



This form of six pages when completed should be returned to the IPA Membership Officer, Nikki Haggis, Insolvency Practitioners Association, Valiant House, Heneage Lane, London EC3A 5DQ

MF1: Application for Firm Membership for:

- Partnerships, limited liability partnerships, incorporated bodies (including unlimited companies) or sole proprietors which
- Carry on the business or practice of insolvency administration in the United Kingdom (excluding the Channel Islands and the Isle of Man) and
- Whose activities contributing not less than 75% of turnover are subject to regulation by an entity or entities approved by Council and where
- At least one partner or a director or the sole proprietor or a manager
 - is an Ordinary or Fellow Member of the IPA
 - has not less than five years practical experience of insolvency administration and
 - is able to perform and discharge without supervision and with the appropriate degree of skill and competence the functions, powers and duties of an insolvency appointment.

Before completing the application form you should read the relevant IPA Articles, Rules, Regulations and Guidance, together with the Notes below.

Notes:

- Partnerships, limited liability partnerships, incorporated bodies, sole proprietorships, bodies of persons (including barristers' chambers) or registered charities engaged in insolvency related work which may not qualify as a Member Firm may be able to apply to become an Affiliate Member Firm using Form AMF1.
- **Insolvency administration** and **insolvency appointment** are together defined in the Articles as the performance, administration and discharge of those functions, powers, activities and duties which are attached to or are incidental to any office, appointment or position held by an insolvency practitioner or any other similar office or position or appointment as a professional adviser concerning the realisation, recovery, reorganisation, reconstruction, settlement or distribution of the assets, liabilities or affairs of any individual, corporation or other person or body of persons.
- **The 75% of turnover subject to regulation** should be certified by a partner, member or director or the proprietor of the Firm in respect of the financial year immediately preceding the date of application for membership and in each subsequent year of membership.
- **The entities approved by Council** for the purposes of the 75% of turnover requirement are the Recognised Professional Bodies (including the IPA) and Competent Authority under the Insolvency Act and the Financial Services Authority.
- The **five years practical experience** requirement may be reduced where Council considers that there are exceptional circumstances justifying it.
- While the insolvency administration business or practice has to be carried on in the UK, the firm may be **resident elsewhere for tax purposes**.
- **Two or more firms practising under the same name** are not deemed to be a single firm for the purposes of being one Member Firm.
- A **subsidiary company, affiliate, shareholder or associate** of a Firm which practices under a different name or names is not deemed to be that Firm for the purposes of Firm Membership; but it may be able to apply to become a Member Firm in its own right.

Part 2 – Experience and Qualifications

The experience requirement of a partner or a director or the sole proprietor or a manager would of course be sufficiently evidenced by confirmation that he/she holds a current IP authorisation: otherwise, details of the experience relied on should be set out fully in an attachment to the application and confirmation of at least some of the experience should be confirmed by an IP.

Part 3 – Your Firm’s Business or Practice

Member Firm Fees are calculated on the basis of the number of persons engaged by it in insolvency administration work, and that in turn is reflected in the votes allocated to Member Firms. The number of persons should be based on full time equivalents – that is, two members of staff both working half the normal working hours on insolvency administration would equate to one full time equivalent: an overall estimate is sufficient.

Part 4 – Your Firm’s Suitability

The IPA may make such further and other enquiries of third parties as it considers appropriate to satisfy itself as to your firm’s suitability to be a Member Firm.

In addition to the matters mentioned at Part 5, the IPA may require information and explanations in and about any relationship and dealings your firm and any partner, director, sole proprietor or manager might have had or has with any individual, firm, partnership or company which has been or is the subject of complaint to or investigation by it (the IPA), another RPB or any other professional body or any government, statutory or regulatory authority (including The Insolvency Service).

Firm Membership Fee:

Member Firm subscriptions are determined by the number of IPs authorised by the IPA to take appointments working within the firm, or in the case of IVA specialist, the overall size of the practice (according to our records).

	General Insolvency Practices				
Category	A	B	C	D	F
Max IPs/IVA firm Size	3	5	12	20	No Max
Registration Fee	150.00	150.00	150.00	150.00	150.00
Subscription	1,250.00	2,375.00	3,750.00	5,000.00	8,500.00

The full annual subscription applies to firms which are accepted as new Member Firms during the year. Registration fees apply upon first registration.



IPA – The Membership Body for Insolvency Professionals

MF1: Application for Firm Membership

Please complete in typescript or black/blue ink using block capitals for easier reading

Part 1 – Your Firm’s Details

Name of your firm	
Building Name/Number and Street	
City/Town, County and Postcode	
Country (if outside UK)	
Telephone Number (Main Switchboard)	
Firm Website	www.

Please attach a copy of your firm’s letter headed paper for this address.

Name of the firm’s representative who should be an individual member of the IPA	
Building Name/Number and Street	
City/Town and Postcode	
Country (if outside UK)	
His/Her E-Mail Address	
His/Her IPA Membership Number	

Your web site will published in our list of members and be linked to the IPA search engine

Notices to a Member Firm will be sent to the nominated firm representative who should be authorised to act for the firm in relation to IPA matters. We like to use e-mail for the majority of our communications: mail will be sent to the firm’s representative’s employment address

What is the constitution of the firm, and who owns it?	
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Part 2 – Experience and Qualifications

Names of partners or directors or sole proprietor <i>[or attach details]</i> and indicate* if an IPA Member	Number of years insolvency experience	Whether authorised as an IP, by which body and when first authorised

Names of any other members of staff holding an IP authorisation <i>[or attach details]</i> and indicate* if an IPA Member	Number of years insolvency experience	By which body authorised and when first authorised

Part 3 - Your Firm's Business or Practice

Approximate number of insolvency appointments in the last five years	200..	200..	200..	200..	200..
Bankruptcies/Sequestrations					
IVAs					
Insolvent Liquidations					
Solvent Liquidations					
CVAs					
Administrations/Receiverships					

Number of persons in the firm undertaking insolvency administration work, estimated on the basis of full time equivalents, at the date of this application	
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Part 4 – Your Firm's Suitability for Firm Membership

State, and provide full details where you answer Yes:

(a) Has the firm or any partner, director, sole proprietor or manager been refused admission to, or been removed from, any professional body or similar association; or is there any action pending?	
(b) Has the firm or any partner, director, sole proprietor or manager been the subject of any adverse findings by the IPA or another professional body or any government, statutory or public authority (including The Insolvency Service) in relation to any matters, whether by way of financial penalty or other disciplinary action (including reprimands, warnings and undertakings); or are there any matters (including complaints) currently being considered by any of them?	
(c) Has the firm or any partner, director, sole proprietor or manager been or are any of them currently the subject of a bankruptcy order, sequestration order, voluntary arrangement, deed, scheme, composition or other form of agreement or debt management plan with their creditors; or are there any proceedings pending?	
(d) Has the firm or any partner, director, sole proprietor or manager been or are any	

of them currently a director of, or involved in the management of, a company which has gone into liquidation, administration or administrative receivership or entered into a company voluntary arrangement, scheme, composition or other form of agreement with its creditors; or which has been or is the subject of a statutory or regulatory investigation?	
(e) Has the firm or any partner, director, sole proprietor or manager been the proprietor or partner in any other business or been a director of or involved in the management of, any company which ceased trading leaving creditors unpaid?	
(f) Has the firm or any partner, director, sole proprietor or manager had a judgment entered against them; and are there any still outstanding?	
(g) Has the firm or any partner, director, sole proprietor or manager been the subject of proceedings alleging negligence, misconduct or liability in relation to an insolvency or other professional matter; or are there any proceedings pending?	
(h) Has the firm or any partner, director, sole proprietor or manager been convicted of any criminal offence, other than a minor motoring offence not resulting in disqualification; or are there any proceedings pending?	
(i) Has the firm or any partner, director, sole proprietor or manager been or are any of them subject to a disqualification order or undertaking in relation to a company or office or subject to a bankruptcy restriction order or undertaking; or are there any proceedings pending?	
(j) Has the firm or any partner, director, sole proprietor or manager been removed or dismissed from any form of employment or engagement on grounds of misconduct, incompetence or unfitness, or from any fiduciary office or position of trust (whether or not remunerated) including as an insolvency office holder; or is there any action pending?	
(k) Has any partner, director, sole proprietor or manager been or are any of them a patient within the meaning of Part VII of the Mental Health Act 1983 or of section 125(1) of the Mental Health (Scotland) Act 1984?	

Part 5 – Certification of Regulation

I certify that activities contributing not less than 75% of the turnover of the Firm are subject to regulation by: <i>[state name(s) of entity(ies)]</i>	
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Part 6 - Declaration

(1) I hereby apply on behalf of the firm to be a Member Firm of the IPA, for which I believe the firm is suitable. I acknowledge on behalf of the firm that it is bound by the IPA Articles, Rules, Regulations and Guidance in relation to its membership.

(2) The information provided by me on behalf of the firm in this application is true, and I have disclosed here on behalf of the firm all and every facts and circumstances which are material to consideration of its application. I understand that any false, inaccurate or misleading information provided by me on behalf of the firm may lead to a refusal of its application, or disciplinary action in relation to, and suspension or withdrawal of its membership of, the IPA.

(3) The nominated representative of the firm will on behalf of the firm immediately notify the IPA of any material change in the information provided here, whether it arises before or after its admission to membership.

(4) I understand that the IPA may seek information relevant to a proper consideration of the firm's application from third parties; and I hereby consent on behalf of the firm to the disclosure by third parties to the IPA.

(5) I attach the following (delete where appropriate):

- Copy of the firm's letter headed paper
- Copy of the IP authorisation of a partner, director, myself or a manager; or
Confirmation of insolvency experience of a partner, director or myself or a manager
- Letters from the firm's three Sponsors
- Subscription fee

Signature:	Date: Partner/Director/Sole Proprietor* <i>*Delete as appropriate</i>
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