

# CIPS CBE EXAMINATION ENROLMENT FORM

MAY - 2019

IT'S QUICKER AND EASIER TO BOOK YOUR EXAM ENTRY ONLINE [www.cips.org/MyCIPS](http://www.cips.org/MyCIPS)



## PART 1 – ABOUT YOU: PLEASE COMPLETE IN FULL

Name: \_\_\_\_\_ Membership No: \_\_\_\_\_  
Address: \_\_\_\_\_ Tel / Mobile: \_\_\_\_\_  
Email: \_\_\_\_\_  
**Email address is mandatory to sit a CIPS CBE examination**

Your membership must be current to enter for all assessments. If your membership is not current, you must renew or submit your new member registration form with payment 10 working days before the exam closure date. After this date we cannot guarantee that you can be enrolled for the examination(s). All examination dates can be found on the CIPS website [www.cips.org/learn/student-zone](http://www.cips.org/learn/student-zone).

## EXAM CENTRE INFORMATION

If you are registered with a study centre, please contact them directly to book your exam.

Learners choosing to sit at a CIPS Exam Centre will be charged a venue fee for each exam entry to subsidise the cost of supplying these facilities. If you are sitting at an alternative centre, there may be a venue fee charged by your centre for hosting your examination in addition to the exam fee. Please contact your centre to confirm.

All CIPS study centres and exam centres can be found using our centre finder tool on the CIPS website <http://study.cips.org/>

## PART 2 – YOUR EXAMINATION CHOICES

Please ensure you have read the CIPS Rules for examinations and enrolment carefully about how to complete this section of the form. Candidates are required to complete all parts of this form – to ensure enrolment is not delayed.

I wish to sit my examination(s) at the following centre: (please select two options in case option 1 is not available).

Option 1		Option 2	
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### Level 2 – Certificate in Procurement & Supply Operations

<input type="checkbox"/>	L2M1	Introducing Procurement and Supply
<input type="checkbox"/>	L2M2	Procurement and Supply Operations
<input type="checkbox"/>	L2M3	Stakeholder Relationships
<input type="checkbox"/>	L2M4	Systems Technology
<input type="checkbox"/>	L2M5	Inventory, Logistics and Expediting

### Level 3 – Advanced Certificate in Procurement & Supply Operations

<input type="checkbox"/>	L3M1	Procurement and Supply Environments
<input type="checkbox"/>	L3M2	Ethical Procurement and Supply
<input type="checkbox"/>	L3M3	Contract Administration
<input type="checkbox"/>	L3M4	Team Dynamics and Change
<input type="checkbox"/>	L3M5	Socially Responsible Procurement
<input type="checkbox"/>	L3M6	Socially Responsible Warehousing and Distribution

**Please note booking using an enrolment form can take up to 5 days to process you will be allocated a time and date for your exam subject to centre availability. This will then be included on your exam confirmation on your MyCIPS account.**

## PART 3 – HOW TO PAY

Please note that your entry will not be processed if the correct payment is not received with your form. Fees are available on the CIPS website [www.cips.org/learn/student-zone](http://www.cips.org/learn/student-zone) and can be found [here](#).

<input type="checkbox"/>	UK sterling cheque enclosed (payable to CIPS)	<input type="checkbox"/>	Please select bank account paid (details over):
<input type="checkbox"/>	Money on CIPS account	<input type="checkbox"/>	UK
<input type="checkbox"/>	Paid by BACS (remittance must be enclosed)	<input type="checkbox"/>	South Africa
		<input type="checkbox"/>	Australia

## PART 4 – SIGNATURE AND DATE

The provision of examination service by CIPS contained in this examination enrolment form is subject to the conditions of entry provided in the CIPS Examination Enrolment Terms and Conditions <https://www.cips.org/learn/student-zone/policies-and-procedures>. By returning this form you acknowledge that you have read, understood and accept those conditions, which include exclusions and limitations of liability on the part of CIPS.

I agree to the conditions of entry in the CIPS examination(s) Signed ..... Date .....

Please send completed enrolment forms to [computerbasedexams@cips.org](mailto:computerbasedexams@cips.org)

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CIPS Bank details are as follows:

<b>United Kingdom</b>	
<b>Bank:</b>	Barclays Bank PLC
<b>Sort code:</b>	28-81-53
<b>Account No:</b>	00511935
<b>Account Name:</b>	The Chartered Institute of Procurement & Supply
<b>VAT No:</b>	GB 342 6489 42
<b>IBAN No:</b>	GB48 BARC 2081 5300 5119 35
<b>SWIFT Code:</b>	BARCGB22

<b>Australia</b>	
<b>Bank:</b>	Barclays Bank PLC
<b>Account Name:</b>	C I P and supp
<b>Account No:</b>	GB 342 6489 42
<b>IBAN No:</b>	GB31 BARC 2081 5373
<b>Swift Code:</b>	BARCGB22

<b>South Africa</b>	<b>Please use this account if you are a student/ study centre outside of the South African borders.</b>
<b>Bank:</b>	Centurion
<b>Account Name:</b>	CIPS SA
<b>Account No:</b>	6230 8072 066
<b>Swift Code:</b>	FIRNZAJ926
<b>Branch Code:</b>	261550

<b>South Africa</b>	<b>Please use this account if you reside within South African borders.</b>
<b>Bank Name:</b>	First National Bank
<b>Account Name:</b>	CIPS PB South Africa (PTY) LTD
<b>Branch Name:</b>	COMM Account Services Cust
<b>Branch Code:</b>	210554
<b>Account Number:</b>	62774444170
<b>Swift Code:</b>	FIRNZAJJ

If you are making payment and submitting an enrolment form to the British Council please use the below accounts:

<b>Johannesburg &amp; Cape Town British Council</b>	
<b>Bank:</b>	Standard Chartered Bank
<b>Account Name:</b>	British Council – Main
<b>Account Number:</b>	80191330531
<b>Sort Code:</b>	730020
<b>Swift Code:</b>	SCBLZAJJ

<b>Gaborone British Council</b>	
<b>Bank:</b>	Standard Chartered Bank
<b>Account Name:</b>	British Council
<b>Account Number:</b>	0100176604300
<b>Branch Name:</b>	Hemamo
<b>Branch Code:</b>	662767

Please send completed enrolment forms to [computerbasedexams@cips.org](mailto:computerbasedexams@cips.org)