



The Association of International Property Professionals
94 New Bond Street, London W1S 1SJ

Application for Membership (v.1.3)

How to Apply

Please complete the forms in BLOCK CAPITALS

To ensure that your application is processed as quickly as possible please enclose all the relevant documentation to support your application: Please provide –

- Signed application form, including reference
- Copies of documents relating to your application (see page 3)
- Payment of fee

Payment Details

Please note that in order for us to process your application a cheque or bank transfer commitment must accompany this form. Details of fees are provided in Appendix I.

Details of Principal

Title (Mr, Mrs, Miss, other) _____ Name _____

Telephone Number _____

E-mail address _____

Details of memberships with any other professional bodies

Details of Applicant (if different to above)

(We need details for the person we should contact with membership updates, events and news. Often this is not the Managing Director but, for example, the Marketing Manager or Sales Director. Please supply below contact details of the relevant person)

Title (Mr, Mrs, Miss, other) _____ Name _____

Position / status of applicant _____

Telephone Number _____

E-mail address _____

Company Details

Company Name _____

Trading or Brand name(s) _____

Date Company formed _____ Company Number _____

Country in which company registered _____

Company Address _____

_____ Post Code _____

Telephone Number _____ Fax Number _____

Website Address _____

E-mail Address (consumer address) _____

Number of branches _____

Number of Partners or Directors in the firm _____

List of all Partners or Directors (state names and designatory letters)

In which field of the overseas property industry does your company specialise? Please tick:

- | | | | |
|--|---|--------------------------------|------------------------------------|
| <input type="checkbox"/> Estate Agency | <input type="checkbox"/> Development | <input type="checkbox"/> Media | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Services | <input type="checkbox"/> Finance | <input type="checkbox"/> Law | <input type="checkbox"/> Removals |
| <input type="checkbox"/> Currency Exchange | <input type="checkbox"/> Other – please specify _____ | | |

Do you hold client funds? Yes No

If 'Yes', are client funds held in a separate designated account? Yes No

How many people work in international property under your company name? * _____

*the membership fees of AIPP reflect the size of each Member company. Therefore, the number of people working in international property for you dictates the fee due. Please see Appendix I for an explanation of how this should be calculated. **NB. Under declaration of people and resulting under-payment of fee will be considered a breach of the Code of Conduct.**

How did you first become aware of the Association of International Property Professionals (AIPP)? Please tick:

- | | | | |
|---|---|--|--------------------------------------|
| <input type="checkbox"/> Existing Member | <input type="checkbox"/> Internet | <input type="checkbox"/> The Overseas Property Professional Magazine | |
| <input type="checkbox"/> Consumer magazine | <input type="checkbox"/> Word of mouth / Referral | <input type="checkbox"/> Exhibition | <input type="checkbox"/> Other media |
| <input type="checkbox"/> Other – please specify _____ | | | |

Reference

This reference must be supplied by someone who has dealt with your company in a professional capacity and has known you for more than 12 months, such as your accountant or legal advisor.

I have known the applicant for _____ years and support this application for membership. To the best of my knowledge the information supplied in this application is correct.

Name _____ Position _____

Company _____ Contact Tel _____

Relationship to Applicant _____

Are you happy to be contacted by the AIPP regarding this company? YES / NO

Signature _____ Date _____

Payment Details

I enclose a cheque for £_____. Please make cheques payable to Association of International Property Professionals (AIPP).

I wish to pay by bank transfer the amount of £_____; please contact the AIPP for bank details.

Signature _____ Date _____

Documents to support application

I confirm that the following are enclosed with this application:

Certificate of Incorporation, or equivalent (copy, not original); **MUST ACCOMPANY ALL APPLICATIONS**

If client deposits are held, proof that they are held in a separate designated 'Client Account'.

Further documents requested by AIPP (eg. CVs, client literature, business references). Please list below:

Signature _____ Date _____



Declaration and Certification

I / we hereby apply for membership of The Association of International Property Professionals.

I / we declare and certify that:

I / we authorise necessary enquiries to be made in connection with this application;

I / we accept the aims and objectives of the Association and support its endeavours to improve the overseas property industry;

I / we agree to be bound by the terms of the Association's constitution and to complete the required training and I / We agree to be bound by the Association's Disciplinary Procedure.

I confirm that:-

I hold all the necessary qualifications and licences legally required to engage in my professional activities in the relevant countries;

For a period of ten years prior to this Application I have had no conviction, nor disciplinary action taken against me by an employer, for any criminal offence (excluding any motoring offence not resulting in a custodial sentence) nor have I been found guilty of conduct which would bring the Association or myself into disrepute;

I am not an undischarged bankrupt nor is there any current arrangement or composition with my creditors;

I am not nor have I been a Director of a Company which had within the period of 10 years prior to this Application entered into liquidation whether compulsory or voluntary (save for the purpose of amalgamation or reconstruction of the solvent company) nor had a receiver appointed of its undertaking nor had an administration order made against it nor entered into an arrangement or composition with its creditors; nor have I at any time been disqualified from acting as a Director of a Company nor subject to a warning or banning order from the Office of Fair Trading or the Department of Trade and Industry or the equivalent body in the country where we are registered.

If I am subject to any current claim or am aware of any impending claim for professional negligence or loss of money, or if I have been the subject of any investigation by an employer, partner or business associate, the Office of Fair Trading and/or local Trading Standards Office, full details of the circumstances are set out in a report enclosed with the application.

The above confirmation applies equally to my fellow Directors. All information provided in connection with this application is, to the best of my knowledge, correct.

I confirm that should my status or that of the company change whilst a Member of the Association I / we will advise the AIPP of this change.

Signature _____

Date _____

Name _____

Position _____

(This declaration must be signed by a Director, Partner or Principal)



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Appendix I Membership Information

Membership Types

Business Member

- Business membership is available to companies directly involved in the selling of international property.

Associate Member

- Associate membership is available to companies involved in the international property industry but not involving the selling of property.
- Associate members could include media owners, banks, currency specialists, advertising agencies, Public Relations companies, removals firms, insurance companies etc.

Membership Fees

Membership fees of the AIPP reflect the size of each Member company; the number of people working in international property for you dictates the fee due. A 'person' is defined as someone working a 35-40 hour week under your company name. Please note that this does not just mean salespeople; it means all people working in this market for you, including self-employed people.

(NB: If you have part-time staff, the general rule is that 2 part-time staff equals 1 'person'. For example, if your company consists of 1 full-time staff and 2 part-time staff, your fee would be $£360 \times 2 = £720$. If you need further verification please contact the AIPP before submitting the form.)

Business Member

- £360 per person per annum for companies with up to 10 people in the international property industry.
(eg. If you have only 1 person working in international property, you pay $£360 \times 1 = £360$. If you have 5 people working in international property, you pay $£360 \times 5 = £1,800$.)
- £3,600 per annum for all companies with 10 people or more in the international property industry.

Associate Member

- £900 per annum for companies with up to 10 people in the international property industry.
- £1,800 per annum for companies with 11 people or more in the international property industry.