

**Note: Please save this application form as a PDF and open in Adobe Reader before completing**



**CI Arb**  
*evolving to resolve*

*Membership*

# CI Arb Membership Application Form

**Thank you for applying to join the CI Arb.**

This form is also available online at [ciarb.org/joinus](http://ciarb.org/joinus)

Please complete all sections in BLOCK CAPITALS and return your completed form to:

Member Services  
CI Arb  
12 Bloomsbury Square  
London  
WC1A 2LP

**T:** +44 (0)20 7421 7447

**E:** [memberservices@ciarb.org](mailto:memberservices@ciarb.org)

## **Questions?**

If you have any questions on how to complete this form, or on any aspect of becoming a member, our Member Services Team will be happy to help.

## Part A: Personal Details (Block Capitals)

Title:  Mr  Mrs  Miss  Ms  Other (please specify)

First Name:

Other Names:

Family Name (surname):

Gender:  Male  Female

Date of Birth (dd/mm/yy):

Nationality:

## Contact Details

Address: This will be your mailing & billing address. It will also dictate your annual subscription rate and branch allocation. Once admitted into membership, you may update where you have your correspondence sent to, through your online profile. **[www.ciarb.org/myciarb](http://www.ciarb.org/myciarb)**

Line 1:

Line 2:

Town/City:

County/State:

Postcode/Zip:

Country of Residence:

Preferred Email Address:

Daytime Telephone (including country code):

## Part B: Professional Profile

We use this information to evaluate your level of ADR knowledge. It helps us to award you the most appropriate membership grade.

Have you ever completed a CI Arb course before?  Yes  No

If yes, please specify the course(s):

Name of Employer:

Job Title:

Please enter the full name of the organisation you work for. If your organisation is also commonly known in an abbreviated form, please write out the full name followed by any abbreviation in brackets e.g. Chartered Institute of Arbitrators (CI Arb)

Self employed

Please provide brief details of your ADR knowledge and experience.

## Part C: Qualifications

Please provide details of relevant technical, academic and professional examinations passed including those of CIARB and Recognised Course Providers. We cannot process your application without this information.

Do you have academic or professional qualifications?  Yes (If yes, please specify details below)  No

Course title	Examination body	Date completed
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

You are required to send proof of qualifications, including a copy of the syllabus and the results transcript, to the Membership Team by Email: [memberservices@ciarb.org](mailto:memberservices@ciarb.org) or Post: CIARB, Membership Team, 12 Bloomsbury Square, London, WC1A 2LP, UK.

## Part D: 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.

Have you ever been expelled from or disciplined/reprimanded by a regulatory or professional body?

Yes (If yes, please specify details below)  No

Has an application for a bankruptcy order ever been made against you or has a company of which you were a director, ever gone into compulsory or voluntary liquidation on grounds of insolvency?

Yes (If yes, please specify details below)  No

Are there any outstanding judgements against you?

Yes (If yes, please specify details below)  No

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 (If yes, please specify details below)  No

If the answer is yes to any question in Part D, please give details here.

## Part E: Declarations

I hereby apply for 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 regulations made or to be made for carrying them into effect.

I declare that to the best of my knowledge, the information given on this form is correct. I understand and agree that if I make any false statements, submit false information or fail to disclose information requested in this application, I will be subject to disciplinary action to the constitutional documents and code of ethics, as amended from time to time.

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. I understand that I will be required to return my Certificate of membership on cessation of membership (Bye-Law 11.4) and may no longer use the post nominal designatory letters, as only members who have paid their annual subscription are entitled to the Ordinary privileges of members (Bye-Law 9.11 and Regulation 19).

Upon becoming a member of CI Arb I will be allocated to your nearest Branch office which may mean that my data will be transferred outside of the EEA, if my Branch falls outside that area. In accordance with the Data Protection Act 1998, I give consent to CI Arb to process my personal data and where applicable I consent to my data being transferred outside of the EEA in order that my membership records may be properly administered.

Please refer to the CI Arb Ethics section online at <http://www.ciarb.org/guidelines-and-ethics/ethics> for more information.

Signature:

Date:

## Part F: Data Protection

Data entered into CI Arb's database is held subject to the provisions of the UK Data Protection Act 1998 and to the data protection principles set out in the Data Registrar's Guidelines. By filling in and submitting this application form you agree to CI Arb processing your sensitive personal data for the purposes as set out in the CI Arb Data Privacy Notice.

Do you consent to CI Arb sending you information about relevant CI Arb activities by email?

Yes  No

Do you consent to CI Arb sharing your contact information with carefully selected, relevant third-parties?

Yes  No

Annual membership subscription rates are based on your grade of membership and the country you live in. For new members, rates are calculated on a pro-rata basis according to the date you join. Please go to [www.ciarb.org/membership](http://www.ciarb.org/membership) for current subscription rates. You must include payment with your application for your membership subscription, together with the non-refundable £90 admission fee.

## Part G: Administration

Please send this application, together with supporting documentation (copies only please, they will not be returned) to:

Member Services, CI Arb, 12 Bloomsbury Square, London WC1A 2LP

**T:** +44 (0)20 7421 7447 **E:** memberservices@ciarb.org together with a credit card authorisation/cheque made payable to:

The Chartered Institute of Arbitrators for:

- 1 A non-refundable admission fee of £90
- 2 The first year's subscription as set out in the Subscription Rates table (available at [www.ciarb.org/membership](http://www.ciarb.org/membership)).

To process your application we must receive payment of the non-refundable Admission Fee plus at least, the Associate grade subscription. Please calculate the cost of joining today as follows:

Admission Fee: £90 00

Subscription Fee: £ (pro-rated from your date of joining, see Subscription Rates table (available on our website).

Total £

### Methods of payment

Please note: If you have a UK-based bank account, the simplest and most convenient way to pay is by Direct Debit. If you would like to set up a direct debit, please complete and return the direct debit mandate enclosed.

**Please tick your preferred payment option:**

#### Debit/Credit Card

Please debit my:  Visa/Visa Debit  MasterCard  American Express

Amount:

Issue Number:

Valid From (mm/yy):     Expiry Date (mm/yy):

Name on Card:

Card Number:

Security Number (three (or four if Amex) numbers in signature strip on back of card.):

Signature:  Date:

#### Cheque/Bank Draft

Please find enclosed a cheque/bank draft made payable to 'The Chartered Institute of Arbitrators' for the amount of: £

Any payment made by cheque/bank draft should be made in Pounds Sterling. For payments in currencies other than Sterling, the equivalent of £15.00 must be added to your payment to cover bank charges.

#### Bank Transfer

I completed a bank transfer on (dd/mm/yy)       for: £  (Please attach a copy)

Please make payable to CI Arb, HSBC Bank, 31 Holborn, London, EC1N 2HR, United Kingdom. Sort Code: 40 05 03, Account Number: 31288784, International Bank Account Number (IBAN): GB38MIDL40050331288784, Branch Identifier Code (BIC): MIDLGB21 I5N.

**For payments in currencies other than Sterling, the equivalent of £15.00 must be added to your payment to cover bank charges.**

Signature:  Date:

## Checklist

Please check to ensure the following have been carried out before the form is sent to CI Arb:

All sections of the form have been completed.

The correct fee is enclosed

You have enclosed all copies of relevant certificates and documents

You have signed and dated the declaration

You have completed the Data Protection Act questions

## 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 Executive of the Institute.

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

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 two 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 by the Executive in writing that he or she has been awarded that grade and the amount of the additional subscription due. Unless the applicant informs the Executive within thirty days of such notification that he or she does not wish to be awarded a grade higher than Associate, 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 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.

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