



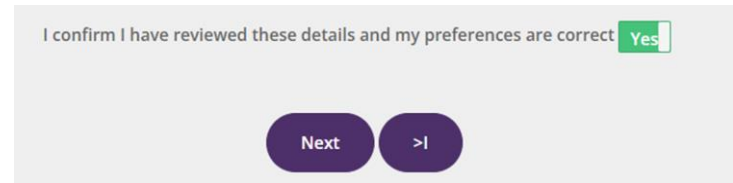
Renewal journey guidance

How to guide for renewing your membership status

Payment options

- There are a variety of payment options available to you. Our online portal now allows you to update your details, apply for a concession, select your Lionheart preference and select your preferred payment method.
- To access the portal, use the link below or simply log in to your RICS online account and select Professional Fees from the menu on the left-hand side of the page.
- <https://myaccount.rics.org/ProfessionalFees>
- The online service allows you to pay 24 hours a day, seven days a week. Further details of different payment options can be found on the professional fees tab of our website www.rics.org/professionalfees

- The line below is on every page of the portal. It's highly recommended that you review your details and ensure your preferences are correct, proceed by selecting YES in the toggle bar at the bottom of each page.



RICS my account

- Please select the professional fees tab from the left-hand toolbar as indicated below.

The screenshot shows the RICS my account dashboard. On the left is a vertical toolbar with the following items: My details, Professional Fees (highlighted with a purple bar), CPD recording, Invoicing and payments, Product subscriptions, Benefits, Regulation, Messages, Change password, Contact us, and Log out. The main content area features a 'Welcome' message with a user profile icon. Below this is a 'CPD 2023' section with a donut chart showing 0% for both 'Totals' and 'Forms'. To the right are two cards: 'View 4 invoices' and 'Your Q4 preferences'. At the bottom, there is a 'Renew your Professional Status' notification and a 'RICS Benefits Plus' banner.

Professional Fees

CPD 2023

Totals 0% Forms 0%

View 4 invoices

Your Q4 preferences

Renew your Professional Status

RICS Benefits Plus



Intro page

Professional Renewal 2024

Our records show that your professional fees have not yet been received. If you have already made arrangements to pay, please allow 24 hours for our records to be updated.

You become liable to pay for your annual professional fees (in accordance with your chosen payment structure - annually, quarterly or monthly) on 1 January each subscription year, whether demanded or not.

By continuing your professional membership, you agree to:

- Undertake a minimum of 20 hours CPD each calendar year (January to December), unless you are eligible for an exemption.
- Comply and act in accordance with the Charter, Bye-Laws, Regulations and Rules of RICS as they now exist, or as they may in the future be amended, and comply with such other requirements as Governing Council shall determine.
- Ensure that your contact details are maintained and kept up to date.

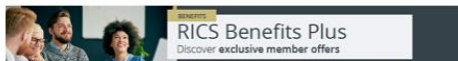
If you have any queries, please visit the link to [contact us](#)

Professional Fee FAQ's - Professional renewals: [FAQs \(rics.org\)](#)

Continue

CPD Support Pack

Enjoy complimentary access to essential resources, content, and networking opportunities, all included as part of your annual subscription.



Connect, explore and engage anywhere.
myRICS community



AWARDS

Celebrating the best of the
built environment

Find out more at [rics.org](#)



Need help?

Personal details



Welcome

D365 - SAT - Go

My details

It is important that the information we hold about you is correct. You can update your personal details at any time. For further details about how and why we process your personal information, and your legal rights, please see our [Privacy Policy](#).

Personal details



[Redacted]	
Known As	[Redacted]
Professional Number	[Redacted]
Chartered Designation	
Personal Email	[Redacted]
Telephone Number	
Mobile Number	[Redacted]
Gender	[Redacted]
Date Of Birth	

Personal details



Welcome

D365 - Go to RICS.ORG

Personal address



Line 1

Line 2

Line 3

Town / City

County / State

Country New Zealand

Postcode/Zip Code

Add An Additional Address To Your Invoice?

No

You can now add an additional address to your invoice.

If you require an invoice for your employer to make the payment on your behalf, and you need your employer's details on the invoice please use this new function.

Once at the payment section please select the BACS/Bank transfer payment option.

You will then be issued an invoice with the bank details to make payment.

The additional address will only show on the invoice it will not show on the quote.

**(Excluding India as the only payment method is a credit card or debit card in India.)*



Personal details

The screenshot shows a web interface for updating personal details. At the top left, there is a user profile icon and the text 'Welcome Data GST TEST'. At the top right, it says 'D365 - Go to RICS.ORG'. The main heading is 'Personal address', with a home icon below it. A modal window titled 'Correspondence Address' is open, containing the following fields: 'Line 1', 'Line 2', 'Town / City', 'Country / State', 'Postcode/Zip Code', and 'Country' (set to 'New Zealand'). There are 'Save' and 'Cancel' buttons at the bottom of the modal. A note at the bottom left of the page states: 'Please provide your Employer details, 15% GST will automatically be charged to you once your employment details are up to date.'

Additional address to your invoice.

If you require an invoice for your employer to make the payment on your behalf, and you need your employer's details on the invoice please use this new function. Move the toggle from NO to YES.

Please enter

Business name in Line 1, street address in Line 2, Town/City, County/state, Country & Postcode/Zip code



Employment details

Please provide your Employment details below or ensure that your current details are up to date. Without these details, 15% GST will automatically be charged to your professional fees. Further information will appear below on how GST may apply once your employment details are up to date.

Employment



NZ B2B

Job Title Hhjj

Start Date 10/25/2022

End Date

Use the slider below to confirm if your firm will reimburse your fees. If the firm who reimburse your subscription fees are registered for GST, no GST will apply to your fees. If we don't currently hold a valid GST number for your firm in our database, you will be asked to enter the firms GST number below. If you are not being reimbursed for your fee by your firm, 15% GST will be charged. Note: Reference to a "firm" also includes those that are sole traders/self-employed.

GST

Are You Being Reimbursed By Your Company For Your Professional Fees?

 No

Personal concessions

My details

Personal concessions

We recognise how important your professional status is to you, but we also understand that sometimes your personal situation should be taken into account when your professional fee is due.

If your personal situation for 2023 means that you are seeking a concession on your professional fee, you can select the appropriate concession below

Academic concession

Family raising concession

Ill-health or incapacity concession

Maternity/paternity or adoption concession

Non-practising/no longer working within the Surveying Profession concession (including Non-Executive Directors)

Part-time concession

Upcoming retirement concession

Retired/no longer working for remuneration concession

Unemployed/seeking work concession



Professional concessions

My details

Personal concessions

Professional concessions

RICS recognises that some professionals are also members of other organisations. If you are a member of RICS and a full member of one of the organisations listed below, you can benefit from the dual membership concession. This concession can be applied alongside one personal concession. The dual membership concession reduces the annual fee by 20%;

Select a dual professional concession

Australian Institute of Building Surveyors (AIBS)

Apply

Australian Institute of Building Surveyors (AIBS) - Level 1 / Level 2

Apply

Australian Institute of Quantity Surveyors (AIQS)

Apply

Australian Property Institute (API)

Apply

Hong Kong Institute of Housing (HKIH)

Apply

Hong Kong Institute of Surveyors (HKIS)

Apply

The Institution of Surveyors Australia (ISA)

Apply



Lionheart

My details

Personal concessions

Professional concessions

Lionheart



www.lionheart.org.uk

LionHeart is the charity for RICS professionals, past and present, and their families. Our aim is quite simple: to be there for members whenever life throws them a curve ball, from APC candidates right through to retirement. The services we provide range from financial support, health and wellbeing packages, free professional counselling, work-related support and legal advice, and help if you or one of your loved ones become seriously ill.

We want to help as many people as we can, no matter what their circumstances. We don't provide a 'one size fits all' service, but work with people to find out about all of their needs so we can provide a responsive and sensitive package of support.

We are funded through the generosity of past and present RICS members who care enough about their colleagues to support us. We don't get any government or other grants.

Voluntary donation to LionHeart: 49.00 (NZD)

Include A Voluntary Donation To LionHeart, As Part Of My Professional Fees.

No

If you wish to donate an alternative amount, you can do this separately through the [Lionheart website](http://www.lionheart.org.uk)



Payment

https://myaccount.rics.org/professionalfees/details

Welcome
Data GST TEST

D365 - Go to RICS.ORG

My details >> Personal concessions >> Professional concessions >> LionHeart >> **Payment methods**

Payment method

Select Payment Method

Once payment method is selected, your professional fees will be processed. Please ensure you have sufficient funds to avoid any delay to your payment being processed.

Card payment (Annual)

Card payment (Annual)

Card Payment (3 Installments)

Bank Transfer

I confirm I have reviewed these details and my preferences are correct Yes

Back Next

If you are making a payment outside of the UK, please be aware that you may incur an international bank transfer fee. This fee is charged by your bank and will not be reimbursed by the RICS.

- Professional fees are not paid locally they are paid to a bank account based in the UK.
- Please be aware that you may incur an international bank transfer fee. This fee is charged by your bank and will not be reimbursed by the RICS.



Professional fees quote page – Credit Card



Your professional fee quotation reference: QUO-100274-N2C0X6 (Rev: 0)

Professional Subscription Member

869.40 (NZD)

LionHeart

0.00 (NZD)

Tax

113.40 (NZD)

Total Amount Payable

869.40 (NZD)

Payment Method

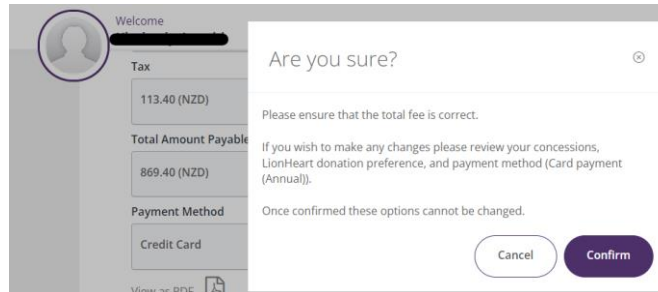
Credit Card

View as PDF

Please check the above details are correct and if you would like to make any changes please click on the appropriate tabs above (e.g. Payment method)

The Total Amount Payable is final unless additional changes are made prior to payment or commitment to pay. Please check the 'Total Amount Payable' before you proceed.

- Please review and ensure all quote details are correct.
- Please ensure you select the Pay Fee button
- Pop-up window will ask you to confirm
- You will then be directed to the payment page



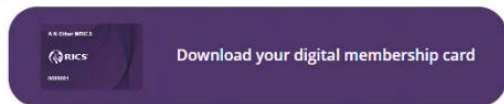
Confirmation page

Thank you for renewing your professional fees

Thank you for renewing your professional fees.

You can easily view proof of your membership and designation via your online RICS account, and download your digital membership card, at any time, to a desktop or mobile device.

To access CPD information, training, events or other RICS products and services, please select one of the links below.



Professional fees quote page – Bank Transfer

Your professional fee quotation reference: QUO-100276-R9G1F9 (Rev: 0)

Professional Subscription Member

756.00 (NZD)

LionHeart

0.00 (NZD)

Tax

0.00 (NZD)

Total Amount Payable

756.00 (NZD)

Payment Method

Bank Transfer

Bank Details

New Zealand Dollar

NatWest Bank Coventry, England

Account Number 33514844

Sort Code 56-00-45

Swift Code NWBK GB2L

IBAN GB82NWBK60730133514844

Please take a note of the above bank details and fee amount to send a bank transfer for your professional renewal fees. It is important that when using this payment method that you **must** state your 7 digit RICS membership number as the reference on your payment. Any payments that cannot be identified will be returned to the issuing bank.

Failure to make a bank transfer following acceptance of your renewal, or using an incorrect reference on your payment will result in reminder notices being issued, and may impact your professional status.

View as PDF 

Please check the above details are correct and if you would like to make any changes please click on the appropriate tabs above (e.g. Payment method)

The Total Amount Payable is final unless additional changes are made prior to payment or commitment to pay. Please check the 'Total Amount Payable' before you proceed.

- Please review and ensure all quote details are correct.
- Please ensure you select the Continue button

IC

Back

Continue



Confirmation page

Thank you for renewing your professional fees

Thank you for committing to pay your professional fees.

Bank Details

New Zealand Dollar

NatWest Bank Coventry, England

Account Number 33514844

Sort Code 56-00-45

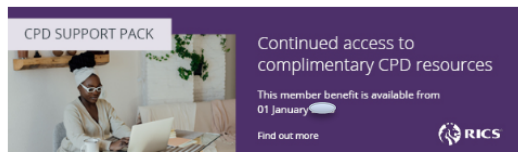
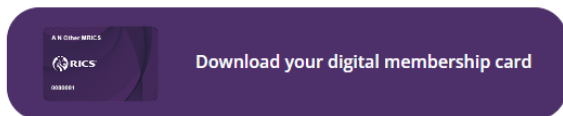
Swift Code NWBK GB2L

IBAN GB82NWBK60730133514844

Please remember when making a BACS payment for professional fees, the reference must contain your 7-digit RICS Membership number. To enable your payment to be allocated a remittance must be e-mailed to BACSID@rics.org. Payments that cannot be identified will be returned to the issuing bank account.

You can easily view proof of your membership and designation via your online RICS account, and download your digital membership card, at any time, to a desktop or mobile device.

To access CPD information, training, events or other RICS products and services, please select one of the links below.





If you have any questions or need more support, please contact:

contactrics@rics.org