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**IM(O)1: Application for Ordinary Membership** for those who:

**An applicant** for Ordinary Membership should:

- Have passed the Joint Insolvency Examination (JIE) set by the Joint Insolvency Examination Board (JIEB) and been engaged in the three years immediately before applying in insolvency administration [see Definitions at Appendix I] involving not less than 600 hours higher experience in insolvency administration [see Definitions at Appendix I]; or
- Have passed the IPA Certificate of Proficiency in Insolvency Examination (CPI) set by the IPA and been engaged in the three years immediately before applying in insolvency administration [see Definitions at Appendix I] involving not less than 1800 hours including not less than 1200 hours higher experience in insolvency administration [see Definitions at Appendix I] in the three years; or
- Have been engaged in the five years immediately before applying in insolvency administration [see Definitions at Appendix I] involving not less than 3000 hours including 1200 hours higher experience in insolvency administration [see Definitions at Appendix I] in the five years; or
- Hold a current authorisation to act as an IP from another recognised professional body or the Secretary of State; or
- Be an official receiver or equivalent grade in H M Government's Insolvency Service.

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**Notes:**

- If you also intend to apply for an IPA authorisation to act as an IP, you can apply in parallel for authorisation using Form IP1.
- **The JIE or CPI** should have been passed in the ten years before the application: if you passed the examination more than ten years ago, you may be asked to re-sit the examination unless you can show that in the intervening period you have been working in an insolvency practice – and in which event, you may be able to apply for membership based on that experience.
- **Insolvency administration** is 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 IP 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.
- **Higher experience in insolvency administration** is defined in the Membership Criteria Guidance as engagement in work related to the administration of estates in respect of which an IP has been appointed where the work involves the management or supervision of the conduct of cases on behalf of an IP or Advisory Work [see Definitions at Appendix I].

**Substantially full time experience** is defined in the Guidance as an average of 800 hours a year.

○ **Part 3 – Your Experience and Qualifications**

Your insolvency experience should be confirmed by an IP (or IPs) - he/she (or they) may be one (or both) of your sponsors; or you should attach a copy of your current IP authorisation or appointment as an official receiver or equivalent grade.

○ **Part 4 – Your Sponsors**

Your application should be supported by two sponsors:

- an IP (whether or not a member of or authorised by the IPA); and
- another IP or a member of a professional body or a person of standing who are each able to vouch for your good character and suitability to become an Ordinary Member of the IPA.

Your sponsors should provide a letter addressed to the President of the IPA (not “to whom it may concern”) setting out:

- his/her full name, address, telephone and fax numbers and e-mail;
- his/her job title/position and any qualifications, honours, decorations
- the capacity in which he/she has known you, and for how long
- his/her view of your character and suitability to be an Ordinary Member of the IPA
- your experience where your application is based in part or whole on your insolvency experience (this should be confirmed by an IP).

○ **Part 5 – Your Suitability**

The IPA will take into account the matters set out at Part 5 and may make such further and other enquiries of third parties as it considers appropriate as to your character and suitability to be an Ordinary Member.

**Ordinary Membership Fee 2018**

Would you please ensure that payment is included when sending in your application. Should your Membership not be accepted by the Association then we will refund the fee in full.

New Members: Entrance Fee	£150
Ordinary Membership (employed by a Firm Member)	£260
Ordinary Membership (employed by a Non Firm Member)	£320
<b>TOTAL (Member Firm)</b>	<b>£410</b>
<b>TOTAL (Non Member Firm)</b>	<b>£470</b>

**IM(O)1: Application for Ordinary Membership**

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

**Part 1 – Your Personal Details**

Title and First Name(s)	
Surname/Family Name	
Nationality and place of birth	
Date of Birth (dd/mm/yyyy)	
Home Name/Number and Street	
City/Town, County and Postcode	
Country (if outside UK)	
Telephone Area Code and Number	
If you are a member of another professional body (or bodies), please provide:	
Name of the body	
Your designatory letters	
Date of your admission	
Your membership number	

**Part 2 – Your Employment Details**

Name of Firm/Partnership/Company for which you work	
How long you have worked here	
Your current job title/position	
Nature of Firm/Partnership/Company business	
Building Name/Number and Street	
City/Town, County and Postcode	
Country (if outside UK)	
Telephone Number (Main Switchboard)	
Firm/Partnership/Company Website	www.
Your E-Mail Address	

We use e-mail for the majority of our communications: mail will be sent to your employment address and your employment address will be published in our list of members.

**Part 3 – Your Experience and Qualifications**

Please set out details of your employment during the last five years (including any different job title/position with your current employer): **where you application is based I part or in whole on your insolvency experience, that should be confirmed by an IP (or IPs)**

Your Job Title/ Position	Your Employer	Dates you started and left	Insolvency hours you worked	Of which higher experience (and types of insolvencies)

Please set out details of your professional examination passes (including the CPI and JIE for which documentary evidence must be included with this form), degrees or equivalents you may have:

Qualification, etc	Date passed

It would be helpful to us in ensuring that you receive the right examination information if you would kindly indicate which examination(s) you are currently studying for and when you plan to sit it (them)

Qualification	Sitting	Qualification	Sitting
<b>CPI</b>		<b>JIE – Administrations, CVAs and Receiverships</b>	
<b>JIE – Personal Insolvency</b>		<b>JIE – Liquidations</b>	

#### Part 4 – Your Sponsors

Please provide details of your two sponsors who should be  
 (1) an IP (whether or not a member of or authorised by the IPA) and  
 (2) another IP or a member of a professional body or a person of standing  
 who are each able to vouch for your good character and suitability to become an Ordinary Member of the IPA:

Name of Sponsor (1)		Position
Firm/Company		
Address		
Tel	E-mail	
How long has your sponsor known you?		
In what capacity has your sponsor known you? [IP, employer, personal, etc]		
Authorising body/professional membership body/person of standing		

Name of Sponsor (2)		Position
Firm/Company		
Address		
Tel	E-mail	
How long has your sponsor known you?		
In what capacity has your sponsor known you? [IP, employer, personal, etc]		
Authorising body/professional membership body/person of standing		

#### Part 5 – Your Suitability for Ordinary Membership

State, and provide full details where you answer Yes:

(a) Have you previously been a member of the IPA (and your membership number)?	
(b) Have you been refused admission to, or been removed from, any professional body or similar association; or is there any action pending?	

(c) Have you been the subject of any adverse findings by the IPA or another professional body or any government, statutory or regulatory 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?	
(d) Have you been or are you the subject of a bankruptcy order, sequestration order, voluntary arrangement, deed, scheme, composition or other form of agreement or debt management plan with your creditors; or are there any proceedings pending?	
(e) Have you been or are you 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?	
(f) Have you been the proprietor or partner in any business or been a director of or involved in the management of, any other company which ceased trading leaving creditors unpaid?	
(g) Have you had any judgments entered against you; and are there any still outstanding?	
(h) Have you been the subject of proceedings alleging negligence, misconduct or other liability in relation to an insolvency or other professional matter; or are there any proceedings pending?	
(i) Have you been convicted of any criminal offence, other than a minor motoring offence not resulting in disqualification; or are there any proceedings pending?	
(j) Have you been or are you 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?	
(k) Have you 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?	
(l) Have you been or are you 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?	

In addition to the matters mentioned here, the IPA may require information and explanations in and about any relationship and dealings you might have had or have 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 professional body or any government, statutory or regulatory authority (including The Insolvency Service).

## Part 6 - Declaration

(1) I hereby apply for Ordinary Membership of the IPA, for which I believe I am suitable. I acknowledge that I am bound by the IPA Articles, Rules, Regulations and Guidance in relation to my membership.

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

(3) I will immediately notify the IPA of any material change in the information provided by me here, whether it arises before or after my admission to membership.

(4) I understand that the IPA may seek information relevant to a proper consideration of my application from my current and past employers and from other third parties; and I hereby consent to the disclosure by my present and past employers and other third parties to the IPA.

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

- Copy of documentation relating to my Joint Insolvency Examination pass; or  
Copy of documentation relating to my Certificate of Proficiency in Insolvency pass
- Confirmation of my insolvency experience; or  
Copy of my IP authorisation; or

- Copy of my appointment as an official receiver or equivalent grade
- Letters from my two sponsors (please note this should also confirm your experience)
  - Signed and dated explanatory notes
  - My subscription fees

<b>Signature:</b>	<b>Date:</b>
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