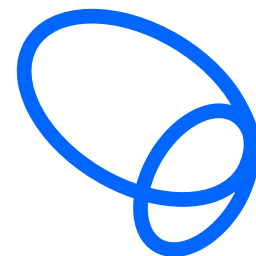


SET UP AN EMPLOYER ACCOUNT



Use this form to receive bulk invoices for your employees' membership and registration fees.

HOW IT WORKS

Setting up an employer account makes paying your employees' annual membership and registration fees simpler.

You'll receive a bulk invoice from us instead of multiple individual invoices. Your expense approvals, cost-coding and payments will all be easier when working from a single invoice.

Your employees will love it when their annual membership and registration fees are taken care of.

You choose what and who you pay for

You can tell us which memberships and registrations you want to pay for. And you'll choose which employees to include on your account.

Throughout the year you can tell us who to add or remove from your account. If we receive a request from one of your employees to be added to your account, we'll check with you first.

We'll send you one invoice each year

Annual renewal of memberships, Chartered Professional Engineer (CPEng) registration, and international registrations

Invoice sent in the first week of October for the membership year 1 October to 30 September, and for the CPEng registration year 1 January to 31 December

Membership and registration are separate and have separate fees.

Key touchpoints throughout the year

August	We'll send you a list of all employees on your account and the memberships and registrations you've agreed to pay for. You'll tell us if there are any employees to add or remove from your account. You can update us anytime during the year too.
September	We'll send you an invoice for all memberships and international registrations that you've agreed to pay for.
October	Payment is due for annual renewal.

YOUR ACCOUNT DETAILS

Tell us the billing address for your account.

Organisation

Building name (if applicable)

Street address/PO Box

Town/City

Postcode

YOUR CONTACT PERSON DETAILS

Tell us who should receive your annual invoices by email. We'll also keep in touch with this person about any changes throughout the year.

Last name

First names

Preferred name

Title

Birth date (dd/mm/yyyy)

(Optional for identification purposes)

Email

Mobile

Other phone (optional)

YOUR MEMBERSHIPS AND REGISTRATIONS

All Engineering New Zealand membership fees will be included in your invoice:

- Emerging Professional
- Member
- Chartered Member (all types)
- Fellow (all types)
- Affiliate

Tell us which other memberships or registrations you want to pay for

Technical group memberships

Chartered Professional Engineer (CPEng) registrations

International registrations:

- International Professional Engineer (IntPE)
- International Engineering Technologist (IntET)
- International Engineering Technician (IntETn)

YOUR EMPLOYEES

Tell us who you'd like to add to your account. Email us your employee list with your completed form.

We need to know your employees':

- Full name
- Membership or registrant number (or birth date if number unknown)

Send your completed form together with your employee list to hello@engineeringnz.org