2018-19 Membership Subscription

The membership year runs from 1 October to 30 September. Membership subscription ends on 30 September each year, irrespective of when you became a Member. The due date for payment of 2018-19 Member Subscriptions is 1 October 2018. You can view current membership fee rates here.

Declaration

By continuing your annual subscription, you confirm that you:

- have read and complied with the Code of Professional Conduct;
- have, for the calendar year ended 31 December 2017, complied with the Institute’s CPD requirements if applicable to your member category or been exempted from compliance;
- agree to be bound by the Constitution of the Institute, the Code of Professional Conduct and all Professional Standards and mandatory Guidance Notes in force from time to time; and
- agree to inform the Institute immediately should any of your circumstances change.

If you have any concerns regarding confirmation of your compliance, please contact, tony.burke@actuaries.asn.au.

Personal Details

Updating your details ensures you receive an accurate subscription every time. It’s your responsibility to keep your member profile up-to-date, including your CPD dashboard preferences and practice areas. You can do this by logging into www.actuaries.asn.au or by contacting memberservices@actuaries.asn.au.

New payment schedule for 2018-19 membership subscription fees

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-19 Membership Subscription Notice issued</td>
<td>1 August 2018</td>
</tr>
<tr>
<td>Deadline for payment of Membership Subscription</td>
<td>1 October 2018</td>
</tr>
<tr>
<td>10% late payment fee applied</td>
<td>2 October - 1 November 2018</td>
</tr>
<tr>
<td>20% late payment fee applied</td>
<td>2 November - 1 December 2018</td>
</tr>
<tr>
<td>Default date for unpaid fees</td>
<td>2 December 2018</td>
</tr>
</tbody>
</table>

PLEASE NOTE: 2018-19 Membership Subscription fees paid after 2 December 2018 will be processed as reinstatements and will be subject to a reinstatement fee of $350.00.
Payment options (4)

- **Online** via credit card - AMEX (2.78% fee), MASTERCARD and VISA (1.31% fee).
- **BPAY**
  - Biller code: 153346
  - Reference: Member ID
- **EFT**
  - Bank: ANZ Bank
  - Account Name: The Institute of Actuaries of Australia
  - BSB: 012 055
  - Account Number: 8361 25938
  - SWIFT Code: ANZBAU3M
  - Reference: Member ID
- **EFTPOS**
  - In person at the Institute

Reduced membership subscription fees

Criteria for, and how to, declare reduced membership subscription follows. Please contact memberservices@actuaries.asn.au if you require further information.

OVERSEAS

The overseas reduced fee is determined by your business address. If you do not include a business address, your home address will be used.

- Update your business address in the My Details section via your online account.
- Click SAVE at the bottom of page and continue through to page three and click SUBMIT.
- Please disregard your old subscription and contact memberservices@actuaries.asn.au to let them know the change in your overseas address.

LOW INCOME

- You expect that your total remuneration package to be less than AUD$70,000 per annum (incl. Super) from 1 July 2018 to 30 June 2019.
- The threshold is 90% AWOTE, rounded to the nearest $5,000 and includes superannuation.
- You must declare your income each membership subscription year to be eligible for the low income reduced fee and acknowledge and agree, that you may be subject to a random audit by the Institute at a later date to verify your total taxable income for that period.

Members are politely reminded of section 4.2.1 of the Code of Professional Conduct: A Member must act with integrity, honesty and due care, and in a manner, that seeks to uphold the reputation of the profession.
How to declare LOW INCOME
1. Update your working status in the My Details section via your online account.
2. Click SAVE at the bottom of page and continue through to page three and click SUBMIT.
3. Go back to My Invoices and a newly generated subscription will appear with the correct amount.
4. Please disregard your old subscription invoice, this will be removed automatically.

AGED 60-69
You will receive this reduced fee if you have reached 60 years of age before 1 October of the membership year.

RETIRED
- You must be retired from all forms of employment, whether paid or not.
- Members who have notified the Institute of their retired status in the past, or those who update their retired status via their online account from this year will no longer need to declare their retired status every year.
- Retired members will now automatically receive the Institute's 'Low Income' reduced membership subscription for this year and in future.

How to declare RETIRED fee
1. Update your working status in the My Details section of your online account.
2. Click SAVE at the bottom of page and continue through to page three and click SUBMIT.
3. Go back to My Invoices and a newly generated subscription will appear with the correct amount.
4. Please disregard your old subscription, this will be removed automatically.

FULL-TIME STUDENT
You must provide current proof of your full-time enrolment in a university course each subscription year to be eligible for full-time student reduced fee.

How to declare FULL-TIME student fee
Update your working status as ‘Full Time Student Request’ in the My Details section of your online account. Continue through to page three and click SUBMIT and send the proof of current enrolment document to memberservices@actuaries.asn.au.

The proof of current enrolment document must be a signed letter on university letterhead confirming your name, course and full-time enrolment for the current year. Upon receipt of your
proof of enrolment the Member Services Team will update your fee status and let you know that this has been done. Please note that the Institute cannot accept Confirmation of Enrolment (CoE) from the Department of Education and Training or student photo ID.

**Aged 70 years**
If you have reached 70 years of age before 1 October of the membership year you receive complimentary membership for this year and in future.

**What happens if I am eligible for two discounts, e.g. overseas and low-income?**
The greater discount will apply.

**Subscription and membership refunds**
All refunds are considered on an individual basis.

**Termination of your membership**
If you wish to resign your membership, please do so in writing to the Institute to avoid having your membership defaulted on 2 December 2018.

**Reinstatement**
If you resign or your membership is defaulted, you will be required to complete a reinstatement form, pay the applicable subscription fee and reinstatement fee.

**Further information**
Please contact memberservices@actuaries.asn.au if you require further for information on your membership subscription they will be pleased to assist.