to receive these **[ ]** |

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| **DETAILS OF BRITISH COUNCIL CAREER**As the ‘institutional memory’ of the British Council the Association would be grateful if you provide brief details of your Council career. Your co-operation in helping us to maintain our own database of past postings will be appreciated. You do not have to provide this information if you do not wish. We will not share this information without your permission. |
| **Name** |
| **Years**  | **Title of Post** | **Country/Department**  |
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 **Membership No ...........**

***The British Council Association will only use the information you give us for the purposes of administering the Association. We will not share your data with other institutions and it will not be used for marketing purposes. Under UK Data Protection law, you have the right to ask for a copy of the information we hold, and the right to ask us to correct any inaccuracies in that information. You also have the right to complain to the Information Commissioner if you feel we have misused your data. For further information about how the British Council processes your personal data, please refer to the privacy section of the website:*** [***www.britishcouncil.org/privacy***](https://roam2.britishcouncil.org/%2BCSCO%2B3h756767633A2F2F626867796262782E6F657667766675706268617076792E626574%2B%2B/owa/redir.aspx?C=V7bdYjxuzqIiYdYEDicryQ3BcJCvbJCyHZoOMbdYB2HOcbVoVEHUCA..&URL=http%3a%2f%2fwww.britishcouncil.org%2fprivacy)***.***

**ANNEXE A – DEDUCTION FROM PENSION**

**AUTHORISATION FORM**

**Please complete and return to the BCA Capita Code 88**

I agree to the sum of £1.25 per month being deducted from my pension in respect

 of my subscription to the British Council Association.

Name . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . (Mr/Mrs/Miss/Ms/other)

Address . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

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Pension Number (if known) . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

National Insurance Number . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

Signed . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . Date . . . . . . . . . . . . . . . . . . . . . . .

**ANNEXE B**

**STANDING ORDER MANDATE**

**PLEASE SEND DIRECT TO YOUR OWN BANK**

To (your bank + address + sort code)

**Please pay the standing order to**

Bank HSBC

Sort code 40-02-08

Account 71530879 (The British Council Association)

reference: BCA (insert your name)

**Please pay the following**

£15.00 (Fifteen pounds) annually, starting on (insert date)

Please debit my account number……………………….

Sort code ………………………………

**Signed**