

# Retired | Grade

## Application Form

RetMCIOB / RetFCIOB

The Chartered Institute of Building (CIOB) offers a retired grade annual subscription for eligible Chartered Members and Fellows who are fully and permanently retired and a free subscription for Chartered Members and Fellows who are fully and permanently retired aged 75 and over. To be eligible for either, Chartered Members and Fellows must meet all of the following criteria:

- Are fully and permanently retired with no earned income; and
- Hold no Company Directorships within the building or construction industry; and
- Are not volunteering in a professional capacity which would involve the giving of advice on building or construction matters.

### Candidate's Details (please use block letters)

Membership no:	<input type="text"/>	Membership grade:	<input type="text"/>
Title:	<input type="text"/>	Date of birth:	<input type="text"/> <input type="text"/> <input type="text"/>
Forename:	<input type="text"/>	Surname:	<input type="text"/>
Home address:	<input type="text"/>		
Post/zip code:	<input type="text"/>	Email:	<input type="text"/>
Telephone:	<input type="text"/>	Mobile:	<input type="text"/>
	<small>COUNTRY CODE</small>	<small>AREA CODE</small>	<small>NUMBER</small>
		<small>COUNTRY CODE</small>	<small>NUMBER</small>

## Candidate's Declaration

I am a Chartered Member (MCIOB) or Fellow (FCIOB) and wish to apply for the:

Over 75 Free annual subscription       Under 75 Retired Grade annual subscription

I can confirm that: (You must confirm all statements to be eligible)

I am fully and permanently retired and have not received any earned income derived from the building or construction industry since    AND

I do not hold any board directorships in a professional capacity which involves the giving of advice on building or construction matters (either executive or non-executive); and

I am not undertaking any voluntary work in a professional capacity which involves the giving of advice on building or construction matters

By ticking the boxes above, I declare that the above statements are true. I also confirm that:

- I understand that as a retired member, I am not eligible to sit on Governance committees or boards.
- I understand that I may be asked to submit evidence to support my application.
- I agree to changing my designation to RetFCIOB/RetMCIOB accordingly.
- I will notify the CIOB immediately if my circumstances change in any relevant respect. I understand that if I do intend to work and wish to return to the active grade within 2 years of transferring into the retired grade (and subject to providing to the CIOB a 'Forward CPD Plan'), that I can appeal to revert to full membership. I also understand that once reinstated to full membership, any future application to the retired grade will be permanent.
- I declare that the information contained in this application is true, accurate and complete to the best of my ability.
- I acknowledge that any statement contained herein, which is known by me to be false, may invalidate contravene the CIOB's Bye-Laws and Rules governing the professional conduct of members and thus lead to formal disciplinary proceedings.
- My name will not appear in print on any official notepaper, stationery or other media, including websites or email of any organisation connected with the building or construction industry.

I confirm the above declarations

Name:

Date:

## How to send your application

Once you have completed your application form, please email it to [customerservice@ciob.org.uk](mailto:customerservice@ciob.org.uk)

## Retained Benefits

Retired grade members retain the following benefits of Chartered Membership:

- Access to member magazines
- Voting rights
- Attendance at CIOB events

Retired grade members do not need to maintain their CPD or hold PI insurance as they should not be professionally active.

## Application Information

If approved, the new reduced rate subscription will be processed to commence from the start of the next new subscriptions year.

**Once your application is authorised, payment can be made via the member's area of the CIOB website at [ciob.org](http://ciob.org) in GBP by debit or credit card. Alternatively, call +44 (0) 1344 630 700 and speak to our Customer Service Team.**

## Data Protection

The CIOB will process your personal information to facilitate your membership of the Institute and to communicate with you in relation to matters which are essential to your continued membership. For more information on how CIOB process your data, please review our Privacy Notice – members at [ciob.org/fine-print](http://ciob.org/fine-print)

The CIOB would like to communicate with you in relation to:

- Information relevant to your professional development (which will include information from the CIOB Academy and Knowledge Hub, CPD and information in relation to our work for the benefit of the industry and the wider society)
- News and events

If you would like to receive this information, please indicate here.

Members have the ability to update their communication preference at any time, through accessing the Members' Portal or emailing [mydata@ciob.org.uk](mailto:mydata@ciob.org.uk).

# Leading the Cultural Shift

We are the Chartered Institute of Building and we stand for the science, ethics and practice of built environments across the world. Everything we do is to improve the quality of life for those using and creating the built environment.

We have a role in the management, leadership and development of our industry. For our members, guiding and educating them as they embark on their careers. For policymakers, defining the standards for all to meet. For the public, creating an environment they can live and work in safely, comfortably and confidently.



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[ciob.org](http://ciob.org)

Registered charity in England and Wales (280795)  
and in Scotland (SC041725)

CIOB 2023

## Our Mission:

We drive up professional standards, push forward innovation, influence political decisions and strengthen talent across the global CIOB community.

## Our Vision:

Improve the quality of life for the users and creators of our built environment.

## Our Values:

**Professionalism** - We champion standards and professional ethics in the science and practice of building and construction.

**Integrity** - We strive for equity and fairness in our decision making and treatment of others.

**Excellence** - We pursue the highest standards of quality in everything we do.

**Respect** - We consider the impact our actions will have on individuals and the public good.