



# MANCHESTER MEDICAL SOCIETY

(Registered Charity No. 222800)

## Application Form for DOCTORS & DENTISTS

OFFICE USE ONLY	
REF NO	
ELECTED	
PAYMENT	
LIBRARY	
REGISTERED	
ACKNOWLED	
D/CARD DISK	
DATABASE	
LISTED	

### FORM OF PROPOSAL FOR FELLOWSHIP

Surname (block capitals).....Prof/Dr/Mr/Mrs/Miss/Ms

Forenames in full (block capitals) .....

Present Appointment .....

Qualifications and where taken .....

Date medically or dentally qualified ..... Date of birth / /  
(must be completed to receive the reduced membership rate)

Based at .....Email address .....

I already hold a John Rylands University Library Card number .....

**Details of meetings will be circulated via email. If you would prefer to be sent a paper copy through the post please tick the box.**

Home Address .....

.....Please tick if you require us to use your home address

**I propose this candidate for election as a Fellow** (The proposer must be a Fellow of the Society)

Name of Proposer (block capitals) .....

Address .....

Signature ..... Date .....

**If accepted as a Fellow I wish to be a member of the following Section(s)** (see note below)

**Applicant's signature**..... **Date** .....

#### Data Processing Policy

**Use of membership data** MMS membership database is administered in the Society's office in Manchester. The data controller is the MMS. We use the data recorded by members on the membership application for operational purposes. For example, subscription administration, compilation of mailing lists, including electronic lists, to communicate information about MMS meetings. We do not pass personal data to third parties unless they are acting on our behalf eg the John Rylands University Library who issue library cards and keep the Manchester Collection.

#### When completed this form should be returned to:-

**The Administrator, Manchester Medical Society, c/o John Rylands University Library, Oxford Road, Manchester, M13 9PP (telephone 0161 273 6048). A COMPLETED DIRECT DEBIT FORM SHOULD ALSO BE ENCLOSED.**

Note: The Society has ten Sections: Medicine, Surgery (membership is restricted to established surgeons and surgeons in training who have obtained the Fellowship of one of the Royal Colleges of Surgeons), Pathology, Anaesthesia, Odontology, Primary Care, Paediatrics (known as the Manchester Paediatric Club), Psychiatry, Public Health and Imaging.



# MANCHESTER MEDICAL SOCIETY

(Registered Charity No. 222800)

**c/o John Rylands University Library  
Oxford Road  
Manchester M13 9PP**

Telephone: 0161 273 6048  
Fax: 0161 272 8046  
University Internal: 3765/66/67  
e-mail: [admin@mms.org.uk](mailto:admin@mms.org.uk)  
[Http://www.mms.org.uk](http://www.mms.org.uk)

## INFORMATION FOR FELLOWS AND APPLICANTS FOR FELLOWSHIP

### 1. PERSONS ELIGIBLE

Holders of medical or dental qualifications which are provisionally, temporarily or permanently registerable in the United Kingdom are eligible as candidates for Fellowship.

### 2. SECTIONAL MEMBERSHIP

The Society contains ten Sections: Medicine, Surgery, Pathology, Anaesthesia, Odontology, Primary Care, Paediatrics (known as the Manchester Paediatric Club), Psychiatry, Public Health Forum and Imaging. Fellows may apply for membership of one or more individual Sections. Such Sectional membership confers the additional right of holding office and participating in the management of the particular Section without the payment of extra subscription.

### 3. MEETINGS

Meetings are held under the aegis of the Society itself and by each of the Sections. All the meetings, irrespective of origin, are open to all members of the Society. A provisional list of meetings to be held during the year is published in the Annual Report and in addition a monthly programme is sent to each member. The period covered by the programme is normally from late September to early May. The Society endeavours to obtain the appropriate accreditation for its meeting under the CME and PGEA regulations.

### 4. LIBRARY SERVICES

Fellows of the Society are entitled to use the University Library which includes the long-established Medical Library. The modern library of monographs is richly supplemented by a substantial selection of pre – 1800 material and many early printed works (kept in the John Rylands Library in Deansgate). The library subscribes to an extensive range of periodicals and publications of government and international bodies. The unique Manchester collection of books and archives by, and about, Manchester doctors is housed in the main library.

The University Library is usually open Monday to Friday from 8.00 am to 11.30 pm and on Saturdays from 9.00 am to 11.30 pm and Sundays from 12.00 pm to 11.30 pm during term-time. During vacations the Library is usually open Monday to Friday from 8.00 am to 9.30 pm and on Saturdays 9.00 am to 9.30 pm. (Fellows of the Society should check their monthly programme card for the latest information). Fellows may borrow up to twenty volumes at a time. Items not kept in the library may be obtained via the Inter-Library Loans Department for a small charge. Self-service photocopying facilities are available at a reasonable cost.

For further information about library services please contact the Medical Librarian on 0161 275 7386.

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5. **CAR PARKING**

Fellows who do not hold a staff permit may use the BOOTH STREET WEST and BOOTH STREET EAST multi-storey car-parks. Both car parks are chargeable.

6. **SUBSCRIPTIONS (from 1.1.2012)**

The annual subscription for Fellowship of the Society is £67.00. A reduced subscription rate of £22.00 applies to Fellows who have retired from practice or reached the age of 65. Applicants should ensure that their date of birth is noted on the application form, as it will be used automatically to reduce subscription rates when retirement age is reached. Retired Fellows who move out of the North West area and who no longer wish to make use of the Library pay a reduced fee of £10.00.

*A reduced membership rate for newly qualified doctors exists, ie qualified for 7 years or less. The first year as pre-registration/foundation year doctor/dentist, the annual subscription is FREE, provided a direct debit form is completed for future subscriptions. A reduced subscription of £27.00 applies for years 2-4 inclusive following qualification, and a reduced subscription of £40.00 applies for years 5-7 inclusive following qualification.*

“Out-of-Town” and “Overseas” membership exists for those Fellows who move away from the area covered by the Society (North West Region) and no longer wish to make use of the library. The subscriptions are currently £22.00 and £10.00 respectively, payable by direct debit.

Subscriptions, which are payable by a “variable” direct debit, are an allowable expense for income tax purposes and will only be increased after due notification.

**Gift Aid**

By completing the attached Gift Aid Declaration form, the Society can reclaim the tax that you pay on your subscription. This will effectively increase the value of your subscription by over a quarter. NB: It is our understanding that those Fellows who agree for their subscriptions to be Gift Aided will not also be able to claim back tax paid at the standard rate of income tax, but should be eligible where applicable to claim the difference between the standard and higher rate.

7. **TEMPORARY FELLOWSHIP**

Temporary Fellowship is available to those with medical or dental qualifications holding appointments carrying a normal tenure of two years or less. The subscription is currently £33.50 for six months payable **by cash/cheque only**. Such membership can be renewed for a maximum of three further consecutive six-monthly periods.

8. **PROCEDURE**

The attached proposal form should be signed by one Fellow of the Society who must have been formally elected. Provided that the application form has been completed satisfactorily, and the applicant is a registered medical or dental practitioner, provisional election is immediate. Confirmation of election takes place at the first Council meeting of the Society following provisional election (usually within six months). Applicants who have difficulty in identifying a Fellow to support their application should contact the office of the Society. (See address and telephone numbers overleaf).

The completed form should be returned to the Manchester Medical Society office in the John Rylands University Library (Red 3.2) accompanied by a completed direct debit instruction. A copy of the By-Laws, together with other relevant documents will then be provided by the office. The office is normally open as follows: Monday-Friday 9.00 am to 5.00 pm.

9. **LIBRARY CARDS**

Following approval of your MMS application, a library application form will be sent in your membership pack which you should complete & forward to the John Rylands University Library on Burlington Street. Your library card will be prepared by the library staff and will be available for collection in approximately one week between 10 am and 6.30 pm Monday – Friday. Library cards must be collected in person as your digital image will be processed onto the card.

Although you will not be able to borrow books from the library until your library card has been prepared there is a facility available for obtaining a temporary pass for reading purposes only whilst waiting for your card. Please note there is a charge of £5.00 for lost cards.



# MANCHESTER MEDICAL SOCIETY GIFT AID DECLARATION

**Gift Aid declaration: increase the value of your gift, at *no* extra cost!**

Simply by completing this form, the Manchester Medical Society can reclaim the tax that you pay on your donations, **including your subscription\***. This will effectively increase the value of your gift by over a quarter - *and it costs you no extra* (UK taxpayers only). \*[NB: If you agree to the Society reclaiming the tax on your subscription under Gift Aid, you cannot also claim the subscription as an allowable expense for income tax purposes. However, higher rate tax payers may be able to claim the difference between the standard and higher rate].

**I would like the Manchester Medical Society to treat the following as Gift Aid donations (delete as appropriate).**

- The enclosed donation of £ .....
- The donation(s) of £..... which I made on     /     /
- My annual subscription to the Manchester Medical Society\*
- All donations I make from the date of this declaration until I notify you otherwise
- All donations I have made since 6 April 2000 and all donations I make from the date of this declaration until I notify you otherwise

Signature ..... Date .....

**GIFT AID NOTICE** You should be a UK taxpayer and expect to pay at least as much income tax and/or capital gains tax this year as the Manchester Medical Society (MMS) will reclaim on your donation. If future circumstances change and you no longer pay tax on your income and/or capital gains equal to the tax that the MMS reclaims, you can cancel the declaration. If you pay tax at the higher rate, you can claim further tax relief in your self-assessment tax return. Contact your local tax office for leaflet IR113 for further information.

**Please complete the following details (in BLOCK CAPITALS please)**

Title (Prof, Dr, Mr, Mrs, Miss, Ms or title)     First name     Family name

Address

Postcode     Telephone

**Manchester Medical Society**  
 C/o John Rylands University Library, Oxford Road, Manchester, M13 9PP  
 E-mail: [admin@mms.org.uk](mailto:admin@mms.org.uk) Tel: 0161 273 6048 Fax: 0161 272 8046  
 Web : [www.mms.org.uk](http://www.mms.org.uk)  
 Registered charity No 222800

# MANCHESTER MEDICAL SOCIETY



Please fill in the whole form (except for the Reference Number which will be notified to you later) and send it to:-

**Manchester Medical Society  
C/o John Rylands University Library  
Oxford Road  
Manchester M13 9PP**

## Instruction to your Bank or Building Society to pay by Direct Debit

Originator's Identification Number

9 5 7 1 4 5

Name (s) of account holder (s)

\_\_\_\_\_

Reference Number

\_\_\_\_\_

Account number

\_\_\_\_\_

Branch Sort Code

\_\_\_\_\_

### Instruction to your Bank or Building Society

Please pay the Manchester Medical Society Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct debit Guarantee. I understand that the instruction may remain with the Manchester Medical Society and if so, details will be passed electronically to my Bank/Building Society.

Name and full postal address of your Bank or Building Society

To: The Manager Society	Bank/Building
Address	
Postcode	

Signature(s)
_____
_____
Date

Banks and Building Societies may not accept Direct Debit Instructions for some types of accounts

This guarantee should be detached and retained by the Payer

## The Direct Debit Guarantee



- This Guarantee is offered by all Banks and Buildings Societies that take part in the Direct Scheme. The efficiency and security of the scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change the Manchester Medical Society will notify you twenty-eight working days in advance of your account being debited or as otherwise agreed.
- If an error is made by the Manchester Medical Society or your Bank or building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.