

Chair: **Daniel Davies**

Company Secretary / Executive Officer: **Sue Nelson** ; Training & Qualifications Manager: **Jenna Parker**

The Institute of Licensing is a charitable company limited by guarantee, constituted as a not for profit organisation.

Company Reg. No. 4884548 Charity Reg. No. 1117942

The Institute of Licensing (Events) Ltd is a wholly owned subsidiary trading company of the **Institute of Licensing Ltd**

Company Reg. No. 05710898 VAT Registration No – 834 6122 41

Registered address:- **Ridgeway, Upper Milton, Wells, Somerset, BA5 3AH**

Tel: 0845 2871347

E-Mail: [accounts@instituteoflicensing.org](mailto:accounts@instituteoflicensing.org)

Ref – BACs details

Dear Sir/Madam,

BACS details are shown below in relation to both the **Institute of Licensing Ltd** (NATIONAL ACCOUNT), and its subsidiary company: the **Institute of Licensing (Events) Ltd**. You may also have details in relation to our regional accounts, which are operated throughout the 11 regions across England, Wales and Northern Ireland.

When making your payment, please ensure that payments are made to the relevant account as set out on the appropriate invoice, and that emailed remittances are sent to: [accounts@instituteoflicensing.org](mailto:accounts@instituteoflicensing.org) . Alternatively, remittances can be posted to our accounts department at:

**Accounts Dept  
Institute of Licensing  
Ridgeway  
Upper Milton  
Wells  
Somerset, BA5 3AH**

This will ensure that we are able to record payments received.

With regard the accounts detailed below, payments should be directed as follows:

**Events Company**

- Event bookings
- Training courses / training provision
- Purchase of publications etc.
- Sponsorship (depending on sponsorship arrangement)

**Institute of Licensing Ltd**

- Membership applications
- Donations
- Sponsorship (depending on sponsorship arrangement)

**BACS details for the appropriate company will be displayed on invoices but any queries should be directed to [accounts@instituteoflicensing.org](mailto:accounts@instituteoflicensing.org)**

## Account details

Institute of Licensing Ltd			
Company Registration Number	4884548		
Charity Registration Number	1117942		
Registered Address	Ridgeway, Upper Milton, Wells, Somerset, BA5 3AH		
Tel Number	0845 2871347	E-Mail:	<a href="mailto:orders@instituteoflicensing.org">orders@instituteoflicensing.org</a>
Bank Details			
Account Name/Payee:	Institute of Licensing Limited National Account		
Bank Name / Address:	HSBC, 1 Market Place, Wells, Somerset. BA5 2RN		
Bank Sort Code:	40-46-06	Bank Account No:	91482432
Address for remittances	Institute of Licensing Accounts Ridgeway Upper Milton Wells Somerset, BA5 3AH	Email for remittances	<a href="mailto:accounts@instituteoflicensing.org">accounts@instituteoflicensing.org</a>

Institute of Licensing (Events) Ltd			
Company Registration Number	5710898		
Registered Address	Ridgeway, Upper Milton, Wells, Somerset, BA5 3AH		
Tel Number	0845 2871347	Email:	<a href="mailto:orders@instituteoflicensing.org">orders@instituteoflicensing.org</a>
VAT Reg No	834612241		
BANK DETAILS			
Account Name/Payee:	Institute of Licensing Events Ltd		
Bank Name / Address:	HSBC, 1 Market Place, Wells, Somerset. BA5 2RN		
Bank Sort Code:	40-12-27	Bank Account No:	41444115
Address for remittances	Institute of Licensing Accounts Ridgeway Upper Milton Wells Somerset, BA5 3AH	Email for remittances	<a href="mailto:accounts@instituteoflicensing.org">accounts@instituteoflicensing.org</a>
Please quote invoice reference			

Please do not hesitate to contact me in the event of any queries.

Yours faithfully



**Sue Nelson** MIOL  
Executive Officer, Institute of Licensing Ltd.  
Company Secretary, Institute of Licensing (Events) Ltd.