**2018/19 BCLTS Membership Renewal**

***Step one – make the payment***

*Please renew your membership fee through bank transfer to the following account by* ***Friday 15 Feb 2019****:*

*Bank: Barclays*

*Account name: BCLTS*

*Sort-code: 20-63-28*

*Account no.: 60200522*

*Please use the following reference when making the payment and keep a record of your transaction confirmation safe.*

·         *Full members – please pay £20 quoting reference FM2019-Surname-full Given name (e.g. FM2019-Wang-Weiqun)*

·         *Associate members- please pay £35 quoting reference: AM2019-Surname- full Given name (AM2019-Wang-Weiqun)*

·         *Institutional members – please pay £250 quoting reference: IM2019-CI’s name ( e.g. IM2019-Lancaster)*

Please use your full real name实名，全名

*Please note down the transaction or payment confirmation number as you will need it to complete the online registration.*

***Step two – complete the online registration form***

*In order to set up our own membership records, AFTER you paid the membership fee, please go to this link to fill in the BCLTS online registration form:*

<https://docs.google.com/forms/d/e/1FAIpQLSeYcZEyCaEXm6pQiKX54UAJtEWwyIEoHMNpEh1KAxbkdUcC_g/viewform?usp=sf_link>

***You membership registration will only be valid after you successfully submit this online registration form.***

*Any queries please contact or our*Deputy Chair in Finance and Marketing: Dr Hua Xiang (Catherine) H.Xiang@lse.ac.uk, *Coordinator Dr Xiuping Li (**coordinator@bclts.co.uk**).*

Note:

1. Unfortunately, we **cannot** accept credit card payment or cheque. You could do an online transfer (the easiest way) or physically pay into our account at your local branch. No online payment link as such is involved.

2. If you have another colleague or friend paying on your behalf, **please email Dr Hua Xiang (also copying Dr Xiuping Li)** with your name, the name of the person who made the payment on your behalf and the payment date. This will enable me have a safe record. I see some of you try to keep messages in wechat group, unfortunately, that gets lost very quickly.

3. If you make wrong payment amount or made payments in two instalments, again, **please email Dr Hua Xiang (also copying Dr Xiuping Li)** rather than leaving wechat message.

4. If your institution pays, please ask them to contact me should they need us to fill in a form or raise an invoice. I will deal with it.

5. Finally, a kind reminder that **please keep a safe copy of the confirmation of your payment** – it could be a simple screenshot, so that we can cross check your payment if necessary.