

# JIB-PMES CSCS Registration Renewal/Replacement (SMARTCARD)

## Section 1 Renewal or Replacement (for existing JIB-PMES cardholders only)

### Important Notes:

- All JIB-PMES CSCS Registration cards are now **SMARTCARDS**. These cards contain a chip which enables card details to be read electronically. The cost of these cards is £40.00, unless one of the payment exemptions applies. This is now the cost of card renewal.
- There are also new requirements which **MUST** be met by all applicants wishing to renew **Supervisor gold** or **Manager black** cards. Please check the JIB-PMES website [www.jib-pmes.org](http://www.jib-pmes.org) for details.
- It is no longer possible to renew White Related Occupation cards** – so please do not try! If you are an existing white Related Occupation cardholder you will need to visit the JIB-PMES website: <https://www.jib-pmes.org/which-pmes-related-occupation-card/> and follow the steps to see which card you should apply for.

Please tick one of the following two options:

**OPTION 1 - RENEWAL for an expired or soon to be expired JIB-PMES CSCS card**

Please provide evidence of a recent approved health & safety test pass, a recent photo and payment.

**OPTION 2 - REPLACEMENT for a lost or stolen JIB-PMES CSCS card**

Please provide payment with this form – we **do not** require a new photo or health & safety test pass.

**Colour Photo  
(RENEWAL ONLY)**

This photo will be electronically scanned. Please ensure a passport-style photo fits inside the red box. Failure to do so will result in your application being rejected. If posting please write your national insurance number on the back

Name:

Address:

National Insurance number:

--	--	--	--	--	--	--	--	--	--

Existing card registration number – (Renewals only)

Email address:

Telephone number:

Date of birth:

--	--	--	--	--	--	--	--	--	--

If you are renewing a Gas Operative, Gas Service Engineer or Gas Service Fitter card, please provide a **current** Gas Safe Licence number:

Employer (Name and address):

If you are unemployed please tick this box

### Payment exemptions

Exemption 1 – Applicant is employed by JIB-PMES participant company which is purchasing holiday credits for them

Exemption 2 – Applicant is a fully paid up member of UNITE the Union

UNITE Membership number

Please make cheques/postal orders payable to JIB-PMES. You may also pay by credit/debit card over the phone.

### Return address:

JIB-PMES, Lovell House, Sandpiper Court, Phoenix Business Park, Eaton Socon, St Neots, Cambs, PE19 8EP.

Help desk: 01480 476925

Email: [info@jib-pmes.org.uk](mailto:info@jib-pmes.org.uk)

**Please note:** The card remains the property of the JIB-PMES and can be withdrawn at any time.

### FAST TRACK OPTION

For an **additional** payment of £60.00 (plus standard card fee) you can request your application to be fast tracked. We aim for you to receive your card within 4 working days. We require a completed application form, all supporting documentation and cleared payment by **credit/debit card** or **PO payment only**, cheques are not acceptable for fast track applications. Please tick the box to fast track your application.

## Section 2

## Declaration

By signing the below declaration, I certify that the details on this application form are correct and complete to the best of my knowledge.

I understand and agree that the information on this application form will be used by the JIB-PMES and its suppliers for the purpose of processing my JIB-PMES CSCS card application. As part of the application process it may also be necessary to share your information with employers, labour agencies, training providers and awarding organisations for verification purposes.

I understand that my personal data will be stored in a secure database and processed in accordance with the requirements of the JIB-PMES Privacy Statement (which can be accessed on the JIB-PMES website: [www.jib-pmes.org](http://www.jib-pmes.org)); the JIB-PMES Privacy Policy and the Data Protection Act 2018.

I also agree that the information contained in this application form may be used by the JIB-PMES or shared with selected third parties in relation to the provision of other services associated with my employment in the plumbing and mechanical engineering services industry.

### Important Information:

- \* I acknowledge that full payment will be taken at the time of application and is non-refundable. I understand that I have up to 90 days from submitting my application form to provide any missing or additional information required for my application. If this process takes longer than 90 days, I understand that I am liable for the payment of another application fee.
- \* The card remains the property of the JIB-PMES and can be withdrawn at any time.
- \* If all the relevant documentation is not enclosed with the application, the form and all supporting documentation will be returned.

Signed:

Date:

D	D	M	M	Y	Y	Y	Y

## Section 3

## Card payment authorisation (do not complete if submitting form by email)

Please tick to confirm application type and fee: **Standard - £40.00**

**Fast track - £100.00**

**If you have selected fast track, please ensure that the fast track box on page 1 is also ticked.**

### Payment options

#### Credit/Debit card authorisation

Payment is taken remotely, please complete following details:

I hereby authorise the JIB-PMES to charge to the credit/debit card as detailed below.

Card type: Debit  Credit

Card number:

Expiry date:

Security code:   
(last 3 digits from the back of the card)

Cardholder's address:

Cardholder's signature:

Cardholder's contact telephone number:

Email address:

### ALTERNATIVE METHODS OF PAYMENT

- BACS: Please phone the JIB-PMES on 01480 476925 for instructions
- POSTAL ORDER: Made payable to JIB-PMES
- CHEQUE: Made payable to JIB-PMES (Standard applications only)

### Notes:

1. Full payment is taken at the point of application and is non-refundable.
2. Payments taken online will be allocated to the National Insurance Number of the applicant.
3. Cheques and Postal Orders should be made payable to 'JIB-PMES'.
4. Where cheques are used as the payment method, applications will not be processed until payments have cleared the banking system (typically 7 days from receipt).
5. If we are unable to obtain payment from the above details the application will be rejected without further attempts to contact the cardholder. If you do not wish to complete the card details above, please use one of the other methods of payment. Applications without payment will not be processed.
6. Invoices will not be provided before or after payment.
7. Receipts must be requested at the time of application.