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## **BIA Terms and Conditions of Membership**

Your annual membership fee will be presented to you in the form of an invoice outlining the dates of your membership. BIA membership runs for 12 calendar months and is a rolling agreement.

Full settlement of your membership invoice is due within 30 days of the invoice date.

Every member shall pay to the Association on admission and thereafter annually in advance a subscription fee which may from time to time be revised by the Board and approved at the Annual General Meeting.

Upon the expiration of your then current membership year, provided you have given notice in writing to the Association of your intention not to renew your membership at least six months before the end of the final day of such membership year, your membership of the Association will cease.

If you wish to cancel your membership, if you have not given suitable notice (see above) prior to the date of your renewal invoice, then you will be invoiced at least six months in lieu of your membership fee as notice if you then wish to cancel. This notice should be provided directly to us, in writing by letter or email.

Those companies going through either a merger or acquisition process should contact the Association directly so that they can be advised how this will affect their membership and subsequent fee(s).

### ***Data Protection***

Personal data is gathered in compliance with the Data Protection Act 1998.

The BIA is the Data Controller and Data Processor of any personal data you supply. The personal data you supply will be used to process and administer your membership subscription. As a member of the BIA your data will be used for marketing, statistical and analytical purposes and to administer your membership. You will receive our membership communications and from time to time we will let you know about promotions and information which may be of interest.

### ***Payment of Fees***

If you wish to pay online please email: [accounts@bioindustry.org](mailto:accounts@bioindustry.org) for full details. If you wish to pay by BACS our bank details are as follows:

Lloyds Bank, 1 High Street, Carfax, Oxford, Oxfordshire, OX1 4AA

Sort Code: 30-96-35  
A/c No: 00069829  
Swift Code: LOYDGB2L  
IBAN: GB41 LOYD 3096 3500 0698 29

Please email your remittance advice to: [accounts@bioindustry.org](mailto:accounts@bioindustry.org)

BIA reserves the right to charge interest on late payments