

**IMPRESS membership** is available to all news publishers in the UK. If you are unsure as to whether you are eligible to join the scheme, please contact [info@impresreg.org.uk](mailto:info@impresreg.org.uk)

Becoming an IMPRESS member is easy and fast. Simply follow the steps below.

1

Kick-start the process by **emailing [compliance@impresreg.org.uk](mailto:compliance@impresreg.org.uk)** and providing some basic details about yourself and your publication(s).

A member of our regulatory team will be in touch to gather further details and your application.

2

Once you have submitted your application, the IMPRESS team will assess it.

Next, a member of our Compliance team will get in touch with you and send you an **induction email** containing two short documents for you to complete, which cover the requirements of the **IMPRESS Regulatory Scheme**:

### 1. A Model Complaints Policy

The Complaints Policy form will confirm that you have a policy in place which:

- > Includes whistleblowing provisions;
- > Requires that complaints be assessed against the IMPRESS Standards Code;
- > States that complaints will be acknowledged within **7 days** and a final decision letter will be sent within **21 days**.

If you do not already have complaints policy in place, you can adopt the IMPRESS policy model; or if you do have an existing policy, you can amend this to include IMPRESS requirements. Please contact a member of the Compliance team for assistance if necessary.

### 2. A State of Arrangements Questionnaire

The questionnaire will confirm:

- > Information about you as a publisher;
- > Your compliance contacts & complaints handling arrangements for each of the titles you are applying for regulation for.

**Note that in order to be regulated by IMPRESS, all publishers need to comply with the requirements of the Regulatory Scheme.**

If you have any questions regarding either of the two documents mentioned above, please contact the Compliance team who will be happy to assist.

3

At this stage, IMPRESS will evaluate your completed documents and confirm that you meet the requirements of the IMPRESS Regulatory Scheme.

If necessary, we will get back in touch for further information or to confirm details. Once satisfied, a member of the Compliance Team will send you your **Regulatory Scheme Agreement**: a contract that details each party's obligations to one another.

4

Sign and return your Regulatory Scheme Agreement to the Compliance Team.

5

**Let your staff know that you have joined IMPRESS and are now regulated.**

To do so, you will need to contact your employees and contributors (with a copy to IMPRESS) to explain that your publication is regulated by IMPRESS and draw their attention to the complaints policy, whistleblowing provisions and the IMPRESS Standards Code and guidance.



You can download a suggested letter/email [here](#).