



AUSTRALIAN
INSTITUTE OF
OFFICE PROFESSIONALS

AIOP Membership Application Checklist

This checklist has been provided to ensure a more effective and efficient procedure for processing your application. Please indicate the documents you have enclosed by ticking the relevant boxes. The checklist should be returned with your application form, payment and accompanying documentation.

Your application will be submitted for approval at the next Committee of Management meeting following receipt of your payment and documentation. Committee of Management meetings are held monthly.

You will be advised in writing of the outcome of your application immediately after the meeting.

If you prefer to pay your membership by credit card, please contact your Division, as this facility is not available in every State and Territory.

DOCUMENTATION FOR INDIVIDUAL MEMBERSHIP

All applicants for individual membership of AIOP are required to provide the following documentation in support of their application:

- Completed and signed application form.
- Resume.
- Evidence of tertiary education, where applicable.
- Evidence of participation in professional development.
- Have you enclosed payment for the appropriate amount?

DOCUMENTATION FOR CORPORATE MEMBERSHIP

Organisations are required to provide the following when applying for Corporate Membership with AIOP:

- Completed application form signed by an authorised officer of the organisation.
- Copy of Annual Report (where applicable).
- Names of up to FOUR persons to represent your organization.
- Have you enclosed payment for the appropriate amount?

www.aiop.com.au