



**THE OFFSHORE ENGINEERING SOCIETY**  
**APPLICATION FOR INDIVIDUAL MEMBERSHIP**

OES INDIVIDUAL MEMBERSHIP APPLICATION FORM

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS and return with your remittance to:

**The Secretary, Offshore Engineering Society, Institution of Civil Engineers 1 Great George Street London SW1P 3AA. UK Tel +44(0)20 7665 2238 E-Mail: [oes@ice.org.uk](mailto:oes@ice.org.uk)**

<b>Surname/Family Name:-</b>		<b>First Name(s):-</b>	
<b>Title:-</b>	<b>Sex (M/F/Other):-</b>	<b>Date of Birth:-</b>	
<b>Address</b>			
<b>Postcode</b>			
<b>Tel</b>		<b>Fax</b>	
<b>Email Address</b>			
<b>Academic Qualifications</b>			
<b>Crown Honours</b>			
<b>Institution of Civil Engineers (ICE) membership number (if applicable)</b>			

**Methods of payment**

**By Direct Debit** from a U.K. registered Bank account. Please note that the preferred method of payment is by Direct Debit. This not only helps to reduce administration but by paying subsequent subscription fees by direct debit you eliminate the need to write cheques or complete additional paperwork. If set up after 31 July payment will not be taken until January of the following year, so please contact the Subscriptions Team on receipt of your welcome letter to pay for the balance of your first year's subscription by telephone, cheque or BACS transfer or pay by card via MyICE. Please note that if you join from October onwards you do not need to do this as you are given the remaining 3 months of the year at no cost.

The direct mandate overleaf should be completed and returned with your application to:

The Membership Registry Department, Institution of Civil Engineers One Great George Street London SW1P 3AA United Kingdom

**By credit card** (only MasterCard/Visa/Switch).

Please complete the details on the reverse of this form.

**By sterling cheque** or bankers draft. These must be for the total amount in £ sterling and drawn from a U.K. bank account.

Please make cheques payable to the **Institution of Civil Engineers**

I would like to apply for Individual membership of the Offshore Engineering Society.

**INDIVIDUAL - £20.00 per year, £10.00 after 1<sup>st</sup> July. Note that from 1<sup>st</sup> October membership is continuous until the end of the following year when the full £20 membership is taken up (maximum of 3 months free of charge).**

<b>Signature</b>		<b>Date</b>	
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## **THE OFFSHORE ENGINEERING SOCIETY**

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**Data Protection Statement:** The Institution of Civil Engineers maintains OES membership details. This includes addresses, email addresses and professional interest, where notified. This will be used confidentially for normal purposes, including subscription collection, mailing of publications and notification of conferences and events.

We also use the information to target journals, training and other services we provide. If you do not wish to receive information of this type, please inform the Data Protection Officer, in writing or by email at the address given below. **PLEASE NOTE THAT OPTING OUT MEANS THAT YOU WILL NOT RECEIVE ANY OES EVENT NOTIFICATIONS AS YOUR DATA WILL NOT FEED THROUGH INTO MEMBERSHIP MAILING LISTS.**

We also generate significant income on your behalf from carefully screened third parties who can offer you services; we only arrange this where we believe most of our members and customers will welcome the opportunity. This helps to pay for enhanced services.

If you do not wish to receive such information, please tick the box.

If you have any queries regarding data protection, please contact The Data Protection Officer at the Institution of Civil Engineers, One Great George Street, Westminster, London. SW1P 3AA or email [dataprotection@ice.org.uk](mailto:dataprotection@ice.org.uk)

### **METHODS OF PAYMENT**

1. **OES** has a policy of reducing administrative costs wherever possible and encourages members to pay annual subscriptions by **Direct Debit**.
2. \*If you are paying by cheque please make it payable to The Institution of Civil Engineers.

### **CARD PAYMENT**

I wish to pay my OES Membership Fee by: VISA / MASTERCARD / SWITCH (we are unable to accept Diners or Electron)

**Please note that we are unable to accept credit card payments via post or email due to data protection legislation.**

Once your application has been processed you will receive an OES welcome letter from the ICE. This welcome letter will provide you with your OES membership number.

You can then make your payment by Card either via your MyICE account or by calling the subscriptions team on **020 7665 2227** where your payment will be processed over the phone. MyICE is an account that you can set up using your membership number at [www.ice.org.uk/MyICE](http://www.ice.org.uk/MyICE) it will allow you to make your subscription payment, obtain receipts for your payments, process your membership renewal, make any changes to your contact information and holds a record of your attendance at events where online booking has been available.

Please contact the OES Secretariat on 020 7665 2238 if you have any queries regarding card payment or your MyICE account.



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**DIRECT DEBIT PAYMENT**

**Instruction to your Bank to pay Direct Debits.**



Please complete this form and return it to



**Institution of Civil Engineers**  
**1, Great George Street**  
**London SW1P 3AA**  
**UK**

1. Name of account holder

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2. Name and full postal address of your Bank or Building Society branch

The Manager,	Bank or Building Society
Address	
Postcode	

9	9	1	1	9	2
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Originator's Identification Number

3. Branch sort code (from the top right hand corner of your cheque)

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4. Account No:

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5. Originator's Reference – (Your ICE membership Number if applicable)

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**Please pay the INSTITUTION OF CIVIL ENGINEERS Direct Debits from the account detailed on this instruction, subject to the safeguards assured by the Direct Debit Guarantee. Please cancel all previous direct debiting instructions in favour of the Institution of Civil Engineers under this reference number.**

<b>Signature</b>	
<b>Date</b>	

**Institution of Civil Engineers & Thomas Telford Ltd Privacy Notice**

This Privacy Notice has been issued by the Institution of Civil Engineers (ICE) and its wholly owned subsidiary Thomas Telford Limited (TTL), to comply with the General Data Protection Regulation (GDPR), which came into effect on 25th May 2018. The Privacy Notice replaces any Fair Collection Notice issued under the Data Protection Act 1998.

**Data Controller**

The data controller can be contacted as follows:  
The Institution of Civil Engineers  
One Great George Street  
Westminster  
London  
SW1P 3AA  
Telephone 0207 665 2146  
Email: [dataprotection@ice.org.uk](mailto:dataprotection@ice.org.uk)

**Use, transfer and storage of personal data**

We may hold any of the following items of personal information about you:

- Personal details including your name, ICE membership number, gender, date of birth, postal and email addresses and telephone number.
- Employee details.
- ICE membership grade.
- Details of professional journals that you may subscribe to.
- Details of your attendance at ICE events.
- Professional interests.
- Membership of professional committees.
- Details of knowledge products or services purchased from TTL.
- Details of voluntary donations made to the ICE Benevolent Fund, QUEST and/or the R&D fund.

The Institution of Civil Engineers and Thomas Telford Ltd maintain data on all members. We also maintain data on non-members who use our services. This will be used confidentially for normal purposes, including subscription and donation collection, mailing of publications, contract fulfilment when purchasing TTL products and services and notification of conferences and events. Your name



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and grade will be displayed on our online Members' Directory.

We also use this information to inform you of professional knowledge products that ICE and TTL provide such as training, books, journals and model engineering contracts.

The ICE may share your data with the Engineering Council, universities at which you are studying and your employer if you are on an ICE training scheme.

Overseas members may have their data transferred to International Country representatives for administration of local events in their country of residence. Member data will also be shared with the ICE Benevolent Fund.

Personal data relating to ICE membership may be stored securely in perpetuity for historical purposes. Personal data relating to non-members and/or TTL customers will only be held for as long as needed to fulfil the purpose for which it was collected.

#### **Your rights in relation to your data**

The purpose of this Privacy Notice is to fulfil your right to be informed about the use of your data. In addition:

- You have the right to access your personal data. If you wish to request copies of your personal data please contact the Data Protection Officer at the address above.
- You have the right to have your data rectified if it is inaccurate or incomplete.
- You have the right to have your personal data deleted or removed if there is no reason for its continued storage and processing.
- You have the right to object to your personal data being processed and to restrict the processing of your personal data in certain circumstances. While processing is restricted, the data controller is permitted to store the personal data to ensure the restriction is respected in future. You will be informed if a restriction on processing is lifted.
- You have the right to lodge a complaint about the data controller with the ICO.

Please note that if you choose to exercise your rights to withhold data or insist on its deletion, then

ICE and TTL may not be able to perform their duties in relation to your professional membership of the fulfilment of contracts relating to products and services purchased.

Further details about GDPR and your rights under GDPR can be found at the ICO's website at <https://ico.org.uk>