



Chartered
Institute of
Arbitrators

CI Arb

International Arbitration & Mediation Centre • 12 Bloomsbury Square • London WC1A 2LP
Telephone: +44 (0)20 7421 7444 • Facsimile: +44 (0)20 7404 4023
E-mail: membership@ciarb.org • Website: www.ciarb.org

APPLICATION FOR MEMBERSHIP

Thank you for applying to join the Chartered Institute of Arbitrators. The staff at our Bloomsbury Square offices are committed to processing your application as efficiently as possible. If you have any questions on how to complete this form, or any aspect of becoming a member of the Chartered Institute of Arbitrators, please do not hesitate to contact Mrs Diane Howard the Membership Secretary on +44 (0)20 7421 7428. Alternatively you can contact Karen Murray, Membership Services Assistant by email kmurray@ciarb.org

PART A – PERSONAL DETAILS (*Typewritten or BLOCK CAPITALS*)

Family name Date of birth (DD/MM/YY)

Other names Male Female

Title/Mr./Mrs/Ms./Other (*please state*) Nationality

Designatory letters (e.g. FRICS, QC)

*Address (*to which correspondence will be sent*)

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.....
.....

County/State Post/Zip code

Country

Tel Fax

Email

Mobile/Cell

Primary profession

Job title

Employee Sole practitioner Partner

Name of employer

Type of business of employer

Employer details (if different from above) and address

.....

..... County/State

Post/Zip code Country

Business tel Business fax

Business email

Languages (fluent)

Arabic Chinese English French Russian Spanish Other (*please state*)

Membership of relevant professional or occupational institutions

Title of body Date admitted Grade (*where applicable*)

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*Please note that this address will dictate the annual subscription rate and branch allocation.

PART C – PRIOR CONDUCT

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 Rehabilitations 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 PART C IS YES, PLEASE GIVE DETAILS BELOW.

PART D – 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 regulations made or to be made for carrying them into effect (as available on the Institute’s website – **www.ciarb.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 Date

ADDITIONAL INFORMATION

PART E – ADMINISTRATION

On completion of all preceding sections of this application it should be sent, together with supporting documentation (*copies only please, they will NOT be returned*) to:

Mrs. D. M. Howard,
Membership Secretary,
The Chartered Institute of Arbitrators,
International Centre for Arbitrations & Mediation
12 Bloomsbury Square, London WC1A 2LP

Telephone: +44 (0)20 7421 7428
Facsimile: +44 (0)20 7404 4023
Email: info@ciarb.org
Website: www.ciarb.org

Together with a credit card authorisation/cheque made payable to: The Chartered Institute of Arbitrators for:

- The first year’s subscription** as set out in the attached Subscription Rates table.
- A non-refundable **Application Fee of £60.**

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	£60
Subscription	£..... (pro-rated from your date of joining).
= 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.

Methods of payment

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

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 CIARB.
- Please deduct £ from my Visa MasterCard Maestro

Cardholder’s name
 Valid from (mm/yy) / Expiry (mm/yy) /
 Card no Issue no.
 Signature Date

- I completed a bank transfer **on date**/.....for £**(Please attach a copy)**

You must advise us if 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.

Data Protection Act 1998 Membership data entered in the Institute’s computerised membership database is held subject to the provisions of the Data Protection Act 1998 and to the Data Protection Principles set out in the Data Registrar’s Guidelines.

Personal information will be held in a database and may be published online in the Directory of Members. Data may also be passed to third parties for professional referrals, or to send you relevant offers. If you do not wish your details to be used for these purposes, please indicate by marking the appropriate box, sign and date.

- Yes No I would like to include my details in the Directory of Members
- Yes No I agree that my details may be passed to third parties

Signature Date

- Future subscription payments will be paid: by me
- by my employer

*We would be very grateful if you decide to pay by **Direct Debit** due to our administration savings and for your convenience. Please ask for a Direct Debit Form from the membership team (membership@ciarb.org) to activate a Direct Debit starting next year.*

CHECKLIST	
Have you completed all sections of the form?	Have you enclosed true copies of relevant certificates and documents?
Have you enclosed a cheque or given credit card information?	Have you signed and dated the declaration?

Subscription Rates for 2009

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 that 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, as well as the application fee.

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	£55	£45	£30	£15
MCI Arb	£75	£60	£40	£20

American Samoa, Argentina, Belize, Botswana, Brazil, Dominica, Gabon, Grenada, Jamaica, Libya, Maldives, Marshall Islands, Mayotte, Northern Mariana Islands, Russia, South Africa, Turkey, Turks & Caicos Island, Turkey, Uruguay, Venezuela:

	Jan – Mar	Apr- Jun	Jul – Sep	Oct – Dec
ACI Arb	£60	£45	£30	£15
MCI Arb	£85	£65	£45	£25

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

	Jan – Mar	Apr- Jun	Jul – Sep	Oct – Dec
ACI Arb	£70	£55	£35	£20
MCI Arb	£100	£75	£50	£25

Cairo:

	Jan – Mar	Apr- Jun	Jul – Sep	Oct – Dec
ACI Arb	£75	£60	£40	£20
MCI Arb	£110	£85	£55	£30

New Zealand:

	Jan – Mar	Apr- Jun	Jul – Sep	Oct – Dec
ACI Arb	£105	£80	£55	£30
MCI Arb	£123	£95	£65	35

Australia:

	Jan – Mar	Apr- Jun	Jul – Sep	Oct – Dec
ACI Arb	£140	£105	£70	£35
MCI Arb	£188	£141	£94	£47

USA , Canada & Mexico

	Jan – Mar	Apr- Jun	Jul – Sep	Oct – Dec
ACI Arb	£166	£130	£85	£45
MCI Arb	£229	£175	£120	£60

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

	Jan – Mar	Apr- Jun	Jul – Sep	Oct – Dec
ACI Arb	£175	£135	£90	£45
MCI Arb	£205	£155	£105	£55

East Asia:

	Jan – Mar	Apr- Jun	Jul – Sep	Oct – Dec
ACI Arb	£185	£140	£95	£50
MCI Arb	£250	£190	£125	£65

Channel Islands:

	Jan – Mar	Apr- Jun	Jul – Sep	Oct – Dec
ACI Arb	£190	£145	£95	£50
MCI Arb	£235	£180	£120	£60

United Arab Emirates*:

	Jan – Mar	Apr- Jun	Jul – Sep	Oct – Dec
ACI Arb	£190	£145	£95	£50
MCI Arb	£245	£180	£125	£65

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

	Jan – Mar	Apr- Jun	Jul – Sep	Oct – Dec
ACI Arb	£210	£160	£105	£55
MCI Arb	£280	£195	£130	£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 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 or disciplinary proceedings, a signed or if made online 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.

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 by the Executive 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; and
- have passed a Peer Interview in accordance with the Institute's approved procedure, as published on its website from time to time.

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.