



# APPLICATION FOR INDIVIDUAL MEMBERSHIP Employee

**THE INSTITUTION OF COMMERCIAL AND BUSINESS AGENTS**  
Arbon House, Tournament Court, Edgehill Drive Warwick CV34 6LG  
Telephone: 01926 417774  
Fax: 01926 417789

Please complete this form in **BLOCK CAPITALS** and in black ink  
This form should be completed in conjunction with the pages entitled 'Notes for Applicants'  
To ensure your application is processed as quickly as possible, please enclose all the relevant information in support of your application:

- Signed Application Form
- Copies of relevant academic certificates
- Payment for Application Fee
- Payment for Subscriptions

## **IMPORTANT**

**Please note that all information and payments required MUST accompany this form in order for it to be processed.**

### Personal Details – Home Address

Title: \_\_\_\_\_ Forename: \_\_\_\_\_ Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Home Tel: \_\_\_\_\_ Mobile Tel: \_\_\_\_\_

Email Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

### Qualification

Academic qualifications and professional training (Please note that only relevant qualifications/training will be considered for membership.  
Please enclose copies of supporting certificates)

### Employment Details

Job Title: \_\_\_\_\_ Total length of experience within the Commercial and Business agency \_\_\_\_\_ Years \_\_\_\_\_ Months

Company Name & Address: \_\_\_\_\_  
(all correspondence will be sent to this address unless otherwise stated)

Postcode: \_\_\_\_\_ Business Tel: \_\_\_\_\_ Business Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Web Address: \_\_\_\_\_

### Membership Grade

I would like to apply for the following Grade:  Student (£115.00)  MICBA (£175.00)  FICBA (£175.00)

## Specialist Activities

In which areas do you specialise?

Agency (inc Acquisitions)

Commercial Property Management

Lease Renewals

Valuation

Rating

Commercial Surveying

Commercial Development Advice

Business Transfer

Rent Reviews

Other  Please specify:

### Declaration and Certification

I hereby apply for membership, declare and certify that:

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

I accept the aims and objectives of the Institution and support its endeavours to improve the profession of Commercial and Business agency;

I agree to be bound by ICBA Rules of Conduct and to complete the required hours of Continuing Professional Development. I also accept the NFOPP Memorandum and Articles of Association.

I confirm that:-

For a period of 10 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 guilty of conduct which would bring the Institution 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 has within the period 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.

#### **I authorise NFOPP to carry out relevant company/individual credit checks as part of the membership approval process**

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; all information provided by me in connection with this application is, to the best of my knowledge, correct.

**I confirm that:-**

Should my status change whilst I am a member of the Institution I will advise the NFOPP of this change.

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**All applications are subject to a non refundable £50.00 application fee. This fee is payable whether the application is successful or not. It is your responsibility to ensure you meet membership criteria prior to applying.**

Signature of applicant \_\_\_\_\_

Date \_\_\_\_\_

**NB:** Names and business details of members may be supplied to third parties unless this box is ticked



# Notes for Applicants – Employee

Membership of the Institution of Commercial and Business Agents is open to persons practising in commercial and business agency as employees, who accept the Institutions' aims and rules.

Please note that entry into Member and Fellow grade is by qualification only.  
If you have any queries as to what grade you are eligible for, please contact our Membership Department direct on 01926 417774, before returning your application form.

## APPLICATION FEE

All applications are subject to a non refundable £50.00 application fee. This fee is payable whether the application is successful or not. It is your responsibility to ensure you meet membership criteria prior to applying.

## Corporate Grades of Membership

**Fellow FICBA:** Must hold the NFOPP Diploma in Commercial Property Agency, or a comparable qualification approved by the Institution, plus have at least 5 years experience in Commercial and Business agency.

**Subscription fee £175.00 per year**

**Member MICBA** Must hold the NFOPP Technical Award in Commercial Property Agency, or comparable qualification approved by the Institution.

**Subscription fee £175.00 per year**

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## Non Corporate Grades of Membership

**Student** Employees who are not yet eligible for the above grades, e.g. working towards the NFOPP Technical Award in Commercial Property Agency or other comparable recognised qualification approved by the Institution.

(Principals, Partners or Directors are not eligible to apply for the Student grade)

**Subscription fee £115.00 per year**

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## All members are required to:

Undertake 12 hours Continuing Professional Development (CPD) each year

Abide by the Rules of Conduct and NFOPP Memorandum and Articles of Association.

Abide by the Code of Practice

Details of the Rules of Conduct and NFOPP Memorandum and Articles of Association and the Code of Practice can be obtained on our website [www.icba.uk.com](http://www.icba.uk.com)

**Payment Details**

- I enclose a cheque payable to NFOPP
- I wish to pay by Credit Card/Debit Card (***Please note credit card payments incur a 2.5% surcharge***)

# APPLICATION FOR INDIVIDUAL MEMBERSHIP



**Please complete this form in block capitals**

**Title:**

**Forename:**

**Surname:**

**Card Type:**  Visa  Eurocard/Mastercard  
 Delta  Switch  
 Other: \_\_\_\_\_

**Card Number:**

**Valid From Date:**  /

**Expiry Date:**  /

**Cardholder's Name:**

**Issue Number:**

I authorise NFOPP to debit my card by the amount of: £ \_\_\_\_\_

- by means of payment for:
- Non Refundable Application Fee (£50.00)
  - Individual Student Membership (£115.00)
  - Individual MICBA Membership (£175.00)
  - Individual FICBA Membership (£175.00)

**Cardholder's Signature:** \_\_\_\_\_

**Security Code**   
(last three digits on the signature strip)

**Once the above payment has been processed this section of the form will be destroyed**

**Please return this form together with your application form and accompanying paperwork to:**  
ICBA Membership Department, Arbon House, 6 Tournament Court, Edgehill Drive, Warwick CV34 6LG

