



AUSTRALIAN
INSTITUTE OF
OFFICE PROFESSIONALS

Corporate Membership Application

Company Name: _____

Postal Address: _____

Tel: _____ Fax: _____

Contact Person: _____ Title: _____

Tel: _____ E-mail: _____

Delegate 2: _____ Title: _____

Tel: _____ E-mail: _____

Delegate 3: _____ Title: _____

Tel: _____ E-mail: _____

Delegate 4: _____ Title: _____

Tel: _____ E-mail: _____

* Additional Delegate: _____ Title: _____

Tel: _____ E-mail: _____

* Additional Delegate: _____ Title: _____

Tel: _____ E-mail: _____

* Optional at a cost of \$80.00 per additional delegate.

CORPORATE MEMBERSHIP of the Australian Institute of Office Professionals includes the following:

- ★ Annual fee of \$345.00 (due on 30 June and payable by 31 July of each year).
- ★ Voting rights for two (2) staff nominees.
- ★ Rights for two (2) selected staff members to be part of a Committee of Management of AIOP.
- ★ Attendance at AIOP functions/meetings for **four** staff members at AIOP members' prices.
- ★ Access to AIOP network via the National Magazine.

We are interested in the Institute's Diploma of Business. Please send us further information.

I declare that the information provided in this application is correct and I agree to abide by the Constitution of the Australian Institute of Office Professionals, as amended from time to time. Please refer to our Privacy Statement, a copy of which is included in our Membership Kits, or located on our website (listed below). If you are unable to access our website, please call the Company Secretary on (08) 9317 8136 for a copy.

Signature: _____ Date of Application: _____
(Company Representative)

*N.B. No credit card facilities in NT, Tasmania and SA

Method of Payment: <i>(please tick)</i>	Cheque	Money Order	Bankcard	MasterCard	Visa
Card number	Expiry Date		/	Amount \$	
Cardholder's Name		Signature			

Return this completed form to: AIOP Membership Officer in your respective Division



AUSTRALIAN
INSTITUTE OF
OFFICE PROFESSIONALS

Grades of Membership

There is an appropriate grade for all office professionals
A brief description of these grades is set out below

FELLOW FAIOP

Any person who is the holder of the AIOP Diploma or an equivalent business diploma or educational qualification, and currently employed as an office professional or suitably qualified educator responsible for business education, with not less than 15 years office experience at the date of application and can provide written evidence of the above.

ASSOCIATE FELLOWS AFAIOP

Any person who is the holder of the AIOP Diploma or an equivalent business diploma or educational qualification, and currently employed as an office professional or suitably qualified educator responsible for business education, with not less than 10 years working experience; OR has 20 years office experience at the date of application and can provide written evidence of successful participation in continuing professional development.

MEMBER MAIOP

Any person who is currently employed as an office professional or suitably qualified educator responsible for business education, with not less than 5 years office experience at the date of application, and can provide written evidence of successful participation in continuing professional development.

ASSOCIATE AAIOP

Any person who is currently employed as an office professional or suitably qualified educator responsible for business education, with between 3-5 years office experience at the date of application, and can provide written evidence of successful participation in continuing professional development.

AFFILIATE

Any person who is currently employed as an office professional or suitably qualified educator responsible for business education, with between 0-3 years office experience at the date of application, and can provide written evidence of successful participation in continuing professional development.

STUDENT

Any person who is currently studying full-time for a business qualification and can provide written evidence of course details.

CORPORATE

For organisations which employ, or are affiliated with office professionals or business education.

INTERNATIONAL AFFILIATE

For individuals resident overseas, or international office professional organisations.

www.aiop.com.au