



**The Chartered
Institute of Logistics
and Transport**
(Malawi Branch)

P.O. Box 30561,
Chichiri,
Blantyre 3

Email: ciltmalawi@gmail.com

Website: www.ciltmalawi.com/

[www.facebook.com/Chartered Institute of logistics & Transport – Malawi Branch](https://www.facebook.com/CharteredInstituteofLogisticsandTransportMalawiBranch)

Membership Registration Form

Having read the criteria, I wish to apply for the following grade of membership; Affiliate <input type="checkbox"/> Member <input type="checkbox"/> Chartered Member <input type="checkbox"/> Chartered Fellow <input type="checkbox"/>	Member I am an existing member of the institute and would like to upgrade <input type="checkbox"/> Membership No. <input type="text"/>
Surname:	Forenames:
Mr/Mrs/Ms/Other Title	Date of birth:
Current Job Title: Date Appointed:	Name of Line Manager:
Total Number of years in Logistics and/or Transport: Number of years in senior position:	Job Title of Line Manager:

Private address: Telephone: Mobile: Fax: Email:	Company name: Company Address: Telephone: Mobile: Fax: Email:
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Correspondence to be sent to: Home /work (Tick the appropriate box)

Declaration

I certify that the statements on this form and attached CV are correct as at this date. I promise that during my membership in whatever category, I will observe the Code of Professional Conduct, will be governed by the Charter and Bye-laws of the institute and will promote the objects of the institute as far as shall be in my power. If at any time I desire to withdraw from the institute, I will in accordance with the Bye – Laws no. 21, after payment of all subscriptions or other sums due from me including any subscription for the current year send my resignation, in writing to the President of CILT Malawi and return therewith any certificate of membership held by me.

Signature: Date:

Note: Please return your completed membership form together with your latest Curriculum vitae, copies of certificates and proof of payment.

Referees: The Number of referees required for each grade is as follows (does not apply to affiliate grade)

<ul style="list-style-type: none"> • Full Membership • Chartered Membership • Chartered Fellowship <p>I have read the contents of this application form and supporting documents and they are, to the best of my belief, true and correct.</p>	<p>One Full Member or Chartered Member</p> <p>Two Chartered Members and/or Chartered Fellows</p> <p>Three Chartered Members and/or Chartered Fellows</p>		
NAME OF REFEREE	MEMBERSHIP NO.	MEMBERSHIP GRADE	SIGNATURE

The following fees will only be requested when we offer you a grade of membership.

Grade	Fees	Experienced Required		Relevant Qualifications
Affiliate	K5,000	Entry level, no experience required	-	N/a
Member (MILT)	K10,000	3 years	+	Relevant Level 3 qualifications e.g. CILT Certificate
		2 years	+	Relevant Level 4 or 5 qualification e.g. CILT Professional Diploma
		5 years including 3 years at junior management level	-	N/a
Chartered Member (CMILT)	K15,000	4 years including 2 years at senior level	+	Accredited Degree
		5 years including 2 years at senior level	+	Relevant level 6 qualification e.g. CILT Advanced Diploma
		7 years including 2 years at senior level	+	Non-accredited degree
		7 years including 2 years at senior level plus a portfolio of evidence	-	N/a
Chartered Fellow (FCILT)	K20,000	7 years at senior level and current CILT Chartered Member	+	N/a

Payment method; Cash Bank Deposit Slip Cheque Amount: MK.....

All payments, either by cheque or cash, should be made payable to: **The Chartered Institute of Transport, National Bank of Malawi, Customs Road Branch, Account Number 2240815**. Ensure that you get receipt for all your payments.

YOUR CURRICULUM VITAE AND CONTINUING PROFESSIONAL DEVELOPMENT PLAN - GUIDANCE NOTES

What need to be included with your application;

1. Your Current Position - Please Describe Your Job

- Your current job position and your responsibilities in your organisation.
- Your current financial responsibilities, if applicable.
- The number of employees in your organisation and separately the number who report to you.
- The key objectives of the position that you currently hold.
- Your responsibilities for decision making and planning of resource allocation, and financial decisions, including turnover and budget etc. in relation to logistics and transport.
- To whom do you report? Your reporting lines (if you wish attach a simple organisation chart showing your position in your organisation - include the number of employees).

2. Your Career History

- Give brief details of previous companies, job titles, dates of employment, responsibilities, and any other relevant information, including any notable achievements, you consider should support your application.

3. Your Education and Training

- Describe University degree and subject(s) taken (if any).
- Full details of other Professional qualifications (including name of the institution or awarding body), dates, and include copies of relevant qualification certificates.
- Other courses and CPD (Continuing Professional Development) you may have taken.
- Enclose copies of relevant certificates.

4. Your Continuing Professional Development Plan

- I. As part of the process of applying for Membership, Chartered Membership and Fellowship, applicants must include a 2 year CPD plan with their application. Members of the Chartered Institute of Logistics and Transport - International are required to remain current with developments in logistics and transport.
- II. Suggestions for your CPD plan you may wish to consider including:-
 - Reading appropriate logistics and transport news items, journals and publications including CILT World and commit to using the web for logistics and transport news, and references.
 - Supporting local CILT Council or Section through attendance at relevant meetings and the AGM.
 - Where possible attending conferences, seminars and workshops on logistics and transport including – but not exclusively - those arranged by CILT - say once a year as a minimum.
 - Providing information to your peers on current practices in logistics and transport.
 - Doing a further qualification in logistics and transport.
 - Mentoring younger members.

Please see this CPD plan as an opportunity to think about your own plans and not as a burden. We suggest you keep a diary for self-assessment of your CPD achievements.

Signed _____ Date _____