31st January 2020

To: AACM Club Secretaries

Copy to: National Association Presidents
          Federation Executive Councillors – AACM Clubs Only

ANNUAL MEMBERSHIP RETURNS 2020

The Annual Membership Returns for the year to 31 March 2020, together with the Membership Fees payable for the year to 31 March 2021, are due by the 31 May 2020.

Information provided on the Returns will be used to update the Membership Database held at Federation Office. These details may be shared with other Soroptimists and may be passed onto a third party to facilitate your Membership. Attached to this email are:

- Annual Returns calculation sheet and capitation fee information for your fee banding
- Club Officers Form for 2020/2021
- Membership Forms (separate forms for new members, leaving members, changes in member’s details and transfer of members)

Your Club’s Annual Membership Return, which includes the list of Members and their details currently held on the Membership Database, will be sent to you via a separate email.

Please complete a Membership Form for all members who do not appear on the list sent by Federation Office, and a Leaving/Transfer form as appropriate for all members who appear on this list but are no longer members of your Club. To report changes to contact details, either complete the Changes in Member’s Details form or email the changes to sally@sigbi.org.

Methods of Payment

Please note: All payments must be received by 31st May 2020, or your Club’s Charter will be withdrawn by the Federation Management Board. In order to achieve payment by the due date, we suggest that you return all the forms to Federation Office by 30th April 2020 so that the total amount payable can be confirmed before you make the payment.

Payment may be made by one of the following methods:

- Sterling cheque (either a bankers draught or a Club cheque), posted to SIGBI Federation Office, 2nd Floor, Beckwith House, 1-3 Wellington Road North, Stockport, SK4 1AF, UK
• **Bank Transfer.** The details for the SIGBI bank account are:

NatWest Bank  
Stockport Underbank Hall  
10 Great Underbank  
Stockport  
Cheshire  
SK1 1LL  

Business Current Account:  55780083  
Sort Code:  01-08-38  
Iban No:  GB54NWBK01083855780083  
SwiftBIC:  NWBKGB2L  

**NOTE:** your Club will have to pay ALL charges. These vary according to the banks involved, but are generally around £30. Use “Club Name – Fees” (without the SI or Soroptimist International) as the reference, so that we can identify it. Please also email sally@sigbi.org to advise that payment has been made, the amount paid and the date of the transaction.

• **Credit Card.** You may either telephone Federation Office - +44 161 480 7686 – with your credit card details, or send these by email (separate emails for each piece of information are acceptable). The information required is the 16 digit number on the front of the card, expiry date and three digit security code on the back of the card.

• **PayPal.** If you have a PayPal account or want to pay by credit card via a secure payment method, then contact Federation Office and we will set up a form to enable you to pay by PayPal.

Please let me know if you need any further information.

Kind regards

Sally Higgins  
Membership and Website Officer