



REGISTRATION RENEWAL FORM RETIRED 2021 - 2022 ONLINE OR STANDING ORDER PAYER

Information you need to know as a RETIRED member	
The cost of Retired membership September 2021 - 31 August 2022	£28.00
Online/Standing Order Payments – Our bank payment details: Barclays Bank plc - Account Number: 30673277 Sort Code: 20-31-52 Please quote your Institute membership number as a reference	
Your validation card will be sent out mid-August before the start of the new Institute year on 1 September 2021	
The benefit of being in the Retired category is that you will be able to support the Institute and stay in touch with its activities, including attending the AGM as an observer	
This category of inclusion to the Institute is only available to guides who are not working for a fee and are therefore deemed to be retired from the profession. If you return to working for a fee you will need to pay the appropriate registration fee and convert back to the appropriate membership category (i.e. Member or Associate) and there are time limits associated with this – see below	
The Retired category is not time limited. However, if you come out of the Retired category after more than 3 years, you may need to re-take and pass examinations before reverting to your previous membership category, incurring examination costs plus the appropriate registration fee, as per, as per the policy on revalidation of qualifications click here.	
If you are within the appropriate time span and if you wish to return to your former appropriate membership category click on the form below, complete this and return to the Institute office by Sunday 4 July 2021. <ul style="list-style-type: none">- Click here for Member- Click here for Associate	
If you wish to continue with the Retired membership please continue completing this form. The Retired form MUST be completed annually and returned by e-mail to the Institute by SUNDAY 4 JULY 2021	
Institute's Expectations and Actions required of its Retired members <ul style="list-style-type: none">• You are registering as a retired guide. By completing this form, you confirm you are not intending to undertake paid guiding work for the period 1 September 2021 - 31 August 2022	
ACTIONS to take before DEADLINE – SUNDAY 4 JULY 2021 <ul style="list-style-type: none">• Completed forms/s e-mailed to the Institute by SUNDAY 4 JULY 2021• Ensure your address/contact details are correct and you are content with the way we use the data. To do this please follow the instructions below:<ol style="list-style-type: none">1. Go to the Institute of Tourist Guiding website www.itg.org.uk or click here2. Click on the tab at the top Our Guides3. Scroll to Member Log in4. Enter your Username (always your Institute membership number without any preceding letters or zeros)5. Enter your Password (either you know it or if you have forgotten it, the system allows you to request a reminder to be sent by e-mail)	



6. Once logged in, the first page you will see are your **Contact Details** - check these are correct. If you need to make any changes click on the **Addresses** tab and enter the new details, click on Submit. You will then receive a message 'Thank you. Your data has been saved'.
7. Click on '**Continue**'

Scroll down to GDPR consent. Under Data Usage Content – should you require details on 'What we use your data for' please click on the link for full details of the Institute's Privacy Policy <https://www.itg.org.uk/about/about-the-institute/privacy-policy/>.

8. Tick as relevant
9. Click on **Save changes**. You will then receive a message as follows: 'Thank you, your consent choices have been saved'. Click here to continue.
10. Scroll down to **Log Out**

PROVIDE PAYMENT DETAILS (please mark with an X)
Completed form is e-mailed to the Institute by SUNDAY 4 JULY 2021

- I have paid by telephone/online banking Date Paid: _____
- I have paid by Standing Order Date Paid: _____
- I am changing to pay by direct debit Please [click here](#) for a new Direct Debit mandate and I have attached a completed/signed mandate form

Institute Membership Number		
Former membership category of the Institute (Please mark with an X)		Member <input type="checkbox"/> / Associate <input type="checkbox"/>
First Name		
Last Name		
Address		
Mobile		
Email		
Reasons for inclusion in this category		
Completed form/s e-mailed to the Institute by DEADLINE SUNDAY 4 JULY 2021		

April 2021