Faculty of
Pharmaceutical Medicine
of the Royal Colleges of Physicians of the United Kingdom

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# Membership subscription terms and conditions

**1. The membership subscription period**

The membership subscription period of the Faculty of Pharmaceutical Medicine ("FPM") runs from 1 January to 31 December each year.

**2. Obligations of membership**

All members of FPM are required to abide by the terms of:

- FPM Articles of Association
- FPM Regulations
- FPM Byelaws – Membership
- FPM Complaints Policy – Members and Fellows
- FPM Complaints Policy – Staff
- FPM Code of Conduct for Volunteers (where relevant)
- FPM's Values (Professional, Innovative, Caring, Collaborative, Credible, Learning)

as may exist or be revised from time to time.

Our complaints policies can be found at www.fpm.org.uk/contact/complaints/ and the other documents can be found at www.fpm.org.uk/about/governance/. Members should make reasonable efforts to familiarise themselves with any changes made to these documents from time to time. Individual documents may occasionally be temporarily unavailable while they are under review or being updated.

Your acceptance and/or renewal of membership of FPM shall be deemed acceptance of these terms and conditions and of any changes thereto. Payment of your membership subscription shall be a deemed acceptance of these terms.

**The membership subscription terms and conditions differ from some other contracts that you may enter as membership of the organisation is connected with your profession, rather than a service or goods bought as a consumer. As such you should read these terms carefully to understand your rights - especially your rights to cancel.**

**3. Termed members**

Only members whose annual membership subscription has been paid in full for the current membership year will be considered termed members of FPM and entitled to access the membership benefits. These benefits include, but are not limited to, the right to use the relevant post-nominals, where eligible, and access to reduced rates for FPM events, training courses and other activities.

Honorary Fellows (FFPM(Hon)) and Honorary Members (MFPM(Hon)) are not required to pay an annual membership subscription and are termed members from the moment they accept their award of Honorary Fellowship (FFPM(Hon)) or Honorary Membership (MFPM(Hon)).

**4. Annual payment options**

To make a payment for a subscription fee:

- Online: members can pay online via My FPM. We accept VISA, Mastercard and American Express debit and credit cards.
- Direct Debit: members with a UK bank account can pay their subscriptions by Direct Debit (see below). Members paying by Direct Debit will be informed at least 14 days in advance of the date of the collection of

fees. If you wish to pay by Direct Debit and have a UK bank account, complete the Direct Debit instruction form. Please sign and email a digitised – scanned or photographed – hard copy to fpm@fpm.org.uk. Electronic or typed signatures cannot be accepted.

- Bank transfer: Payment must be made in GBP and our bank details are included on the invoice.
- Cheques: Cheques should be made payable to the 'Faculty of Pharmaceutical Medicine' and posted to FPM, 5-11 Theobalds Road, London, WC1X 8SH. Please remember to write your unique member number on the back of the cheque, this can be found on your subscription invoice and starts 'MEM'.

*Please note: FPM is not registered for VAT.*

**5. Receipts and copy invoices**

If you pay online, you will receive an automatic email with a receipt confirming payment. If you pay by bank transfer, cheque or direct debit, we will email you a receipt as soon as payment has cleared (cheques can take up to eight days to be processed). You can also view your invoices and receipts in My FPM. If you have any questions about your receipts or invoices, please email membership@fpm.org.uk.

**6. Automatic renewals**

Your membership will be automatically renewed for the following year. You will receive a renewal letter with your invoice by email in mid-December.

**7. Discontinuing your membership of FPM**

If you do not wish to renew your membership at the end of a 12-month period, you are required to give us written notice no later than one month before the date on which your current membership expires (by 1 December). To provide written notice you can email us at membership@fpm.org.uk or send a letter to FPM, 5-11 Theobalds Road, London, WC1X 8SH. You are responsible for ensuring that any notice or correspondence that is sent to FPM is received by us.

Should a doctor who is connected to FPM for revalidation purposes submit a request to discontinue their membership, this will first be reviewed by the Revalidation Department prior to the request being accepted. If it is determined that the request can proceed then the discontinuation of membership will proceed and the connection will be removed.

Once your request is confirmed, your membership will be considered 'Resigned'.

**8. Concessionary annual subscription rates**

Reduced, Retired and other concessionary subscription rates are available. More information on current concessionary rates can be found on the Fees and payments page of the FPM website or on request.

To apply for a subscription at a concessionary rate, please use the Concessionary rates application form.

**9. Late payments**

Subscription payments should be received by FPM by no later than 31 January of the subscription year. If your annual subscription is not paid by this date, you may have limited access to benefits, including reduced rates for FPM training and events, and the opportunity to support Fellowship and Awards applications (if applicable).

Membership may be renewed with no loss of continuity and with full benefits restored if payment has been received in full by no later than 31 March of the subscription year.

**10. Lapsed membership subscriptions**

Membership subscriptions which remain unpaid as of 1 April of the subscription year will result in your membership being lapsed. In such instances, you will be removed from the register as a member of FPM.

**11. Reinstating membership**

If you wish to reinstate a lapsed or resigned membership, then you need to complete the Reinstate Membership form and submit this along with an uploaded copy of your CV.

If your request to be reinstated is accepted, an administrative fee will be payable along with any outstanding unpaid subscriptions or fees.

**12. New members**

If your application for FPM membership is approved, we will email you confirmation of your annual membership subscription. The subscription will be calculated on a pro-rata basis if you join part way through the membership year.

Your subscription must be paid according to the terms set out in the subscription invoice. Until your subscription is paid, you will have limited access to membership benefits.

If your subscription is not paid according to the terms set out in the subscription invoice, your name will be removed from the FPM membership register.

**13. Approval where a prior application was unpaid**

If your application for membership or reinstatement has been approved but you do not pay the subscription according to the terms set out in the subscription invoice, your name will be removed from the FPM membership register.

If you subsequently wish to apply for membership or reinstatement again, you will be required to pay an administrative fee before we begin the application review process again.

If your application is approved, you will also be required to pay the applicable membership subscription and any other outstanding amounts owed to FPM.

**14. Membership Eligibility Checks**

FPM reserves the right to conduct checks to verify that members continue to meet all membership requirements applicable to their grade of membership. Such checks form part of FPM's standard compliance processes.

**15. Changing membership grade**

During the course of their membership, members may apply to upgrade their membership grade, for example from Member to Fellow or from Affiliate to Member. There is no automatic right for a member to progress from one grade to another. Requests to move to a higher grade will normally require submission of a formal application and you can only be moved to the new grade if and when the application has been approved.

If your application to upgrade your membership grade is approved, you will receive confirmation by email together with an invoice for the applicable upgrade fee. The upgrade fee will be calculated on a pro-rata basis to reflect the period of time spent at each applicable membership grade and the corresponding membership rates for the relevant year in which the upgrade occurs.

Until the upgrade invoice has been paid in full, access to the benefits associated with the upgraded membership grade will not be granted. This includes the right to use the applicable post-nominals, including MFPM or FFPM which must not be used until the invoice has been paid.

Payment of the upgrade invoice must be received within 30 days of the invoice date. If payment is not received within this period, your membership will revert to your previous fully paid membership grade. You will not in those circumstances be, or have been, entitled to access the benefits or use the post-nominal designation associated with the upgraded membership grade.

Your membership upgrade may be reinstated within the same subscription year without going through FPM's formal approval process, provided that the upgrade invoice is paid in full within the same subscription year.

Members will not normally be able to downgrade their membership from one grade to another, for example from Fellow to Member or Member to Affiliate. Other than in exceptional circumstances, a request to move to a lower grade will be treated as a request to cancel the existing membership grade and submit a formal application for membership at the lower grade. The usual administrative requirements and fees for a new application will apply.

**16. Use of post-nominals**

FPM members who are Fellows, Fellows by Distinction, Members or Members by Distinction are entitled to use the relevant FPM post-nominals - FFPM, FFPM(Dis), MFPM or MFPM(Dis) if they are termed members of FPM with fully paid subscriptions for the current year.

Honorary Fellows and Honorary Members are entitled to use FFPM(Hon) and MFPM(Hon) respectively from the date they accept their award and they may continue to be used without payment of an annual membership subscription.

Post-nominals must be used in their approved form and must not be used in a way that misrepresents an individual's membership grade or current membership status.

**17. Refunds**

If membership is cancelled during the year after full payment is made, no refunds will be provided, unless you meet one of the criteria outlined below.

- If you have paid your annual membership subscription you may request a refund of the unused months up to 31 December if you cancel your membership in the first month of the subscription year (by 31 January) or if you are a new member and you wish to cancel your membership within the first month of your subscription. If you book any training, events, programmes or exams the refund may be subject to your reimbursing FPM for the difference between the member and non-member rate.
- If you resign because you are unable to work due to ill health or hardship you may, at any time, request a refund of the unused months up to 31 December. If you have booked – but have not yet taken – a place on any training, events, programmes or exams you may be required to reimburse FPM for the difference between the member and non-member rate. This refund is considered on a case-by-case basis.
- If you become eligible for the concessionary rate throughout the year and inform us in writing of the change in circumstances, a partial refund will be given from the date we receive the concessionary rate form. It will not be offered for retrospective changes to personal circumstances.
- If, further to a decision in an appeal or complaint, we agree in writing to a refund of the subscription fee.

All requests for refunds must be made in writing and sent to membership@fpm.org.uk or by mail to FPM, 5-11 Theobalds Road, London, WC1X 8SH. You are responsible for ensuring that any notice or correspondence that is sent to FPM is received by us.

A member whose membership is terminated by FPM shall not be entitled to a refund of any subscription or membership fee.

**18. Revalidation with FPM**

Membership of FPM may constitute a connection for revalidation, in the absence of a higher connection – i.e. undertaking any form of employment with a designated body. It is the responsibility of the member to identify their designated body in accordance with GMC guidelines. Please see FPM Designated Body Policies and Documents for more information about revalidation.

**19. Personal data and privacy**

As a membership organisation FPM reserves the right to collect, store and/or use the personal data of members and prospective members, website users, suppliers, attendees of FPM events and other people who may use or purchase our products and services or otherwise contact us.

Detailed information on when and why we collect personal information, how we use it, the conditions under which we may disclose it to others and how we keep it secure can be found in FPM's Privacy Policy.

**20. Disclosures**

Members are required to disclose to FPM at the point of application or as soon as possible thereafter if they are or have been the subject of any investigation, disciplinary procedure or other sanction by any professional and/or membership, registration or regulatory body.

The following documents will be required to support any disclosures made.

- *Previous disciplinary action:* Details of the action, including when it was taken and the circumstances which led to it; and details of any mitigating circumstances; and copies of any notices made, sanctions or reprimands issued.
- Plus anything else the member/applicant wishes to submit in support of their disclosure.

To provide written notice of a disclosure you can email us at membership@fpm.org.uk or send a letter to FPM, 5-11 Theobalds Road, London, WC1X 8SH. You are responsible for ensuring that any notice or correspondence that is sent to FPM is received by us.

**21. Benefits of membership**

FPM reserves the right to amend, change, modify or withdraw the benefits and services that comprise the membership offer and your acceptance and/or renewal of membership shall be deemed your acceptance of any such changes. FPM will make every effort to communicate any changes to the offer in good time and in an appropriate manner; however, it is your responsibility as a member to keep up to date with any changes to the membership offer.

**22. Non-transferability of membership**

Membership of FPM is not transferable. You undertake as a member not to license, sell, rent, lease, transfer or otherwise attempt to commercially exploit materials provided to you in the administration of your membership, including any logins, passwords or other forms of identification for use of FPM systems, nor to license, sell, rent, lease or transfer to any other third party or otherwise attempt to commercially exploit the services and benefits provided as part of your membership.

**23. Termination of membership**

A member who membership subscriptions have been paid may withdraw from membership by giving not less than 6 months' notice (or such shorter period as the Directors approve) and at the expiry of the notice period the membership shall cease. For any entitlement to reimbursement of subscriptions having given such notice see above.

Under FPM's Articles of Association, an individual's membership shall be terminated:

- when the member dies;
- if the member is expelled from membership under rules, Regulations or Byelaws of membership including for breach of any code or codes governing the conduct of members and establishing standards of conduct expected of members by FPM;
- by a decision of the Board of Trustees if any monies due to FPM (including, but not limited to, membership fees) are not paid by that member within the stated period after the due date for payment;

The Board of Trustees may also terminate membership by notice in writing to that member for any of the following reasons:

- the member no longer meets the membership criteria;
- the member fails to comply with any provisions of these articles or FPM's Byelaws;
- the member commits fraud or is guilty of any conduct likely to have a serious adverse effect on FPM; or
- the member materially changes their business activities.

A member whose membership is terminated by a decision of the Board of Trustees as set out above shall not be entitled to a refund of any subscription or membership fee.

Membership may also be terminated if a member:

- has failed to disclose during their application for membership a matter that in the reasonable opinion of the Board of Trustees is contrary to the standards expected of members of the Faculty. This may include but is not limited to: discrimination, harassment (including sexual harassment) or victimisation of others; a decision against the member/applicant in any investigation by any professional and/or membership, registration or regulatory body; a criminal conviction or current inclusion on a register of offenders; and/or
- has been the Respondent to a complaint under FPM's Complaints Policy that has been upheld by the Investigation Panel or the Appeal Panel.

If it is determined that a doctor who is connected to FPM for revalidation is to have their membership terminated, then their connection to FPM as their designated body will also end. This will result in their disconnection from FPM.

FPM reserves the right to remain as a disconnected member's designated body in exceptional circumstances where the member may be involved in external investigations, disciplinary proceedings or similar.

**24. Complaints or appeals**

Members wishing to make a complaint or appeal against a decision in the handling of their membership subscription should write to the Registrar at fpm@fpm.org.uk.

**25. Variation**

FPM reserves the right to amend, change, modify or withdraw these terms and conditions at any time. FPM will make every effort to communicate any changes to terms and conditions in good time and in an appropriate manner; however, it is your responsibility as a member to keep up to date with any changes to the membership offer.

**26. Governing law and jurisdiction**

These terms and conditions are governed by the laws of England and Wales. Any dispute arising from or in connection with these terms and conditions will be subject to the jurisdiction of the courts of England and Wales.

*Last updated September 2026*