

KM/LP/NSI 006/16

20 June 2016

**TO: ALL STANDARDS ON SUBSCRIPTION HOLDERS**

Dear Colleague

Since 2012 we have been pleased to offer the BSI Standards on Subscription service to all NSI approved companies at a preferential rate. Until now this has been administered on a rolling annual basis from the date of first subscription by each company.

With the aim of reducing administration for both NSI and our approved companies we intend to align our billing of BSI Standards on Subscription renewal with Annual NSI Registration fee invoicing and move toward issuing a single invoice each April. This will include both the annual NSI fees and the renewal for BSI Standards on subscription.

This means you will be able to manage all annual payments to NSI within a single payment arrangement. In addition, if you pay NSI fees by quarterly Direct Debit then the Standards on Subscription service will become part of this payment plan.

To this end we will;

- From now until 31<sup>st</sup> March 2017 invoice your subscription renewal on a pro-rata basis for the number of full months remaining to the end of March 2017.
- In April 2017 and annually thereafter we will invoice your subscription renewal for a full 12 months for the period commencing 1<sup>st</sup> April.

Please do not hesitate to contact me if you have any questions regarding this change.

Yours faithfully



**Kevin McEvoy**

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