

NOTES to Accompany Application Form for the RINGSTEAD PROTECTION SOCIETY Reg. No. 1173438

1. If you are completing an individual membership then only the data in row “member 1” should be completed.
2. Shaded boxes in the table are required boxes (when applicable).
3. Child members must be aged between 16 and 25 at the point of application and subsequently at the start of every RPS year on July 1. Please do not add the names of any minors under 16 years of age.
4. We prefer to communicate by email as this is quicker and cheaper than postal mail. We can work with different email addresses for all members. Please make sure you write your email address clearly and legibly making it clear if you are using underscore or hyphen or other special characters.
5. If you don't enter an email address against any member's details we will assume you want paper copies of any RPS communication and we will use the address details given. Only 1 copy of any paperwork will be mailed and to “Member 1” at the address given. However if in respect of a family membership, either: -
 - a. an email address is given in respect of one adult member but not the other, or
 - b. an email address is given for an adult member but not for one or more child members, thenRPS communications will be deemed to have been properly served by sending them to the first named Member with an email address who is responsible for conveying the communications to the relevant family Member(s)
6. In order to comply with the CIO's statutory requirements to maintain a Members Register we require the postal address even if emails are used.
7. The Standing Order Reference is a combination of <Membership number><Last Name><Forename> all combined sequentially together. Thus for example the Treasurer's standing order reference is **M154PRATELLITIM**.
8. Your membership number is assigned to you by the RPS administration team and you will need to **obtain this number before setting up your standing order payment**.
9. The Society will hold and process your personal data in accordance with its Privacy Policy. If you would like further information in relation to how your personal data is processed by RPS, please see our Privacy Policy Information Notice, a copy of which can be located on our website www.ringsteadprotectionsociety.org.uk.

Setting up your standing order

There are as many ways to do this as there are different types of bank accounts. However they all basically work the same way. This example is from a Virgin One account. You will have to adapt to your own bank's requirements.

The Standing Order Reference is a combination of <Membership number><Last Name><Forename> all combined sequentially together. So for example the Treasurer's SO reference is M154PRATELLITIM. Your membership number is assigned to you by the RPS administration team.

The screenshot shows a web browser window with the URL <https://service.oneaccount.com/onlineV2/OSV2>. The page title is 'Create Mandate - Author'. The breadcrumb trail is 'Home > Regular Payments > Create new mandate'. A yellow banner at the top contains a question mark icon and the text 'Create new mandate'. Below this is a blue header 'Create a new regular payment mandate'. The form is divided into three steps: 'Step 1 Payment category' (with a 'Pay a person' button and a 'Change category' link), 'Step 2 Name of person' (with a text input field containing 'Ringstead Prot Soc' and a note: 'The information you enter here will also appear on your statement as the reference for your payment.'), and 'Step 3 Mandate details:'. Step 3 includes fields for 'Bank sort code of person you want to pay' (30 99 08), 'Bank account number of person you want to pay' (22745760), and a 'reference' field (M128FISHERALASTAIR). A note below these fields reads: 'Please give us a reference for your payment. It is important that this is completed correctly, as it will ensure your payment reaches the right account. Please check this with the person you are paying. If you're unsure of any details then please call us for assistance on 03450 30 36 57.' Below the form is a table for the payment schedule:

	Amount	Frequency	Starting Date (dd/mm/yy)
First payment	5	Yearly	04/07/18
Subsequent payments	5	Yearly	04/07/19
Final payment	5		04/07/39

At the bottom of the form, there is a note: 'Enter all details and click on 'Create mandate' to continue'. Below this are two buttons: 'Create mandate' and 'Cancel'. The Windows taskbar at the bottom shows the date and time as 16:01 on 19/08/2018. On the right side of the screenshot, four callout boxes with arrows point to specific fields: 'Payee – RPS name' points to the 'Name of person' field; 'RPS bank account details (shown on the Application form)' points to the bank sort code and account number fields; 'VITALLY IMPORTANT Insert the reference given by the Treasurer on the Application form' points to the 'reference' field; and 'How much & when. In this example Virgin one require an end date. They do not offer an "indefinite" payment option' points to the payment schedule table.