

Membership Dual Application Form



Guidelines for Membership:

Please read the below carefully before completing this form.

Guidelines & Notes to Applicants:

IPAV National Council will consider all completed dual membership application forms received providing they meet with the following criteria.

1. Provide proof of membership of an acceptable and recognised professional body such as: IBA, ACEI, PIBA, SCSi, ICE, RICS, EI.
2. Provide two business references with your application form (e.g. Employer / Solicitor / Accountant)
3. Provide a copy of your current individual Property Services Providers Licence (small white card issued by the PSRA) or if you do not hold a PSP licence:

Provide proof of 5 years valuation experience (Letter or contract from a valuation panel or employer)

4. Payment of the current IPAV membership fee

— Successful applicants who hold a PSP licence will be offered full membership status using the Designatory Letters MIPAV

— Successful applicants who hold 5 years valuation experience will be offered Full Member Certified Valuer status using the Designatory Letters MIPAV (CV)

— All applicants who meet the specific category guidelines must supply all the necessary documentation and must fully complete this application form and sign where relevant.

— It is the applicant's responsibility to collect and submit all the above information with this application. If all relevant information required is not enclosed the application may be returned in whole.

— Annual membership subscription must be paid on entry to the Institute and runs from 01 April to 31 March

— Where an applicant is offered membership, acceptance of that offer, including receipt of any payment due &/or necessary documentation requested, must be received strictly within 28 days of the offer. Any offer of membership not accepted within this time-frame is automatically withdrawn and the applicant must reapply for membership.

N.B. Subject to Article 14 of IPAV's Memorandum & Articles of Association, the Council of IPAV shall in their absolute discretion, be entitled to refuse admission to any candidate without assigning any reason therefor.

If you have any doubt as to your eligibility for membership or require any assistance with this application, please do not hesitate to contact IPAV on 00 353 1 6785685.

Please return the completed & signed application form to:

IPAV, 129 Lower Baggot Street Dublin 2

Or by email to valerie@ipav.ie

IPAV fully respects your right to privacy, and will not collect or publish any personal information about you without a valid legal basis. IPAV collects and publishes your personal data for the purposes of performing our duty to process and advertising your membership of IPAV. Any personal information which you provide to IPAV will be treated with the highest standards of security and confidentiality, strictly in accordance with the Data Protection Acts, 1988-2018 and all other applicable laws.

APPLICANT'S PERSONAL DETAILS:

(please complete this application in block capital letters)

Mr / Ms / Miss / Mrs _____ First Name _____ Surname _____

Date of Birth _____

Home Address _____

Personal Contact No. _____ Personal Email _____

APPLICANT'S EMPLOYMENT / COMPANY / BUSINESS / SOLE TRADER / PARTNERSHIP DETAILS:

Company Name _____

Company Trading Name *(if applicable)* _____

Address _____

Business Contact No. _____

Work Email _____ Website _____

Number of years Company/Partnership is in practice _____

Individual licence No. _____ Company Licence No. _____

APPLICANT'S POSITION WITHIN COMPANY/PARTNERSHIP *(Please tick appropriate box)*

Sole Trader Director Partner Employee

Total number of years working as an Auctioneer, Valuer, Estate Agent, Property Managing Agent, Letting Agent or Property Professional: Years _____ Months _____

Total number of years working as a Valuer: Years _____ Months _____

Proof of 5 years' valuation experience:

Letter or contract from a valuation panel Copy Enclosed Yes No

Or Letter from employer Copy Enclosed Yes No

Name of Professional Body of which you are a member *(Please tick appropriate box)*

IBA ACEI PIBA SCSI RICS ICE EI

Dates of Membership _____

Category of Membership _____

Copy of Membership(s) Enclosed Yes No

APPLICANT'S REFERENCES

Two business references required; from an employer / Solicitor / Accountant / company HR department.

Business Reference Enclosed Yes No

Business Reference Enclosed Yes No

APPLICANT'S DECLARATIONS:

- 1. Have you as an individual, your company or as a partner, made a claim or had any claim made against you on any compensation or client protection fund, or on any Professional Indemnity Insurance Policy in the past 5 years?

Yes No Signature _____ Date _____

- 2. Have you or any of your partners been subject to any Judgements or criminal or civil proceedings over the past 5 years?

Yes No Signature _____ Date _____

- 3. Have you as an individual, company or as a partner ever been the subject of a sanction from the Property Service Regulatory Authority arising from an investigation of improper conduct?

Yes No Signature _____ Date _____

Annual Membership Subscription Enclosed:

€400.00 for principals Yes No

€200.00 for employees Yes No

In the event of your membership application being successful, IPAV intends to announce your membership, together with other successful candidates, in the back pages of the Irish Times or the Irish Independent (subject to the availability of advertising space)

Please select one of the below statements:

Yes - I authorise IPAV to advertise my membership of IPAV

No - I do not authorise IPAV to advertise my membership of IPAV

Signed by The Applicant _____ **Date** _____

The Declaration on Membership on the following page must also be read carefully and signed.

Unsigned applications will be returned to applicants.

Declaration to be completed by applicants for Dual Membership

Please read carefully:

To the Council of the Institute of Professional Auctioneers and Valuers Limited (By Guarantee)

- (1) I offer myself for admission to Membership of the Institute of Professional Auctioneers and Valuers Limited (By Guarantee).
- (2) I attach hereto the information required by the Council which I acknowledge to be the basis of my application and of my election to Membership of the Institute and which I declare contains an accurate summary of the facts in relation to my person, profession and business career which could influence the acceptance or non- acceptance of this application.
- (3) I hereby undertake that if elected to Membership of the Institute, I will be bound by and observe all the provisions of the Memorandum and Articles of Association, Bye-Laws, Rules & Regulations of the Institute for the time being in force.
- (4) I undertake to comply with all the CPD requirements the Institute may deem appropriate from time to time.
- (5) I undertake to abide by and obey the Code of conduct of both the Institute of Professional Auctioneers and Valuers and the Property Services Regulatory Authority at all times. I further undertake to comply with all Compliance and Regulation inspections carried out by IPAV from time to time.
- (6) I undertake to abide by and obey the Code of conduct of TEGoVA in relation to the category MIPAV (REV) or (TRV) at all times.
- (7) I undertake that I will not use the Professional Style or designation of the Institute of Auctioneers or the designatory letters denoting membership, except the ones I was granted in my Category of membership while I remain a member of the Institute.
- (8) I further undertake that if elected to Membership, I will not act jointly with, or practice in partnership with one or more persons who are not members of the Institute neither the designation "Certified Auctioneer and Valuer" nor "Certified Auctioneers and Valuers" nor the designatory letters MIPAV nor MIPAV (CV) shall be used in any manner directly or indirectly calculated to lead to the assumption that such persons are all members of the Institute.
- (9) Finally I undertake, that in such circumstances where I am elected to Membership by way of any Principal holding the required Licence from the Property Services Regulator, I will cease to be a Member of the Institute, should I no longer be a Partner or Employee in the Firm stated on this application.
- (10) I confirm that I have never been adjudged bankrupt in any jurisdiction nor have I as an individual or as a partner in a firm made or agreed to make an assignment for the benefit of my creditors nor have I made any arrangement or composition with my creditors nor executed any similar deed or agreement nor have I attempted to take the benefit of any statutory provision for arrangements with my creditors. I further confirm that I have never been convicted of an indictable offence (other than an offence under the Road Traffic Act) as an individual or as a Partner.
- (11) I understand under Article 14 of IPAV's Memorandum & Articles of Association, the Council of IPAV shall in their absolute discretion, be entitled to refuse admission of membership without assigning any reason therefor.

I consent to the Institute of Professional Auctioneers and Valuers performing any checks or searches they consider appropriate for the purposes of and in relation only to this application for admittance to Membership. For the avoidance of doubt such searches include but are not limited to online or physical searches in public records containing information for judgments and directorships.

Signed _____

Date _____

**IPAV | 129 Lower Baggot Street Dublin 2 |
D02 HC84**

00 353 1 678 5685 | info@ipav.ie | www.ipav.ie

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ipav | Institute of Professional Auctioneers & Valuers
Young Professionals Network

