

## How to Achieve Live Subscription Status with CIGB

1. Complete the online application form, which can be found here:  
[Subscriber Application](#)

This will give us the required information to pre-populate the contract and cross check the data we hold for your invoice. Completing the Application Form is not the same as completing the Subscription Contract. We ask that you inform us as soon as possible of any additional onboarding requirements needed to enable you to pay your fees to us, such as payment system logins etc.

2. We will issue you a Subscription Contract using the details supplied within the application form. This will require a Docusign signature from the person named in the application form as responsible for your subscription with CIGB.
3. An invoice will then be issued from our system for payment within 30 days.
4. When we receive payment, your status on our register will be updated to Live.

If you experience any issues at all throughout this process, please contact us via email [info@cigb.co.uk](mailto:info@cigb.co.uk)