



Institute of People Management of Zimbabwe (IPMZ)

ANNUAL RENEWAL OF PROFESSIONAL MEMBERSHIP FORM
(Membership runs from January to December)

- 1. Your Professional Membership must be renewed on the 1st of January each year. Professional Membership will be suspended for non-payment of renewal fees if not received within 90 days of the due date.
2. Complete all sections of this Professional Membership Renewal Form and submit it to IPMZ along with all supporting documents and the membership renewal fee. Incomplete Membership Renewal Forms will delay the renewal process.
3. Suspended members must not use their Professional Membership titles

SECTION A: Membership Information

Form with fields: Surname, Title, Gender, M, F, First Name(s), Professional Membership Grade (with checkboxes for CHRP, HRP, HRT, HR Grad), Cell Phone No, Office Telephone, Email Address (with note: E-mail contact is required for professional registration)

Section B: Employment Information

Form with fields: Current Employment Status (checkboxes for Not Currently Employed, Employed, HR Consultant, Retired, Other), Current place of employment, Current Job Title

Section C: Primary Membership Status

Form with fields: Membership Grade, Is your membership up to date (checkboxes for Yes, No. if not, please include fees)

Section D: CPD Courses attended in the last 12 months

Kindly list Continuous Professional Development courses (CPDs) that you have attended in the past 12 months and attach proof thereof. You require 25 points and above. (Section 10 of the Professional Membership Regulations)

CPD/Course/Workshop/Seminar attended	Target Audience	Service Provider/Organiser	Date/s

Section E: Declaration of Conduct

Please answer the question below truthfully. This requirement relates only to findings made (as described below) and proceedings commenced (as described below) after your initial registration for Professional Membership or after your last renewal of your Professional Membership.

	Yes	No
Has any disciplinary finding been made which indicates any incompetence, breach of ethical behaviour or misconduct since your last review?		
If you have answered “Yes” to the above question, please provide full particulars and supporting documents with your renewal form, which you may place in a sealed envelope labelled “confidential”. You are required to immediately inform the IPMZ Director if you become the subject of a finding or proceeding described above or you are found guilty of an offence described above or would otherwise be required to answer “Yes” to the above question		

Section F: Renewal Fees

Please note that your application will not be processed until the appropriate fees have been paid.

Fees structure

<u>Grade</u>	<u>Renewal fee</u>
1. CHRP	\$100
2. HRP	\$ 50
3. HRT	\$ 30
4. HR Grad	\$ 30

I hereby apply for registration with IPMZ at the level and category indicated on this application, and enclose a sum of US\$, being the renewal fee.

Method of Payment

Please make payment to: **IPMZ or Institute of People Management of Zimbabwe**

Bank Details; (Stanbic Bank, Account: 0222059687601, Park lane Branch , or CBZ Bank, account number: 66161279330015, Avondale Branch , or ECOCASH Biller Code 72146, then post proof of payment or email the deposit slip indicating the purpose of the funds).

Applicant’s Signature: _____ **Date:** _____

Recommended By: _____ **Date:** _____

Membership

Approved By: _____ **Date:** _____

Director