



APPLICATION FOR INDIVIDUAL MEMBERSHIP Principal/Partner/Director (PPD)

THE INSTITUTION OF COMMERCIAL & 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 '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
- Proof of Professional Indemnity Insurance cover
- Evidence of Client Money Protection or payment of annual levy & joining fee
- Accountant's Report or Interim Accountant's Report
- Copy of Company letterhead paper

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: _____ This is my preferred email for the weekly newsletter Date of Birth: _____

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

Qualifications

Experience Details

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

Other Organisation Memberships: _____

Membership Grade

I would like to apply for the following Grade: Student (NOT AVAILABLE TO PPDs) MICBA (£175.00) FICBA (£175.00)

Specialist Activities

In which areas does the business specialise?

Agency (inc Acquisitions) Commercial Property Management Lease Renewals Valuation Rating
Commercial Surveying Commercial Development Advice Business Transfer Rent Reviews Other

Business Details

Business Name: _____

Business Legal Name: _____

Trading Name: _____

Address: _____

Postcode: _____

Tel: _____ Fax: _____

Email: _____ This is my preferred email for the weekly newsletter

Website: _____

Date commenced trading: _____ Incorporation Date: _____ Company Registration No: _____

Other Association Memberships: _____ This business is a franchise: YES / NO Number of Branches: _____

Professional Indemnity Insurance

Insurer: _____ Expiry Date: _____

Annual Turnover of Business: £ _____ Limit of Indemnity: £ _____

ICBA Requirement: Minimum limit of indemnity should be £100,000.00

I attach evidence of Professional Indemnity Insurance (certificate of insurance, schedule or cover note)

Accountant's Report

Do you hold Client's Money? Yes No

I confirm that all Client Account monies are held in a separately designated Client Account

The business has been trading for less than 1 year and I enclose a completed Interim Accountant's Report (available from www.icba.uk.com)

OR

The business has been trading for more than 1 year and I enclose a completed Accountant's Report (available from www.icba.uk.com)

ICBA Requirement: Accountant's Report should be completed by a Certified or Chartered Accountant (see Notes for Applicants)

Client Money Protection

CMP Provided by: NAEA ARLA NAVA ICBA RICS

OR

I agree to pay £380.00 (£200.00 annual levy + £180.00 joining fee)

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.
- I hold clients' funds in a separate account and agree to be bound by the requirements of the **Institution** by the production of an accountant's report.

Principals, Partners and Directors ONLY:

I confirm that the following are enclosed with this application:

- Evidence of Professional Indemnity Insurance
- Evidence of Client Money Protection OR payment of annual levy & joining fee
- Completed Accountant's Report OR Interim Accountant's Report
- Copy of Company letterhead paper

All applications are subject to a non refundable £50.00 application fee. This 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 – Principals, Partners or Directors

Membership of the Institution of Commercial and Business Agents is open to persons practising in commercial and business agency as Principals, Partners, Directors 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 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

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 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

Notes for Applicants – Principals, Partners or Directors

Professional Indemnity Insurance

It is a mandatory requirement of membership that Principals, Partners and Directors ensure their company holds appropriate Professional Indemnity Insurance. This can be arranged through any insurance broker but if you wish you may contact Giles Insurance Brokers who are the brokers for the NFOPP; contact details below.

Please enclose a copy of your Professional Indemnity Insurance [certificate](#) with your application form.

Minimum limit of indemnity should be £100,000.00.

Telephone: 0207 709 1670 Fax: 0870 191 6758 Email: crm@gilesinsurance.co.uk Web: www.gilesinsurance.co.uk

Accountant's Report

For all Principals, Partners and Directors who are holding client money, whether statutory or non-statutory, it is a mandatory requirement that you produce on application, and thereafter an annual accountant's report showing compliance with Rule 1 of the Institutions' Rules of Conduct

Should your accountant not be in a position to complete this form if you are a new start up, we ask that they complete the interim accountant's report.

A copy of the Accountant's/Interim accountant's report can be downloaded from the ICBA website www.icba.uk.com

The Institution only accepts Accountants' Reports that have been completed and signed by a Chartered or Certified accountant. We have taken advice from the Department of Business Enterprise and Regulatory Reform who advise that the Secretary of State currently recognises the following bodies under section 30 and schedule 11 of the Companies Act 1989, which are:

- Institute of Chartered Accountants of England and Wales (ICAEW) and its Scottish and Irish counterparts (ICAS and ICAI)

ACCA	ICAEW	FAIA	ICAI(Ireland)	
FCA	FCCA	ACA	ICAS(Scotland)	CIPFA

Client Money Protection

All Principals, Partners and Directors whose company handle client money are required to hold Client Money Protection. **Applicants are required to pay their Client Money Protection annual levy and joining fee with their subscription payment unless you already have Client Money Protection with the NAEA, ARLA, NAVA, ICBA, or RICS.** Client Money Protection is payable per firm, not per individual. Please ensure that the Client Money annual levy and joining fee is enclosed with your application form or enclose relevant proof of holding CMP elsewhere.

ICBA Client Money Protection Scheme

Principals, Partners and Directors only, holding Client Money are also subject to an initial contribution to the scheme.

CMP Joining Fee	£180.00 (Joining Fee)
Fellow/Member	£200.00 (Current Annual Levy)

What is Client Money Protection (CMP)?

CMP is a mandatory requirement for all ICBA members, at whatever grade, who are Principals, Partners or Directors, and who handle client money.

The ICBA scheme is designed to reimburse clients of members who have suffered financial loss due to the dishonesty of the member and/or their firm. The ICBA have given a 'promise' to clients of ICBA members that, up to pre-set limits, they will make reimbursement for such losses. ICBA have therefore taken out an insurance policy to these same pre-set limits to cover the risk that they have assumed in the 'promise' to the clients of members. The only party insured under this policy is the ICBA.

For the scheme to operate successfully, it is a requirement of ICBA membership that participating members already hold Professional Indemnity insurance (PI), simply because PI insurance would be the first port of call should there be any claims.

The rule regarding client money is contained in the ICBA Rules of Conduct (Rule 1). These can be found on the ICBA website.

There is already a fidelity section in my PI insurance policy – why do I need Client Money Protection?

There is nearly always a fidelity (staff dishonesty) section in a PI policy but that covers pecuniary loss to the actual business (the principals or the policyholder being the insured party) rather than loss of clients' money – only the Client Money Protection Scheme will deal with this aspect.

How can I buy into the scheme?

The ICBA's insurance policy which covers the Client Money Protection 'promise' is arranged through Giles. The levy for participation in the ICBA scheme is included in your membership subscription and will then be collected annually with your ICBA membership renewal (evidence of your PI insurance will also be required).

The ICBA also recognises the CMP schemes operated by the ARLA, NAVA, NAEA, and RICS, but will require evidence that you participate in one of these schemes.

