



How it works?

The Online Directory of members provides:

- Postcode based searching with free listings for all postcodes each member services in the state(s) where they maintain an office
- Flexibility to differentiate from other members by use of logos, descriptions and services offered for a modest fee
- Ability for members to self-manage Directory listings online 24/7

The only requirement is that each member's postcodes list must include the postcode for the suburb or town where the member operates his/her office - this is to overcome the confusion which historically has caused repeat enquiries along the lines of "I've done a search under [eg 2067 Chatswood] and my details don't appear, why?" The reason is usually: "You didn't put in a listing for your office location".

Arrangements:

1. **Members not requiring any change** to their existing listing(s) do not need to do anything in respect to continuation of those listing(s).
2. **Members who require alterations and/or additions to existing listings** in the Online Directory must go online to www.imal.com.au to change their Online Directory details (located at Members → Self Service → My Details → Online Directory) so as to communicate their new requirements.
3. **Members who have not previously listed** in the Online Directory must go online to www.imal.com.au to complete their Online Directory details (located at Members → Self Service → My Details → Online Directory) so as to communicate their changed requirements.
4. **Members who DO NOT require a listing** in the Online Directory must go online to www.imal.com.au and select *Opt Out of Member Directory* in their Online Directory details (located at Members → Self Service → My Details → Online Directory) so as to communicate their requirement not to appear.
5. Member listings are removed by 31 August each year if a member had not paid his/her membership fees or entered into a direct debit authority for membership fees by such date.
6. Listing invoices shall be issued in September each year for the year ended 30 June (linking to the membership year).
7. Changes to listings made subsequent to 31 August are possible to correct existing details or else to remove listings.

Rates:

Listings are offered on the following annual fee basis

ONLINE DIRECTORY RATES	MEMBER (incl. GST)	SUPPORTER MEMBER (incl. GST)
Any number of postcodes in the State in which member's office is located (Ordinary members = 1 State free, National members = 1 State free for each office maintained in that State, dependent on level of National membership paid)	Free	Free
Any number of postcodes in a State in which member does not have an office	\$199.00	\$199.00
Attach a logo per membership (covers all postcodes taken)	\$77.00	Free
For each listing a brief description – max 125 characters (covers all postcodes taken)	Free	Free
For each listing a detailed description – no size limit (covers all postcodes taken)	\$77.00	Free
Select any number of "Services Offered" with the first 5 selected at no charge but each extra service beyond 5 (covers all postcodes taken).	\$27.50	\$27.50
Payment by credit card shall incur a 2% surcharge for merchant fees		

The responsibility for getting listings right lies with you, the member - all changes will be verified by the National Office to correct any inappropriate, misleading or incorrect text only.