



**Appendix B** Not available in all organisations. Please check with Head Office if you are unsure.

## Authorisation for the payment of Trade Union subscriptions from salary

To (Name of Employer)

I authorise the deduction from my salary, until further notice, the sum of EITHER  
 0.55% of my gross monthly superannuable salary (EMA sector only – energy supply/shipbuilding areas) OR  
 £ \_\_\_\_\_ . \_\_\_\_\_ pence monthly (all other areas – see current subscription band form)

to be paid monthly to Prospect on my behalf. I also agree that if the subscription should be varied, the deduction shall be varied accordingly.

The payments are to commence from

(To be completed by Union)

and are to continue until this authorisation is amended or withdrawn by me in writing. These payments shall be deemed to be part payment of my annual subscription. I also give authority for the amount of the deduction to be varied by the substitution of such other amount as shall be notified to my employer on my behalf by the union.

Signed

Date

(Please ensure that you sign above)

Personal Information (please use BLOCK CAPITALS)

Surname

Forename(s)

Workplace Address

Postcode

Pay Office

Payroll Number

Office Use

Union Membership Number



### Data Protection Notice

All your personal information will be held by Prospect and treated as confidential, with appropriate security. By joining Prospect, you agree to our processing this information, including sensitive personal information such as trade union membership, for the following purposes:

It will be used for a range of union-based activities related to the running of Prospect, including the maintenance of records, assisting with injury claims, ballots, personal cases, collective bargaining, promoting equal opportunities etc and other benefits for members as required in our 'notification' to the Information Commissioner under the terms of the Data Protection Act 1998. For individuals enquiring about membership, or previous members, the information will be held for a reasonable period for the above purposes.

It will be available to our employees and approved representatives at headquarters and regional offices and other organisations associated with Prospect, including service providers. Where, occasionally, Prospect uses the services of such organisations, they are contractually obliged to process your data in a secure and confidential manner under our strict instructions.

From time to time, we may wish to use the information for analysis or marketing purposes. This may benefit you as Prospect can use members' collective strength to negotiate attractive terms for the provision of additional member benefits (such as holidays, insurance etc.) and to contact you with details of those of particular interest. If you do not wish to be contacted in this way, please indicate by ticking the box on the form overleaf. Please understand that this will preclude you from receiving details of any of these benefits and offers in future. If you are not sure, you can always notify us of your opt-out at a later date. Under the Data Protection Act 1998, you also have the right to ask for a

copy of your information (for which we make a small charge) and to request correction of any incorrect information held. Please write to the Prospect membership department at the address overleaf.

Please note that, in order to make sure we follow your instructions correctly and to improve our service to you through staff training, we may monitor or record communications.

This statement complies with the provisions of the Data Protection Act 1998.

Further information

If you require further information you can:

- write to Prospect at  
Flaxman House, Gogmore Lane  
Chertsey, Surrey, KT16 9JS
- call us on 01932 577007
- fax us on 01932 567707
- email us on  
membership@prospect.org.uk
- visit us at [www.prospect.org.uk](http://www.prospect.org.uk)



Now send the whole form to:

Isle of Man GOA/Prospect  
FREEPOST 1107  
Nivison House  
Hill Street  
DOUGLAS  
Isle of Man  
IM87 6JR

No stamp required



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application for membership

SHESHAGHT-CHERDEY SON OBBREYNYN-GERRYMOIL  
UNION FOR PROFESSIONALS



Isle of Man GOA/Prospect, FREEPOST 1107, Nivison House, Hill Street, DOUGLAS, Isle of Man IM87 6JR No stamp required  
Tel: 01624 685759 Fax: 01624 685756 Email goa@manx.net

Please fill in the whole form and send it to:

Surname \_\_\_\_\_  
 Forename(s) \_\_\_\_\_  
 Title \_\_\_\_\_ Initials \_\_\_\_\_ Gender \_\_\_\_\_  
 Professional or technical qualifications \_\_\_\_\_  
 \_\_\_\_\_  
 Nat. Ins. No. \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Home address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode \_\_\_\_\_

Job Title \_\_\_\_\_  
 Occupation \_\_\_\_\_  
 Salary \_\_\_\_\_  
 Employer \_\_\_\_\_  
 Workplace address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode \_\_\_\_\_

Home address is normally used for correspondence.  
 Please tick box if you prefer us to use your work address.  
 Please tick this box if you do not want your details passed to organisations offering additional services who are associated with Prospect.

**Contact Nos.** Work \_\_\_\_\_ Home \_\_\_\_\_  
 Phone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Mobile \_\_\_\_\_  
 Email \_\_\_\_\_

Which broad ethnic group do you belong to:

<input type="checkbox"/> White English	<input type="checkbox"/> Mixed White and Black African	<input type="checkbox"/> Other Asian
<input type="checkbox"/> White Scottish	<input type="checkbox"/> Mixed White and Asian	<input type="checkbox"/> Black Caribbean
<input type="checkbox"/> White Welsh	<input type="checkbox"/> Other Mixed	<input type="checkbox"/> Black African
<input type="checkbox"/> White Irish	<input type="checkbox"/> Indian	<input type="checkbox"/> Other Black
<input type="checkbox"/> White Manx	<input type="checkbox"/> Pakistani	<input type="checkbox"/> Chinese
<input type="checkbox"/> Other White	<input type="checkbox"/> Bangladeshi	<input type="checkbox"/> Other Ethnic group
<input type="checkbox"/> Mixed White and Black Caribbean		<input type="checkbox"/> Unknown

Are you employed on an individual or personal contract where pay and other terms that apply to you are not negotiated collectively by a union?  
 Yes  No

Do you regard yourself as a person with a disability?  Yes  No  
 If 'Yes' what accessibility needs do you have?  
 \_\_\_\_\_  
 \_\_\_\_\_

**For organiser use only**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Recruited By**  
 Name \_\_\_\_\_ Membership number \_\_\_\_\_

This information is not essential but will assist Prospect Membership Department

**Prospect Branch/Section** – This information is used for your allocation to the correct branch  
 If Branch/Section is not known please state your employer or government department

**Union Membership**  
 Are you/Have you been a member of: **Prospect**  Yes  No **EMA**  Yes  No **IPMS**  Yes  No **Date of leaving** \_\_\_\_\_  
 Are you/Have you been a member of any other trade union(s) within the last two years?  Yes (If YES please reply below)  No  
 Name of union to which you most recently belonged \_\_\_\_\_  
 Date of resignation \_\_\_\_\_ Membership number \_\_\_\_\_  
 Former Branch name and number (if known) \_\_\_\_\_  
 Name and address of former Branch Secretary (if known) \_\_\_\_\_

I declare that to the best of my knowledge the above answers are correct. I agree to abide by the rules of Prospect and have read the Data Protection Notice overleaf.  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

**Prospect will not usually provide personal assistance in respect of any matter arising before an application for membership. Legal advice and assistance is offered at the discretion of the union.**

Please notify any change of details to Prospect Membership Department and your Branch Secretary by telephone, mail, email or log in to our website

**For office use only**

<b>Memb. No.</b> _____	<b>DOA</b> _____	<b>Pack sent</b> _____	<b>Sent by</b> _____	<b>Recruiter</b> _____
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Employer reference: \_\_\_\_\_ Workplace: \_\_\_\_\_  
 Pay Unit: \_\_\_\_\_ Paylist: \_\_\_\_\_ Sector: \_\_\_\_\_  
 Branch: \_\_\_\_\_ Section: \_\_\_\_\_ Sub-Section: \_\_\_\_\_



**Appendix A**

Instruction to your Bank or Building Society to pay by Direct Debit



Please fill in the whole form and send it to: Isle of Man GOA/Prospect, FREEPOST 1107, Nivison House, Hill Street, DOUGLAS, Isle of Man IM87 6JR

Name and full postal address of your Bank or Building Society

To: The Manager \_\_\_\_\_  
 \_\_\_\_\_ Bank or Building Society  
 Address \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_

Name(s) of Account Holder(s)  
 \_\_\_\_\_

Bank or Building Society Account Number  
 \_\_\_\_\_

Branch Sort Code (from the top right hand corner of your cheque)  
 \_\_\_\_\_

Originator's Identification Number

9 7 4 0 3 9

Reference Number (for official use only)

\_\_\_\_\_

Instruction to your Bank or Building Society

Please pay Prospect Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with Prospect and, if so, will be passed electronically to my Bank/Building Society.

Signature(s) \_\_\_\_\_  
 \_\_\_\_\_  
 Date \_\_\_\_\_

Banks or Building Societies may not accept Direct Debit Instructions for some types of account.