

# TO ALL IEICE SUBSCRIPTION MEMBERS

## MEMBERSHIP FOR 2023 FY



Period of Payment: Late January, 2023-March 31st, 2023

Period of Service: April 1st, 2023-March 31st, 2024

### 1 Fiscal Year is From April to March of the Following Year

Our fiscal year is based on the Japanese calendar. Since we are taking a pre-payment system, we will send you a billing email around January-February 2023 (January is the 10th month of the fiscal year). Please follow to the email and proceed with payment by March 31st, 2023.

### About the Rank and Price

The rank and price will be decided based on the number of downloads from January 2022-December 2022. **We cannot inform the exact rank and price until the billing term.**

You can always check the number of downloads from your Member Page.

(IEICE cannot provide this information for you via email/other methods. Please confirm by logging in to your Member Page)

For estimated rank and price, please confirm our [price chart](#) from our website.

### Titles of Transactions

We offer transactions in bulk only. For both EN and JP transactions, [4 titles](#) will be included in one order.

### Your Membership Updates Automatically

On April 1st (the first day of the 2023 fiscal year), IEICE will update your membership automatically based on the information on your Member Page. In case extra procedures are necessary, please confirm on the next page.

# FOR PAYMENT AND OTHER PROCEDURES

**You will need to proceed/send an application from your Member Page by March 31<sup>st</sup>.**

## **Payment**

Please pay the dues by credit card or bank transfer.

1. Credit card (UC, Master Card, VISA, JCB, American Express, Union Pay)
2. Bank Transfer (JPY/USD)

Please transfer to the bank account indicated in the billing email.

Extra charges including remittance charges and bank charges must be paid by the payment source after the transfer. Please set up in advance.

(In the case without setting up, charges will be automatically debited from your paid amount before we confirm your payment, so please be careful)

Your payment must be arrived at IEICE by March 31<sup>st</sup> (it may take 2 weeks at the longest for transferring).

## **Issuing Estimates, Invoice, and Receipt**

You can download it from your Member Page. In case if you need the documents under your agent's name, please fill out the applicable box before downloading.

## **Changing Your Profile (Including Agent and Contact Information)**

Please login to your Member Page, and update from the left menu.

In case of changing the agent, please update the contact information, and transfer the billing email and invoice to the new agent.

## **Changing Your Subscribing Option**

Please login to your Member Page, and update from the left menu by March 31<sup>st</sup>,2023.

After updating your subscription option, you can re-issue your invoice for payment from the left menu.

## **Applying for Withdrawal**

Both form submission and payment of dues until the fiscal year you have applied for withdrawal will be necessary. Just stopping paying your dues cannot be regarded as a withdrawal request.

Please login to your Member Page, confirm your payment, and submit the "Withdrawal Request Form" by March 31st. In case we couldn't confirm your application, we will automatically update your membership on April 1st.

## **e.g. Withdrawing in the 2022 fiscal year (Non-member from the 2023 fiscal year)**

Form submission must be completed by March 31st,2023

Dues must be paid for until the 2022 fiscal year by March 31st,2023

**FAQ [ieice.org/eng\\_r/faq/index.html](https://www.ieice.org/eng_r/faq/index.html)**

**Member Page [www.ieice.org/eng\\_r/member/subscription\\_member/index.html](https://www.ieice.org/eng_r/member/subscription_member/index.html)**