



## **RICS Corporate Payment Scheme**

### **Terms & Conditions**

#### **Purpose**

The RICS Corporate Payment Scheme eases the administrative burden on firms, by replacing the need for employees to submit individual expense claims with a single collection notice for the membership fees of those employees. The Corporate Payment Scheme also benefits employees by relieving them of the task of having to handle their own payment process, enabling automatic membership renewal.

#### **Subscriptions**

In accordance with RICS Regulation R2.4.2 - A member shall pay any fees, subscriptions, or other amounts owed to RICS in accordance with B4 and R4.

R4.3 a) date of the subscription year: 1 January 2026

We ask firms participating in the Corporate Payment Scheme to make payment of their invoice prior to this date and in line with the invoice term of 30 days, to ensure their employees who are RICS members remain compliant with their payment obligations.

#### **Eligibility**

5 or more RICS professionals or candidates must be employed by the firm.

#### **Firm's commitments**

By signing up to the Corporate Payment Scheme all firms must adhere to the following conditions:

1. Agreement to pay for all RICS membership related fees for employees (inclusive of annual renewal and election/upgrade fees) within 30 days of invoice date, or immediately if invoiced after 1 January.
2. Agreement that any employees enrolled as candidates will be auto enrolled onto the Corporate Payment Scheme.
3. Agreement to advise RICS of all new starters, within 30 days of employment start date, to avoid your employees' receiving reminders for subscription fees.

4. To enable a secure data share between the firm and RICS, firms must follow the instructions provided by RICS in relation to the return of data. Further details can be found here: [Corporate Payment Scheme \(rics.org\)](https://www.rics.org/corporate-payment-scheme)
5. Should an employee, whose annual renewal fees have been paid via the Corporate Payment Scheme, leave that firm's employment prior to 31 January of the Subscription Year, it will be the firm's responsibility to notify RICS within the Round 2 Data Input Template of these leavers to claim a refund. Any leavers not supplied on the Data Input Template will fall within the firm's responsibility to recover such fees from their employee. For the avoidance of doubt, RICS will not issue any refunds for employees who leave their firm after 31 January.
6. Should an employee whose election/upgrade fees have been paid via the Corporate Payment Scheme leave that firm's employment after 30 days of the invoice being issued, it will be the firm's responsibility to recover such fees from their employee. For the avoidance of doubt, RICS will not issue refunds.
7. Should a firm withdraw from the Corporate Payment Scheme or fail to settle their invoice by the due date, members will become liable for payment of their fees. Failure to pay will result in their removal from Membership.
8. Payment must be made by BACS. The RICS bank account details will be included on your invoice. All firms must include the RICS invoice reference when making payment.
9. The Corporate Payment Scheme does not cover fees incurred by professionals through regulatory activities (such as Valuer Registration and Firm Registration) or enrolments and readmissions. We can however provide support to enable Members/Candidates to be reinstated or enrolled with RICS.
10. Corporate Payment Scheme Firms are required to supply all details requested on the Data Input Templates, including contact details for their Accounts Payable Team.

## **RICS' commitments**

1. RICS will contact all firms in August, providing a blank template for completion by the firm by mid-September. On request, RICS will also provide the firm with data from the previous year. Any adjustments that are required to an invoice due to leavers must be made within 5 working days of the invoice being issued.
2. RICS will provide the firm with a structure of membership costs for the subscription year prior to the first invoice being issued.
3. RICS will issue the firm with an invoice and breakdown for the total membership fees in respect of all employees, in line with the data provided at the following key points:

### **Round 1**

#### **October – until the end of December**

- ✓ This invoicing period allows RICS to issue the corporate invoices during this period based on completed data templates submitted by firms, by mid-September. The data input template should include all employees whose fees will be paid for by the firm within 30 days of the invoice.

### **Round 2**

#### **January – until the end of March**

- ✓ This invoicing period allows for the inclusion of any new starters, and the opportunity to apply for a refund for any leavers who left the business prior to 31 January.
- ✓ RICS will send communication to complete the Round 2 data input template.
- ✓ *Please ensure leaver dates are included for a full refund to be made.*

### **Round 3**

#### **July – until the end of August**

- ✓ This invoicing period allows for any new starters since the Round 2 invoice. Upgrade fees and election costs incurred by employees by qualifying as a professional will be included within your cost breakdown issued. Please note RICS will not send communication for you to notify us of your new starters as we use your historic data supplied during Round 1 / Round 2, therefore please ensure you send new starter details to [corporate@rics.org](mailto:corporate@rics.org) (including name, forename / surname, and RICS membership number).
4. Proof of membership will be issued digitally to the individual members once payment has been received and allocated.

#### **Corporate Payment Scheme contact details:**

Email: [contactrics@rics.org](mailto:contactrics@rics.org) Telephone: **024 7509 5359**