

NOTES TO ASSIST MFIAP APPLICANTS 2024

All applicants are advised to read <http://online.flipbuilder.com/tklq/znbv/> from page 93 for latest documentation and comply with requirements set out in FIAP document 011/2016 e sections 4, 8 & 9

Every applicant, prior to compiling the application form, must register on the FIAP platform <https://www.myfiap.net/user/register/fp> to obtain a Photographers Life Card and a FP number. Both the Life Card number and the FP number are required on Page A of the application form. See FIAP Document INFO 185/2021 (Also see SPF Website for more info)

FILLING OUT THE FIAP FORMS EXCEL FORMAT DistAENiv-Form-EN-DE 2024.xls

Download forms and documents from the SPF website including the above-mentioned Excel Form

Open the Excel File. (View at full screen mode if you cannot see all of it when open)

There are tabs at the bottom of the sheets to access the various pages.

These forms must be kept sized and formatted as supplied to you, as one single page.

Do not add columns or alter page sizes etc. Each tab content must be printed to fit A4 size paper.

PAGE A - ADMINISTRATIVE DOSSIER

The Federation: is the **Scottish Photographic Federation**

The UN Code: is **950**

Fill in personal details.

Fill in Photographers Life Card number and FP number. (See note above)

List submitted works.

Send 2 paper copies of Form A with application.

PAGE B – LIST OF SUBMITTED WORKS

Applicants are advised to read the **Declaration of Consent and Responsibility** carefully and fully understand its implications. Page B2 is for minors under the age of 18.

On the line below add your full name, distinction applied for, the year (2024) and Country (Scotland)

Add place and date of signing and sign the bottom of this sheet.

Send 2 paper copies of Form B with application.

PAGE C – LIST OF SUBMITTED WORKS

Complete as required.

Sign the bottom of this sheet.

Send 2 hard copies of Form B with application.

SUBMITTING YOUR APPLICATION

Please send two hard copies of sheets “A” and “B” by post to the SPF FIAP Liaison Officer. In addition please send electronic copies of all of the above forms **via WeTransfer** to the SPF FIAP Liaison Officer.

Remember to sign form B

The portfolio of images **must** be sent **via WeTransfer** to the SPF FIAP Liaison Officer **not by email** and include your name and contact phone number.

SPECIFICATIONS OF DIGITAL PORTFOLIO FILES

The photographic works must be sent as digital files **via WeTransfer** to the SPF FIAP Liaison Officer with the following properties - Format JPEG, compression 10, at least 3600 pixels for the greatest dimension.

Naming of the files:

Code FIAP of the Federation (**The SPF code is 950** + underscore + First name + underscore + Name + underscore + Title of the work + .jpg

<https://www.scottish-photographic-federation.org/fiap-distinctions>

Example: 950_Joe_Bloggs_Loch Ard.jpg

COST OF APPLICATION

EFIAP = £150.00

Once your application has been submitted, you will be asked to pay by PayPal.

CHECK LIST TO SPF FIAP LIAISON OFFICER

- Completed electronic forms A, B, and C sent by email, or WeTransfer.
- Send 2 hard copies of forms "A" and "B" (Sign form "B")
- Send Portfolio of 20 submitted images via WeTransfer, please not by email
- Send 1 electronic copy of forms "A" and "B" (Sign form "B") by email, or WeTransfer
- Payment by PayPal when requested.

The above to be sent to: –

**SPF Interim FIAP Liaison Officer,
Libby Smith
34 Braemar Crescent, Carlisle ML8 4BH
Tel: 01555 750737 Email: SPFflo1@gmail.com**

Please note; By submitting this application you agree to the SPF using your personal data as laid out in the SPF Data Protection Policy for all matters related to your FIAP Application. This includes agreeing that we can keep your personal information on file as part of our historical records. A copy of the SPF Data Protection Policy is available to view at - www.scottish-photographic-federation.org/sites/default/files/downloads/spf_data_protection_policy.pdf

**Applications to be submitted between 1st September 2023 and 1st December 2023.
SEND ONLY AS FIRST- OR SECOND-CLASS MAIL. SEND IMAGES VIA
WETRANSFER ONLY. RECEIPT WILL BE CONFIRMED BY EMAIL WITHIN 1 WEEK,
except during the festive period..**

MFIAP applications will be posted to FIAP in December 2023 to meet FIAP's January deadline. Applicants should ensure their applications are into the SPF by 1st December for this to be possible. If applications are incomplete, there may not be time to meet FIAP's deadline.

Issue No 018

Date: 14th Sept 2023