

IRMSA Membership Terms and Conditions

- a) Please email your completed application form and/or all supporting documentation to:
membership@irmsa.org.za.
- b) All certificates/credentials emailed must be legible, certified original copies, date stamped not older than 3 months.
- c) Non-SA Residents must provide proof of residential address in order to confirm whether VAT should be incorporated on their invoice.
- d) A non-refundable application fee applies to all Individual member applications.
- e) It is important to note that **both** the application/reactivation fee and membership fee payable by first time applicants/reactivations of membership is deemed non-refundable.
- f) Membership fees are renewable annually. The membership year is valid from 1 March to the last day of February. Applications approved from 1 September pay 50% of the full membership fee for that year.
- g) All Applications for membership will be presented to the Membership Committee for final approval.
- h) It takes approximately 30 days for membership applications to be processed.
- i) Upon approval of the membership application, feedback will be sent to the applicant together with an official invoice for payment. After payment is received, the applicant will receive an official acceptance email with a guide on how to access their membership certificate through the online portal.
- j) Should your application be approved, and the membership invoice not settled within two months, your application will lapse and you may be required to start the entire application process again.
- k) Please note further information or supporting documents may be requested to accurately determine the level of membership.



- l) Individual and Associate Members who become eligible for reassessment of membership status on the grounds of additional experience gained, improved academic status or contributions to the activities of the Institute of Risk Management South Africa should re-apply to the Institute. Full registration fees will be payable.
- m) An Associate Member of IRMSA may use the designation **RMA-IRMSA** after his/her name.
A Certified Risk Management Practitioner may use **CRM Prac-IRMSA**.
A Certified Risk Management Professional may use **CRM Prof-IRMSA** and,
A Fellow Member may use the designation **RMF-IRMSA** after his/her name.
- n) Please note use of the IRMSA logo is reserved for use by Corporate Members only and not Individual Members including ordinary Individual, Associate, CRM Practitioner, CRM Professional, Fellow Members, Retired and Student members.
Corporate Members: The use of the IRMSA logo for corporate members is not an endorsement of products or services but serves to confirm corporate membership with the Institute.
- o) **IRMSA Code of Ethics**
- By completing either an online or manual membership application form, you will have deemed to have read, understood and will abide by this code.
 - IRMSA may refuse membership to an applicant if it is found that they have submitted any fraudulent documentation to the Institute or other authority confirming their membership, qualification or other such documentation without limitation thereof.
 - Refer to the IRMSA website for the full document: [IRMSA Code of Ethics policy](#).
- p) **Cancellation Policy:** Membership fees are renewable annually. It is the responsibility of the member to ensure membership fees are paid timeously.
- **New Applicants** - Should your application be successful, and your membership invoice is not settled within two months, you will be made a non-member in the system and may be required to start the entire application process again.
 - **Existing Members** – Should you wish to cancel your membership with IRMSA, a written cancellation is required to be sent to membership@irmsa.org.za. It is important to note that any outstanding membership fees need to be settled before cancellation can be accepted.
 - **Non-SA Residents** - Please note that your membership is renewable on an annual basis with renewal notices sent to members in January/February each year. Should you fail to renew your membership with IRMSA, or provide written cancellation thereof, the Department of Home Affairs will be notified accordingly.



q) **Privacy Policy:**

- By being a member of IRMSA, you allow your details to be used to correspond with you.
- IRMSA respects member's privacy as outlined in the IRMSA Privacy Policy. Refer to the IRMSA website for the full document: [IRMSA Privacy Policy](#).

r) **Changes to IRMSA Membership Terms and Conditions**

IRMSA may update/change the membership terms and conditions at any time. Any change to this document will be displayed on the IRMSA website. If you use the IRMSA website or any of the services or facilities offered by the Institute after IRMSA has displayed a change to this document, you will be deemed to have agreed to the change/s.

