



APPLICATION FOR MEMBERSHIP

Please complete your application in BLOCK CAPITALS or type. Before completing a Membership Application Form, please read the Regulations on page 4. If you have any questions about the completion of this form or on any aspect of becoming a member of the CI Arb, please contact the membership team (membership@arbitrators.org).

Part 1: Your contact details

- 1. Title (delete as applicable): Mr / Mrs / Ms /Miss / Dr / Professor / Other (please state):
- 2. Family name: 3. Other name(s).....
- 4. Date of birth (dd/mm/yyyy): / / 5. Gender: Male Female
- 6. Job title: 7. Firm / Company:.....
- 8. Your correspondence address (line 1):
- 9. Address (line 2)
- 10. Town / City: 11. County / State:
- 12. Postcode / Zip: 13. Country:.....
- 14. Telephone - work (including country code): 15. Mobile (including country code):.....
- 16. Fax: 17. Email:

Part 2: Eligibility for membership

There is no need to state which grade of membership you wish to join at on the application form. We will determine the most appropriate grade of membership based on your answers to Questions 18 -20. If you feel that it may add to the information provided, please continue on a separate sheet, supplying any relevant supporting material.

18. Please list relevant academic and professional examinations completed:

| Title / Subject | Educational establishment | Date completed | Grade |
|-----------------|---------------------------|----------------|-------|
|/..... |/..... |/..... | |
|/..... |/..... |/..... | |
|/..... |/..... |/..... | |

19. Membership of professional or occupational institutions:

| Organisation | Current membership grade | Date admitted |
|--------------|--------------------------|---------------|
|/..... |/..... |/..... |
|/..... |/..... |/..... |
|/..... |/..... |/..... |

20. Knowledge and practical experience of arbitration or other alternative means of dispute resolution:

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.....

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21. Prior conduct: (this information is held in confidence) Applications will be judged on an individual basis. Answering yes to any of these questions will not automatically exclude you from membership.

- a) Have you ever been expelled from or disciplined / reprimanded by a regulatory or professional body? Yes No
- b) Has an application for a bankruptcy order ever been made against you or has a company, of which you were a Director, gone into compulsory or voluntary liquidation on grounds of insolvency? Yes No
- c) Are there any outstanding judgments against you? Yes No
- d) Have you ever been convicted of any offence in any court (other than a motoring offence not resulting in disqualification)? Convictions are not spent under the Rehabilitation of Offenders Act 1974 in respect of membership of the Institute and need to be disclosed. Yes No.

IF THE ANSWER TO ANY PART OF QUESTION 21 IS YES, PLEASE GIVE DETAILS.

Part 3: The cost of joining today

22. To process your application we must receive payment of the non-refundable Application Fee plus at least, the Associate grade subscription. Please note that you may include payment for Member grade, if you believe you are eligible.

Please calculate the cost of joining today as follows:

Application Fee: £40.00
Subscription: £... (pro-rated from your date of joining. Please refer to page 3)
+ Credit card charge: £... (To cover charges, 1.5% will be added to payments made by credit card. If this and the total are left blank, the appropriate fee will be calculated on your behalf).
= Total: £...

Please note that all subscription payments should be made in Pounds Sterling. For payments in currencies other than Sterling the equivalent of £15.00 must be added to your subscription rate to cover bank charges.

23. Methods of payment

Please do not send cash to the CI Arb by post. If you wish to make a payment in cash, please do so in person.

We would be very grateful if you decide to pay by Direct Debit due to our administrative savings and for your convenience. To activate a Direct Debit starting in 2008, please complete and return the form overleaf.

Please tick your preferred payment option:

- I enclose a cheque for £....., made payable to The Chartered Institute of Arbitrators.
I have made payment of £..... to the Branch of the CI Arb.
Please deduct £..... from my: Visa MasterCard Maestro Card No:.....
Cardholders Name :..... Valid (mm/yy) :...../..... Expiry (mm/yy) :/.....
Signature:.....

I completed a bank transfer on date:...../...../..... for £.....
You must advise us that you have paid by bank transfer and ensure that your full name is quoted on it. We will NOT be able to process your payment otherwise. Please make the payment to: HSBC Bank, 31 Holborn, London, EC1N 2HR. Sort Code: 40 05 03, Account Number: 31 28 87 84, Account Name: The Chartered Institute of Arbitrators. International Bank Account Number: GB38MIDL40050331288784, Branch Identifier Code: MIDLGB2115N.

Part 4: Further information about you

24. Preferred method of communication (please indicate by ticking one box):

- Post Email Fax Telephone

25. Languages (other than English).....

26. Practice areas (please indicate by ticking all those that apply):

Table with 7 columns: Arbitration, Mediation, Adjudication, ENE, Litigation, Other (please specify). Rows: I practice, I intend to practice, I am now training in.

27. Business sector (please indicate by ticking one box):

- Academic Agriculture Finance Commodities Construction Dental / Medical
Engineering Insurance IT / Comms Land / Property Law Maritime
Media Sport Other (please state):

28. How did you first hear about the Chartered Institute of Arbitrators (Please indicate by ticking one box):

- Word of Mouth CI Arb Branch (please specify):..... Internet Advertisement (please specify).....
Direct Mail Newspaper/Magazine article (please specify)..... Other (please specify).....

29. Your details

CI Arb processes your personal data for the purposes set out in our subject information statement which is included within the application pack. If you have not received this, please contact the Institute and we shall provide you with a copy. All processing is carried out in accordance with the United Kingdom Data Protection Act 1998

Part 5: Declaration

I, the undersigned, hereby apply for admission to membership of the Chartered Institute of Arbitrators. If admitted, I agree to comply with the Code of Professional and Ethical Conduct, the Royal Charter and Bye-Laws (including Schedules) and by any subsequent amendments and/or alterations that may be made, and by any regulations made or to be made for carrying them into effect (as available on the Institute's website - www.arbitrators.org).

I consent to CI Arb processing my sensitive personal data for the purposes set out in the CI Arb subject information statement provided to me.

I declare that to the best of my knowledge, the information given on this form is correct.

On admittance, I request that you issue me a Membership Certificate. I agree that the certificate will remain the property of the Institute and will undertake to return it if I cease to be a member.

Signature:.....

Subscription Rates

Subscription rates are based on your grade of membership and the country you live in. These are calculated on a pro-rata basis according to the date you join. To find out what your subscription will be on joining please find the rate which relates to the country you reside in and the current quarter. You must include payment with your application for at least, the Associate membership (ACI Arb) subscription.

Afghanistan, Albania, Algeria, Angola, Armenia, Azerbaijan, Bangladesh, Belarus, Benin, Bhutan, Bolivia, Bosnia & Herzegovina, Bulgaria, Burkina Faso, Burundi, Cambodia, Cameroon, Central African Rep, Chad, China, Colombia, Comoros, Congo: Democratic Rep, Congo: Republic, Cote d'Ivoire, Cuba, Djibouti, Dominican Rep, Ecuador, Egypt, El Salvador, Equatorial Guinea, Eritrea, Ethiopia, Fiji, Gambia, Georgia, Ghana, Guam, Guatemala, Guinea, Guinea-Bissau, Guyana, Haiti, Honduras, India*, Indonesia, Iran, Iraq, Jordan, Kazakhstan, Kenya, Kiribati, Korea: Democratic Rep, Kyrgyzstan, Lao PDR, Liberia, Lesotho, Macedonia, Madagascar, Malawi, Mali, Mauritania, Micronesia, Moldova, Mongolia, Morocco, Mozambique, Myanmar, Namibia, Nepal, Nicaragua, Niger, Nigeria, Pakistan, Papua New Guinea, Peru, Philippines, Romania, Rwanda, Samoa, Sao Tome & Principe, Senegal, Serbia & Montenegro, Sierra Leone, Solomon Islands, Somalia, Sri Lanka, St Vincent & The Grenadines, Sudan, Suriname, Swaziland, Syria, Tajikistan, Tanzania, Thailand*, Timor-Leste, Togo, Tonga, Tunisia, Turkmenistan, Uganda, Ukraine, Uzbekistan, Vanuatu, Vietnam, Yemen, Zambia, Zimbabwe*:

| Date of joining: | | Jan – Mar | Apr - Jun | Jul – Sep | Oct - Dec |
|------------------|---------|-----------|-----------|-----------|-----------|
| | ACI Arb | £45 | £35 | £25 | £10 |
| | MCI Arb | £65 | £50 | £35 | £15 |

American Samoa, Argentina, Belize, Botswana, Brazil, Dominica, Gabon, Grenada, Jamaica, Lebanon*, Libya, Malaysia, Maldives, Marshall Islands, Mayotte, Northern Mariana Islands, Russia, South Africa, Turkey, Uruguay, Venezuela:

| | | | | | |
|--|---------|-----|-----|-----|-----|
| | ACI Arb | £50 | £40 | £25 | £15 |
| | MCI Arb | £75 | £55 | £40 | £20 |

Chile, Costa Rica, Croatia, Estonia, Latvia, Lithuania, Mauritius, Panama, Slovakia, St Lucia, Taiwan:

| | | | | | |
|--|---------|-----|-----|-----|-----|
| | ACI Arb | £60 | £45 | £30 | £15 |
| | MCI Arb | £90 | £70 | £45 | £25 |

Antigua & Barbuda, Aruba, Bahamas, Bahrain*, Barbados, Brunei, Cayman Islands, Czech Rep, Faeroe Islands, Greenland, Hong Kong, Hungary, Iceland, Israel, Japan, Korea: Rep, Kuwait, Macao, Malta, Mexico, Netherlands Antilles, New Caledonia, New Zealand, Oman, Palau, Puerto Rico, Qatar, San Marino, Saudi Arabia, Seychelles, Singapore, Slovenia, St Kitts & Nevis, Trinidad & Tobago, UAE*, Virgin Islands:

| | | | | | |
|--|---------|------|------|-----|-----|
| | ACI Arb | £155 | £120 | £80 | £40 |
| | MCI Arb | £185 | £140 | £95 | £50 |

Channel Islands:

| | | | | | |
|--|---------|------|------|------|-----|
| | ACI Arb | £170 | £130 | £85 | £45 |
| | MCI Arb | £215 | £165 | £110 | £55 |

Cyprus:

| | | | | | |
|--|---------|------|------|------|-----|
| | ACI Arb | £175 | £135 | £90 | £45 |
| | MCI Arb | £210 | £160 | £105 | £55 |

Andorra, Australia, Austria, Belgium, Bermuda, Canada, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Liechtenstein, Luxembourg, Monaco, Netherlands, Norway, Poland, Portugal, Spain, Sweden, Switzerland, UK, USA:

| | | | | | |
|--|---------|------|------|------|-----|
| | ACI Arb | £190 | £145 | £95 | £50 |
| | MCI Arb | £250 | £190 | £120 | £65 |

* Indicates regions in which a Branch Subscription is payable locally.

Membership Regulations

Membership application and election

An application for membership may be made by the completion of an approved Membership Application Form and the submission of such Form to the Institute's Executive.

Membership Application Forms must contain an applicant's name, his or her address, a disclosure of any prior record of misconduct or disciplinary proceedings, a signed or accepted declaration, the payment of the prescribed application fee and the current subscription fee for the Associate grade of membership, as notified on the Institute's website from time to time.

Completed application forms must be submitted to the Executive.

The Executive reserves the right to ask an applicant for further and better particulars of his or her application and/or the necessary amount of payment in settlement of the prescribed application fee and the current subscription fee.

All completed applications will be reviewed in accordance with the Institute's approved procedure, as published on its website from time to time; and in particular, whether an individual applicant meets the minimum criteria for membership at a particular grade of membership of the Institute.

Within five working days from the receipt of a complete Membership Application Form, the Executive will either send an acknowledgement of the application to the applicant or, inform the applicant of the outcome of his or her application or, if necessary, request further and better particulars of the application.

An applicant will be awarded the highest grade of membership based on the information provided. If the grade awarded is higher than the grade of Associate, the applicant will be notified in writing and within thirty (30) days of such notification, an applicant may elect to accept the grade of membership awarded or the grade of Associate. If an applicant elects to accept the grade higher than Associate awarded, he or she will be liable for the appropriate rate of subscription fee for the grade awarded.

An applicant may appeal against a decision regarding his or her eligibility for membership of the Institute, in writing, to the Executive, within thirty (30) days of being notified of a decision on his or her application. The appeal will be dealt with in accordance with the Institute's approved procedure, as published on its website from time to time.

If, for whatever reason, an application for membership is unsuccessful, the accompanying payment less the non-refundable application fee, as published on its website from time to time, will be refunded on request to the Executive.

Criteria and qualifications for membership

The minimum criteria for eligibility as an **Associate** are that an applicant must have either:

- passed one of the Institute's Introductory Assessments; or
- completed an authorised equivalent; or
- through practical experience, acquired the necessary level of knowledge and provides relevant evidence to that effect with the application.

The minimum criteria for eligibility as a **Member** are that an applicant must have either:

- passed modules 1 and 2 of the Institute's training and education programmes; or
- passed the Institute's Mediation Accreditation Assessment; or
- completed an authorised equivalent.

The minimum criteria for eligibility as a **Fellow** are that an applicant must be an existing Member and have either:

- passed modules 3 and 4 of the CI Arb's training and education programmes; or
- completed the International Diploma in Mediation; or
- completed an authorised equivalent; or
- met the requirements of the approved policy for "The Eminent Persons Route to Fellowship" as notified on the Institute's website from time to time; and
- have passed a Peer Interview in accordance with the Institute's approved procedure, as published on its website from time to time.

An Associate, Member or Fellow who is no longer engaged in dispute resolution as an advisor or Practitioner on a fee-earning basis may apply to be transferred to Retired status.

Any Associate, Member or Fellow may resign as a member of the Institute at any time of their choosing by writing to the Executive but, in doing so, must return to the Institute all relevant membership certificates in their possession. No subscription fee, or parts thereof, will be returned to a member when tendering his or her resignation.

Members who resign will not be entitled to use or access any Ordinary Privileges of Membership.

Ordinary privileges of membership

In accordance with Bye-law 9.10, members with an active status and who are in good financial standing in respect of subscriptions to the Institute are entitled to:

- receive invitations to and vote at general meetings; and
- signify their membership of the Institute by use of the appropriate designatory letters (ACI Arb, MCI Arb or FCI Arb), or the public display or presentation of a Certificate of Membership or by wearing or using an appropriate item of Institute merchandise; and
- receive or be given access to the Institute's journal; and
- be given access to the Members' Section of the Institute's website; and
- attend members' social functions and events; and
- stand for election to an official office of the Institute, branch or chapter; and
- access the Institute's legal advisory service and Information and Resource Centre; and take advantage of any product or services, provided by third parties at a discounted rate for members.

