



# Are you eligible for a professional fee concession in 2019?

Apply for your concession today



[rics.org/professionalrenewals](https://rics.org/professionalrenewals)

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# Apply in three easy steps

To apply for a concession against your 2019 professional fee, just follow the simple steps below. You can apply for a concession online by visiting [rics.org/concessions](https://rics.org/concessions)

Please remember to read the terms and conditions at the back of this booklet to prevent any delay in processing your application.

## Step 1 – Sections 1-8

**Sections 1 to 8** relate to the personal concession you are applying for. Please complete and sign only one section from **Step 1**.

Please note that applications for 1. Non-practising, 2. Part-time, or 3. Unemployed concessions must be received by 31 December 2018. Applications received after the 31 December 2018 deadline for these concessions will not be considered.

## Step 2 – Section 9

If you are a member of one of the other international organisations listed in **section 9**, you may be eligible for an additional concession.

If you are not a member of another organisation, please skip this section and advance to **Step 3**.

## Step 3 – Return this form

Once you have completed your application form, please email this to [professionalrenewals@rics.org](mailto:professionalrenewals@rics.org) or return hard copy to:

**RICS Customer Services, 55 Colmore Row, Birmingham, B3 2AA.**

To ensure safe receipt, we recommend that you return your application form by recorded or signed for mail.

Please read the terms and conditions on page 11 before completing your details.

## 1. Non-practising/no longer working within the surveying profession concession [including non-executive directors]

A non-practising concession is available for those professionals who no longer work within the surveying profession for remuneration. The surveying profession is defined as any activity or specialism within the responsibilities of any of the professional groups. This is a wide definition and includes, for example, those professionals who are in management or administrative jobs which benefit from their surveying qualification and/or experience. However, payments received for services as a non-executive director are allowed, provided the professional receives no other remuneration and does not expect to return to work in the future for remuneration.

**The non-practising/no longer working within the surveying profession concession reduces the annual subscription fee by 50%.**

There is also a concession available to those who are unable to work due to ill-health or incapacity. See section 8.

This concession will be applied on a perpetual basis. If your circumstances change you must advise RICS immediately and arrange to pay the full professional fee.

If you are a member of the Valuer Registration Scheme or have a regulated firm, you must de-register from regulation. Details can be found at [rics.org/deregistration](https://www.rics.org/deregistration) If you have any questions please contact regulation via email [regulation@rics.org](mailto:regulation@rics.org) or telephone **+44 (0)20 7695 1670**.

### Declaration: I am entitled to the non-practising concession

[please tick the relevant boxes and sign the statement below]

My name will not appear in print on any official notepaper, stationery or other media including websites or emails of any organisation connected with the surveying profession.

This includes education/training for the surveying profession and the professional group specialisms.

I hereby confirm my understanding that I may offer professional advice providing it is unpaid and that, if I offer such advice, I must carry Professional Indemnity Insurance (PII) and fully comply with my CPD obligations – for more information visit [rics.org/cpd](https://www.rics.org/cpd). In this circumstance I will abide by the Rules of Conduct and will keep RICS informed.

I will not be carrying out any paid work in the surveying profession (any work as an APC/ Associate assessor or examiner/lecturer for a surveying-related qualification, where I will not receive before tax more than 10 times the subscription otherwise payable, is allowable.)

I serve as a non-executive director but do not receive any other remuneration and do not expect to return to work in the future for remuneration.

### All details below require completion

I am currently (please tick):  employed  self-employed  other

Company name: \_\_\_\_\_

Company business: \_\_\_\_\_

Job title: \_\_\_\_\_

Nature of my work: \_\_\_\_\_

Please continue overleaf

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## 1. Non-practising/no longer working within the surveying profession concession [including non-executive directors] continued

- You will not be eligible for the non-practising concession if your work is defined as any activity or specialism within the responsibilities of any of the professional groups, irrespective of your employment sector or practising circumstances. For definitions of professional group specialisms please refer to [rics.org/professionalgroups](https://www.rics.org/professionalgroups)
- Fees received as an APC/Associate assessor do not count, unless the amount (before tax) will be more than 10 times the annual subscription rate normally payable
- Full CPD obligations apply to those professionals who are assessors, details are available at [rics.org/cpd](https://www.rics.org/cpd)

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The above information is true and I will let RICS know if my circumstances change in any relevant respect. I also recognise I still have to comply with RICS Rules for Professionals.

I hereby confirm that I have read and understood the **Application Terms and Conditions** as outlined at the back of this application form.

Name: \_\_\_\_\_ RICS no.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 2. Part-time concession

A concession is available for those professionals who are currently employed on a part-time basis in the surveying profession. **The part-time concession reduces the annual fee by 50%.**

This concession will be applied on a perpetual basis. If your circumstances change you must advise RICS immediately and arrange to pay the full professional fee.

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### Declaration: I am entitled to the part-time concession

[please sign the statement below]

I am contracted to work for payment, am being paid to work, or expect to be paid to work, in the surveying profession for less than 100 days or 700 hours between 1 January 2019 and 31 October 2019, or 120 days or 840 hours between 1 January 2019 and 31 December 2019.

The above information is true and I will let RICS know if my circumstances change in any relevant respect. If my firm is regulated, the firm must comply with RICS Rules of Conduct for Firms. My details will appear in the Find a Colleague online search. Full CPD obligations apply to part-time professionals and details can be found at [rics.org/cpd](https://www.rics.org/cpd)

If you are working part time in a consultancy role you might need to be regulated. If you are working part time on a self employed basis you will still be subject to the rules for registration of firms and must contact the regulation team via email [regulation@rics.org](mailto:regulation@rics.org) or telephone **+44 (0)20 7695 1670**.

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## 2. Part-time concession continued

The above information is true and I will let RICS know if my circumstances change in any relevant respect. I also recognise I still have to comply with RICS Rules for Professionals.

I hereby confirm that I have read and understood the **Application Terms and Conditions** as outlined at the back of this application form.

Name: \_\_\_\_\_ RICS no.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Company name: \_\_\_\_\_

Nature of work: \_\_\_\_\_

Role: \_\_\_\_\_

## 3. Unemployed/seeking work concession

A concession is available for the annual fee for those professionals who are currently unemployed and seeking work.

If you are a member of the Valuer Registration Scheme or have a regulated firm, you must de-register from regulation. Details can be found at [rics.org/deregistration](https://www.rics.org/deregistration)

If you have any questions please contact regulation via email [regulation@rics.org](mailto:regulation@rics.org) or telephone **+44 (0)20 7695 1670**.

**The unemployed/seeking work concession reduces the annual fee by 90%.**

**This concession only applies to the current year, you must re-apply each year.**

**If you are practising for less than 6 months during 2019 you are exempt from the requirement to complete CPD for that year although you should consider your training and development needs prior to returning to work.**

**Details of the CPD policy can be found at [rics.org/cpd](https://www.rics.org/cpd)**

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### **Declaration: I am entitled to the unemployed/seeking work concession**

[please sign the statement below]

I am currently unemployed and seeking work.

I have been unemployed since \_\_\_\_ / \_\_\_\_ (month and year)

The above information is true and I will let RICS know if my circumstances change in any relevant respect.

I hereby confirm that I have read and understood the **Application Terms and Conditions** as outlined at the back of this application form.

Name: \_\_\_\_\_ RICS no.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please continue overleaf

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## 4. Academic concession

As an academic whose income is derived from the teaching of surveying related courses in the higher education sector, you could be entitled to a reduced annual fee.

**The academic concession reduces the annual subscription fee by 50%.**

This concession will be applied on a perpetual basis. If your circumstances change you must advise RICS immediately and arrange to pay the full professional fee. Full CPD obligations apply for academic professionals and details can be found at [rics.org/cpd](https://www.rics.org/cpd)

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### Declaration: I am entitled to the academic concession

[please sign the statement below]

I confirm that at least 90% of my earned income is derived from the teaching of surveying related courses in the higher education sector.

Name of university: \_\_\_\_\_

Name of course: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The above information is true and I will let RICS know if my circumstances change in any relevant respect.

I hereby confirm that I have read and understood the **Application Terms and Conditions** as outlined at the back of this application form.

Name: \_\_\_\_\_ RICS no.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 5. Maternity/paternity or adoption concession

A concession is available for those professionals who are on maternity/paternity or adoption leave.

**The maternity/paternity or adoption concession reduces the annual subscription fee by 100%.**

This concession only applies to the current year, you must re-apply each year. Please contact regulation separately about your CPD obligation as you may not be automatically exempt from the requirement. Please email [regulation@rics.org](mailto:regulation@rics.org)

If you are practicing for less than 6 months during 2019 you are exempt from the requirement to complete CPD for that year although you should consider your training and development needs prior to returning to work.

If you are a member of the Valuer Registration Scheme or have a regulated firm, you must de-register from regulation. Details can be found at [rics.org/deregistration](https://www.rics.org/deregistration)

If you have any questions please contact regulation via email [regulation@rics.org](mailto:regulation@rics.org) or telephone **+44 (0)20 7695 1670**.

## 5. Maternity/paternity or adoption concession continued

### Declaration: I am entitled to the maternity/paternity or adoption concession

[please sign the statement below]

- I am pregnant or on maternity/paternity leave.
- In 2019 I will newly adopt a child under the age of 16, and either my spouse or I will give up work to care for that child.

RICS will grant a concession for 2020 for those applications received on or after 1 July 2019.

The above information is true and I will let RICS know if my circumstances change in any relevant respect. If my firm is regulated, the firm must comply with RICS Rules of Conduct for Firms.

I hereby confirm that I have read and understood the **Application Terms and Conditions** as outlined at the back of this application form.

Name: \_\_\_\_\_ RICS no.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 6. Family raising concession

A concession is available for those professionals who are currently taking a career break to raise a family and not working for remuneration.

**The family raising concession reduces the annual professional fee by 90% and is limited to an aggregate maximum of 5 years. Professionals are free to decide in relation to which child(ren) under 16 they spread the period over, but one professional cannot claim more than a total of 5 years in aggregate.**

If you are a member of the Valuer Registration Scheme or have a regulated firm, you must de-register from regulation. Details can be found at [rics.org/deregistration](https://www.rics.org/deregistration)

If you are practising for less than 6 months during 2019 you are exempt from the requirement to complete CPD for that year although you should consider your training and development needs prior to returning to work.

If you have any questions please contact regulation via email [regulation@rics.org](mailto:regulation@rics.org) or telephone **+44 (0)20 7695 1670**.

This concession only applies to the current year, you must re-apply each year. If you have any questions please contact regulation via email [regulation@rics.org](mailto:regulation@rics.org) or telephone **+44 (0)20 7695 1670**.

### Declaration: I am entitled to the family raising concession

[please sign the statement below]

I am currently taking a career break from all paid employment to raise a family.

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## 6. Family raising concession continued

The above information is true and I will let RICS know if my circumstances change in any relevant respect. I hereby confirm that I have read and understood the **Application Terms and Conditions** as outlined at the back of this application form.

Name: \_\_\_\_\_ RICS no.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 7. Retired/no longer working for remuneration concession

A concession is available for professionals who are no longer working in any capacity for remuneration and who do not expect to return to work in the future for remuneration. For this purpose, the re-imbursment of expenses and the receipt of dividends from a company are not "remuneration", but payments to executive directors of companies are considered as remuneration. If professionals retire part-way through the year they are eligible for this concession, on a pro-rata basis.

**The retired concession reduces the annual professional fee by 90%. If application is received before the 31 December 2018, after this date the concession is calculated on a quarterly basis.**

This concession will be applied on a perpetual basis. If your circumstances change you must advise RICS immediately and arrange to pay the full fee.

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### Declaration: I am entitled to the retired concession

[please sign the statement below]

I have been retired since \_\_\_\_ / \_\_\_\_ (month and year)

- I am no longer working for remuneration and do not expect to return to work in the future for remuneration.
- My name will not appear in print on any official notepaper, stationery or other media including websites or emails of any organisation connected with the surveying profession. This includes education/training for the surveying profession and the professional group specialisms.
- I hereby confirm my understanding that I may offer professional advice providing it is unpaid and that, if I offer such advice, I must carry Professional Indemnity Insurance (PII) to guard against claims made for professional negligence and ensure that I comply with the RICS CPD obligations, further information can be found at [rics.org/cpd](https://www.rics.org/cpd)

If you are a member of the Valuer Registration Scheme or have a regulated firm, you must de-register from regulation. Details can be found at [rics.org/deregistration](https://www.rics.org/deregistration)

If you have any questions please contact regulation via email [regulation@rics.org](mailto:regulation@rics.org) or telephone **+44 (0)20 7695 1670**.

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## 7. Retired/no longer working for remuneration CONCESSION continued

The above information is true and I will let RICS know if my circumstances change in any relevant respect. I also recognise that I still have to comply with RICS Rules of Conduct. I will comply with Continuing Professional Development (CPD) each year if I provide unpaid professional advice and that, if I offer such advice, I must carry Professional Indemnity Insurance (PII).

I hereby confirm that I have read and understood the **Application Terms and Conditions** as outlined at the back of this application form.

Name: \_\_\_\_\_ RICS no.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 8. Ill-health or incapacity concession

A concession is available for the annual subscription for those professionals who are currently unable to work due to ill-health or incapacity.

**The ill-health concession reduces the annual fee by 90%.**

This concession only applies to the current year, you must re-apply each year.

If you are practising for less than 6 months during 2019 you are exempt from the requirement to complete CPD for that year although you should consider your training and development needs prior to returning to work.

If you have any questions please contact regulation via email [regulation@rics.org](mailto:regulation@rics.org) or telephone **+44(0)20 7695 1670**.

You might be eligible for support from Lionheart, the RICS benevolent fund, please contact them to discuss your circumstances – [lionheart.org.uk](http://lionheart.org.uk) or **0845 6039057**.

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### Declaration: I am entitled to the ill-health concession

[please sign the statement below]

I am unable to work due to ill-health or incapacity.

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The above information is true and I will let RICS know if my circumstances change in any relevant respect. If my firm is regulated, the firm must comply with RICS Rules of Conduct for Firms.

I hereby confirm that I have read and understood the **Application Terms and Conditions** as outlined at the back of this application form.

Name: \_\_\_\_\_ RICS no.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please continue overleaf

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## 9. Dual membership concession

As well as one of the personal concessions from Step 1, RICS recognises that some of its 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.

Professionals are only eligible for one dual concession but can also be eligible for one other personal concession each calendar year.

If you think you could be eligible, please follow the instructions below:

- Complete and sign the application form. Please provide a scanned copy of your certificate or valid membership card of the other organisation as proof of membership. If you are already in receipt of a discounted rate for dual membership there is no need to re-apply for a reduced rate in 2019. Your renewal notice will automatically reflect the reduced fee.

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### Declaration: I am entitled to the dual membership concession, because I am a member of: [please sign the statement below]

- Australia Property Institute (API)
- Australian Institute of Building Surveyors (AIBS)
- Australian Institute of Quantity Surveyors (AIQS)
- The Hong Kong Institution of Engineering Surveyors (HKIES)
- Hong Kong Institute of Surveyors (HKIS)
- Hong Kong Institute of Housing (HKIH)
- Institution of Surveyors Australia (ISA)
- Institute of Surveyors, Malaysia (ISM)
- New Zealand Institute of Quantity Surveyors (NZIQS)
- New Zealand Institute of Surveyors (NZIS)
- New Zealand Real Estate Agents Authority (REAA)
- Property Institute of New Zealand (PINZ)
- Valuers Registration Board of New Zealand (VRBNZ)
- Singapore Institute of Surveyors and Valuers (SISV)
- Society of Chartered Surveyors in Ireland (SCSI) – only available if you currently hold valid membership with the SCSI and if practising outside the Republic of Ireland
- South African Council for the Quantity surveying profession (SACQSP)
- South African Council for the Property Valuers Profession (SACPVP)

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#### The dual membership concession reduces the annual fee by 20%.

This concession will be applied on a perpetual basis. If your circumstances change you must advise RICS immediately and arrange to pay the full fee.

The above information is true and I will let RICS know if my circumstances change in any relevant respect.

I hereby confirm that I have read and understood the **Application Terms and Conditions** as outlined at the back of this application form.

Name: \_\_\_\_\_ RICS no.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Concession terms and conditions [2019 version]

1. RICS expects that professionals claiming concessions will do so honestly and diligently. False or incorrect claims will be viewed as conduct issues and referred to Regulation for disciplinary action, which may lead ultimately to expulsion. As part of its routine processes RICS audits a percentage of concession requests. You may be required to submit evidence in support of any claim for a discounted rate. RICS reserves the right, in its full discretion, to decide whom it will make further enquiries from and the information it may require.
2. If you are granted a concession and your circumstances then change you must tell RICS immediately and arrange to pay the full professional fee. There is no pro-rata concession if your circumstances change during the year, except where you retire part-way through the year. Only one personal concession can be applied for every year.
3. Claims for 2019 concessions received after 31 December 2018 will only be considered if you permanently retire from the surveying profession during the year and do not intend to return to work for remuneration, or take a career break to raise a family and are not working for remuneration, or become pregnant or newly adopt a child under the age of 16, or are working on the teaching of surveying related courses, or are unable to work due to ill-health or incapacity.
4. You may still apply for a concession if you are providing surveying services free of charge. However, if you are a principal in a firm regulated by RICS, your firm may be subject to the Rules of Conduct for Firms. Please contact RICS on **020 7695 1670** for further information.

The surveying profession is defined as any activity or specialism within the responsibilities of any of the Professional Groups.

### CPD

Professionals are required to undertake and record appropriate Continuing Professional Development (CPD).

Full details of your CPD requirements can be found at [rics.org/cpd](https://www.rics.org/cpd)

RICS aims to ensure and facilitate CPD for all RICS professionals regardless of their background. If there are extenuating circumstances, such as disability as defined under the Equality Act 2010, long term illness or other compassionate grounds, then exceptions may be made and these will be dealt with on a case by case basis. This may include reasonable adjustments in the number of hours undertaken or an alternative method of recording CPD. If you believe you are unlikely to meet the minimum requirements or require support in recording CPD then you should contact RICS as soon as possible for further advice and well before the recording deadline of 31 January.

### Application Deadline:

Applications for non-practising, part-time, and unemployed concessions must be received by 31 December 2018. Applications received after this date will not be considered.

Concessions cannot be granted retrospectively and can be granted for the year of application only.



## Confidence through professional standards

RICS promotes and enforces the highest professional qualifications and standards in the valuation, development and management of land, real estate, construction and infrastructure. Our name promises the consistent delivery of standards – bringing confidence to markets and effecting positive change in the built and natural environments.

### Americas

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#### **Latin America and North America**

[americassubs@rics.org](mailto:americassubs@rics.org)

### Asia Pacific

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#### **Australasia**

[australasiasubs@rics.org](mailto:australasiasubs@rics.org)

#### **Japan and Korea**

[japankoreasubs@rics.org](mailto:japankoreasubs@rics.org)

#### **South Asia**

[southasiasubs@rics.org](mailto:southasiasubs@rics.org)

#### **Hong Kong, Macao and Taiwan**

[hksubs@rics.org](mailto:hksubs@rics.org)

#### **Mainland China and Mongolia**

[chinasubs@rics.org](mailto:chinasubs@rics.org)

#### **South East Asia**

[seasiasubs@rics.org](mailto:seasiasubs@rics.org)

### EMEA

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#### **Europe**

[europesubs@rics.org](mailto:europesubs@rics.org)

#### **Sub Saharan Africa**

[ssasubs@rics.org](mailto:ssasubs@rics.org)

#### **Middle East and North Africa**

[menasubs@rics.org](mailto:menasubs@rics.org)

#### **United Kingdom and Ireland**

[ukandirelandsubs@rics.org](mailto:ukandirelandsubs@rics.org)