



# Panel of Construction Adjudicators Interview Registration Form

Please complete all sections and return your completed form by email to [memberservices@ciarb.org](mailto:memberservices@ciarb.org) and  
and ccing [das@ciarb.org](mailto:das@ciarb.org)

## Questions?

If you have any enquiries regarding this form, please call the Member Services on + 44 (0)20 7421 7447 or  
Dispute Appointment Service (DAS) on +44 (0)20 7421 7455

## A. Personal Details

Surname:

First name:

Membership no.

Title:

Suffix:

Address:

Country:

Postcode:

Telephone:

Email:

## B. Panel of Construction Adjudicators Requirements

Please tick the appropriate box(s) to indicate that you meet each of the criteria for admission on the Panel.

Admitted as Fellow (adjudication) of Ciarb

Date (d/m/y):

Having passed:

Ciarb Module 3 Adjudication

Date (d/m/y):

*and*

Ciarb Module 4 Adjudication

Date (d/m/y):

*or*

Having successfully completed a  
Recognised course on adjudication

Date (d/m/y):

Detailed understanding of the relevant law of adjudication and its practical application including the duties, powers and obligations of an adjudicator.

Suitable experience, technical and legal knowledge in the applicant's specialist field of expertise.

Ability to give directions.

Ability to write a decision.

Ability to manage adjudication proceedings.

Fulfilled CPD requirements in past three years.

### **C. Attachments**

Please ensure you attach the following documents in triplicate.

A copy of the Fellowship Certificate/membership number.

A current Curriculum Vitae.

Either:

- a. one (1) decision and/or one (1) direction as an adjudicator; **or**
- b. one (1) draft direction and/or one (1) draft decision prepared and assessed as part of a recognised training course; **or**
- c. two (2) pupillage decisions as part of a formal pupillage.

### **D. Fee payment (£264 - VAT inclusive) and payment methods**

Once you have submitted your application and received approval from Ciarb, you can make your payment choosing one the following methods:

**Option one:** Log into [MyCIArb](#) and go to the section "Payments". Here, you will see your invoice and you can insert your card details.

**Option two:** Please telephone our Finance Department on +44 (0)20 7421 7429 and have your card to hand. We accept MasterCard, Visa or American Express.

**Option three:** If you wish to pay by bank transfer, please ensure that your membership number is provided as a reference. All payments made by bank transfer 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.

#### **Ciarb bank details:**

**Bank:** HSBC Bank, 31 Holborn, London, EC1N 2HR England

**Sort code:** 40 05 03

**Account number:** 31288784

**International Bank Account number (IBAN):** GB75HBUK40050331288784

**Branch Identifier Code:** HBUKGB4B

**Note:** Please do not send cash to Ciarb by post.

### E. Applicant's signature

I certify that the information provided is accurate to the best of my knowledge.

Signature: \_\_\_\_\_  
Insert image of your signature here

Or tick here to agree:

Print name:

Date (dd/md/yy):

### Checklist

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

All sections of the form have been completed.

You have complied with the criteria.

You have provided the relevant supporting documentation.

You have signed and dated the form.