



General Circular: 13a/2022 [GC 13a_2022]

To: All Members of the Institute

Date: 21 December 2022

Subject: Annual Membership Subscription for the year 2023

Dear Colleagues,

Please find herewith attached the Notification for the renewal of the **annual Members' subscription for the year 2023**.

In the context of the continuous upgrading of ICPAC's services and digital transformation, the renewal of the annual subscription has been automated and thus an invoice will be sent by e-mail on **5th of January 2023**, concerning the annual membership fee for the year **2023**.

The renewal of the Members' subscriptions must be made by **31 January 2023 at the latest, after the receipt of the invoice**.

Upon receipt of the invoice, you can settle your annual subscription using the attached notification form and the payment of the subscription may be done by one of the ways mentioned on the form. For speedier and more convenient transaction, you may elect to make the payment via the Institute's website www.icpac.org.cy or JCCsmart (category Member's subscription).

In case you wish to pay the Member's subscription for the year 2023 **before receiving the relevant invoice**, you can do so by filling in **the notification for the renewal of the annual Member's subscription for the year 2023** form and sending it to finance@icpac.org.cy.

The **active members' subscription remains at €180 and for the fully retired members at €20**. Recognizing the financial difficulties of the times, and the Coronavirus (SARS-COV-2 (COVID-19)) pandemic, the Council decided to retain the subscription for the year 2023 at **€50 for those Members who are unemployed** (provided that they fill in and send the specific form found on the Institute's website under the category **forms** together with the necessary supporting documents at benevolentfund@icpac.org.cy).

As per Regulation 6.100 (Renewal of Annual Membership Subscription), if any member does not settle his / her annual membership subscription by 30/06/2023, then the annual membership subscription will automatically be charged an additional charge equal to 50% of the amount of the annual subscription. Additionally, if by 30/09/2023, the member fails to

ΣΥΝΔΕΣΜΟΣ ΕΓΚΕΚΡΙΜΕΝΩΝ
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arrange the renewal of his subscription and the additional charge, he or she will be referred to the Admissions and Licensing Committee for further handling.

Members' Benevolent Fund:

The purpose of the Members' Benevolent Fund of the Institute is to provide comfort to those Members and their dependents that face serious financial problems. This Fund requires reinforcement and we will appreciate it if you add your voluntary contribution to the attached remittance advice.

Updating of personal member's details:

You are prompt to update your personal details (if you have not done it up to today) directly from the ICPAC website via your personal account (after logging in) to the "change profile details".

Removal from ICPAC Members' Register:

If you do not wish to continue to be a Member of ICPAC, you should inform the Institute of your intention and return the original Member Certificate issued to you by the Institute.

For any additional information you need, please contact the Administration & Finance Department (Mrs Evanthia Constantinou) or send an email to finance@icpac.org.cy.

In addition, it is stressed that the circular and attached documents will be available on the Institute's website as well.

Yours sincerely

Irene Loizidou
Head of Administration and Finance