

20<sup>th</sup> July 2012



Dear ABA Member

**Association of Burial Authorities (ABA) / Institute of Cemetery & Crematorium Management (ICCM) - Partnership**

You will have recently received a letter from the ABA detailing our partnership whereby the Institute will undertake the administration of the Association. I would wish to complement the content of the letter and inform you that you have immediate access to all Institute functions should you wish. Should you do so please confirm by responding to the letter received from the ABA and send an email to Julie Callender, our administration officer at [Julie.callender@iccm-uk.com](mailto:Julie.callender@iccm-uk.com). Julie will arrange for our quarterly Journals to be posted to you, add you to the circulation list for our E-Newsletter service and provide you with a login for the 'members only' page of our website. Other benefits can be viewed on the 'Corporate Membership' page of our website.

Should you require help or support with any legal, technical or operational matter please contact Julie on 020 8989 4661 or via email. Julie will allocate a technical officer to provide answers to your questions.

To access the website go to [www.iccm-uk.com](http://www.iccm-uk.com) and click the Institute's logo in the top left corner of our Portal home page. You do not need a login to gain access to this Corporate and Professional member's site. Take time to look around the site and especially the 'Guidance' pages where you will find policy and guidance on an extensive range of subjects. Use your login, when provided, to access the member's only page that contains mainly internal information such as board reports, accounts and election details.

The Institute will also be administering the ABA membership database and will forward a request for your subscription at the usual time, except for those already in Institute membership. In order to assimilate renewals with those of current Institute member's, subscriptions will be applied on a pro-rata basis to the end of March 2013 after which they will fall due at the commencement of each financial year.

The Institute is pleased to be working in partnership with the ABA and assisting its members in the operation and management of cemeteries.

Yours sincerely,

Tim Morris, FICCM(Dip), FSBP,  
Chief Executive

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