

5 January 2022

To: Clubs/Regions/National Associations

Dear Members

Bank Transfers to SIGBI Ltd/SIGBI Trading Ltd

We are still receiving payments that do not include a Club Name and/or purpose of the payment, meaning that we are unable to allocate the payment to the correct place/Club.

Many Club Bank Accounts start with "Soroptimist International", and because space is limited, the actual Club Name does not appear at all.

Therefore, **please include the first seven digits of your Club Name** (without SI) in the **reference**, **plus include one of the following abbreviations**:

Payments to SIGBI Ltd

- **NM – New Member Fee**
- **IPA – International President's Appeal**
- **Ben – Benevolent Fund**
- **DEG – Diamond Education Grant**
- **ERF – Emergency Relief Fund**
- **Invoice Number – Website Maintenance Invoices**

Payments to SIGBI Trading Ltd

- **Invoice Number – Retailing Invoice payments**

This will help us to identify and allocate your payment. If you should have any queries, please contact joanne@sigbi.org

Joanne Voller

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