



## Guide to completing the registration form

1. The form must be used when registering for SIK as a member. Later changes to member data must be notified in writing or by telephone to the trade union's secretariat - this can include a. be moving to another city, new workplace or transition to part-time work.
2. Some groups pay half a membership contingent. This applies to unemployed, part-time employees, students and first-year apprentices. The necessary documentation for this can, among other things, a. be pay slips, employment contract, apprenticeship contract, etc.
3. All other members pay full contingent. However, pensioners pay 1/4 contingent.
4. If you change from being unemployed, part-time employed or a student to being employed full-time, you must pay the full contingent.
5. There are two methods for paying the membership contingent: *Via salary deduction from the company* or *via the bank's payment service, BS*. The desired form of payment must be indicated after you have entered your name, cpr-number, address etc. on the registration form.
6. You can therefore wish that the company makes salary deductions of the membership contingent. However, this option only applies to employees where the company and SIK have entered into an agreement on salary deductions. The companies in question can be seen on SIK's website.
7. When you have to pay the contingent via BS, it is important to indicate by ticking whether you are paid monthly or 14 days. When you have been paid for 14 days, you must indicate your next salary payment day after registration. This is to inform the contingent administration whether the salary payment takes place in even or odd weeks.
8. The size of the member's contingent (which differs from local department to department): Part of the contingent goes to the trade union, while the rest goes to the local department. Detailed information on the full size of the quota can be found on the website [www.sik.gl](http://www.sik.gl) > *english page*.
9. In the form there is a field for internal use by SIK, where the sharing of the contingent between the trade union and the local association must be indicated. The field must be completed by SIK.

**If you have any doubts about filling in the form, you are very welcome to personally contact SIK for instructions.**