

AAS Membership Application Form

Thank you for applying to join Arab Arbitration Society (AAS).

Please complete all sections in **BLOCK CAPITALS** and send your completed form to: AAS Membership Team membership@aa-society.org

This form is available online. **W:** www.aa-society.org/membership/applyonline/

If you have any questions on how to complete this form, or any aspect of becoming a member please contact our membership team **E:** membership@aa-society.org

Membership of AAS

The professional home arbitrators and dispute resolvers

AAS members include leading arbitrators and dispute resolution practitioners from many different sectors and professional backgrounds but we also welcome newcomers with an interest in Law and Arbitration.

AAS membership is essential for:

- People who use law and arbitration skills in their existing job
- Professional advisers: lawyers and other professional advisers
- Practitioners: people who are, or aspire to be, practicing arbitrators, mediators or adjudicators

Benefits of AAS Membership:

- A prestigious, globally-recognized qualification
- Use of recognizable post-nominal letters AAAS, FAAS
- Access to a worldwide professional community and global networking opportunities
- Continuing professional development (CPD) through a program of events and courses
- Free subscription to AAS's leading quarterly journal
- The Resolver magazine, regular AAS updates, members' area of the AAS website
- Professional advice and guidance including a dispute resolution advice service and authoritative practice guidelines
- discounts on a range of products and services, professional indemnity insurance and events

Criteria and qualifications for membership

Associate

The minimum criteria for eligibility are that an applicant must have either:

- passed one of AAS's Introductory Course; or
- completed a recognized equivalent or exempt course; or
- demonstrated the level of experience in the relevant field as required by AAS and provide evidence to that effect with the application.

Fellow

The minimum criteria for eligibility is that an applicant must be a Qualified Member and have either completed one of the following:

- passed 2 AAS's training programs; or
- passed arbitration and law training programs of AAS Chapters; or
- completed a recognized equivalent or exempt course.

Part A: Personal Details (Block Capitals)

Title: Mr Mrs Miss Ms Other (please specify)

First Name:

Other Names:

Family Name (surname):

Gender: Male Female

Date of Birth (dd/mm/yy): / /

Nationality:

First Language:

Other languages you
speak fluently:**Contact Details**

Address: This will be your mailing & billing address. It will also dictate your annual subscription rate and branch allocation. Once admitted into membership, you may update your contact information with AAS Membership Services at membership@aa-society.org

Line 1:

Line 2:

Line 3:

Town/City:

County/State:

Postcode/Zip:

Country of Residence:

Email Address:

Daytime Telephone
(including country code):Evening Telephone
(including country code):Mobile
(including country code):Fax Number
(including country code):

Part B: Professional Profile

We use this information to evaluate your level of Arbitration and law knowledge. It helps us to award you the most appropriate membership grade. Have you ever completed a AAS course before? Yes No

If yes, please specify the course(s):

Primary profession (please tick one box only)

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Academic/Lecturer | <input type="checkbox"/> Commercial Professional | <input type="checkbox"/> In-house Legal Counsel | <input type="checkbox"/> Shipbroker Structural |
| <input type="checkbox"/> Accountant/Auditor | <input type="checkbox"/> Contracts Professional | <input type="checkbox"/> Judge | <input type="checkbox"/> Engineer Student |
| <input type="checkbox"/> Agent | <input type="checkbox"/> Doctor/Dentist | <input type="checkbox"/> Planner | <input type="checkbox"/> Surveyor (other) |
| <input type="checkbox"/> Architect | <input type="checkbox"/> Engineer (other) | <input type="checkbox"/> Project Manager/Professional | <input type="checkbox"/> Technical Professional |
| <input type="checkbox"/> Barrister/Advocate | <input type="checkbox"/> Private practice Lawyer/
Solicitor/Attorney | <input type="checkbox"/> Property Surveyor | <input type="checkbox"/> Trader |
| <input type="checkbox"/> Broker | <input type="checkbox"/> Full-time Arbitrator/Mediator/
Adjudicator | <input type="checkbox"/> Quantity Surveyor | <input type="checkbox"/> Property Valuer/Auctioneer |
| <input type="checkbox"/> Building Surveyor | | <input type="checkbox"/> Religious minister | |
| <input type="checkbox"/> Civil Engineer | | <input type="checkbox"/> Retired | |

Other (please specify)

Your professional specialism (please tick one box only)

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Employment/Labour Energy
& Natural Resources Family | <input type="checkbox"/> Intellectual Property | <input type="checkbox"/> Professional Liability &
Negligence |
| <input type="checkbox"/> Antitrust & Competition | <input type="checkbox"/> Finance | <input type="checkbox"/> International Trade | <input type="checkbox"/> Property/Real Estate Sale
of goods |
| <input type="checkbox"/> Aviation | <input type="checkbox"/> Healthcare/Medical | <input type="checkbox"/> Investment & Investor-state | <input type="checkbox"/> Shipping & Maritime |
| <input type="checkbox"/> Banking | <input type="checkbox"/> IT & Telecoms | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Sport |
| <input type="checkbox"/> Commercial (general) | <input type="checkbox"/> Infrastructure & Projects | <input type="checkbox"/> Media & Creative | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Commodities | <input type="checkbox"/> Insurance & Reinsurance | <input type="checkbox"/> Neighbourhood and
community | <input type="checkbox"/> Utilities |
| <input type="checkbox"/> Construction & Engineering | | <input type="checkbox"/> Pharmaceutical | |
| <input type="checkbox"/> Corporate | | | |

Other (please specify)

Your job role (please tick one box only)

- | | | | |
|--|--------------------------------------|--|---|
| <input type="checkbox"/> Administrator | <input type="checkbox"/> Consultant | <input type="checkbox"/> Managing Director/CEO | <input type="checkbox"/> Sole Trader/Proprietor |
| <input type="checkbox"/> Adviser Analyst | <input type="checkbox"/> Coordinator | <input type="checkbox"/> Officer | <input type="checkbox"/> Solicitor |
| <input type="checkbox"/> Assistant | <input type="checkbox"/> Counsel | <input type="checkbox"/> Partner (law) | <input type="checkbox"/> Specialist |
| <input type="checkbox"/> Associate (law) | <input type="checkbox"/> Director | <input type="checkbox"/> Principal Professor | <input type="checkbox"/> Trainee (law) |
| <input type="checkbox"/> Chairman | <input type="checkbox"/> Executive | <input type="checkbox"/> Queen's Counsel | |
| <input type="checkbox"/> Company Secretary | <input type="checkbox"/> Lecturer | <input type="checkbox"/> Researcher | |
| | <input type="checkbox"/> Manager | | |

Other (please specify)

Name of Employer:

Please enter the full name of the organization you work for.

Self employed

Is your work address the same as your Mailing & Billing address (overleaf)?

Yes No (If no, please supply below)

Part C: Alternative Dispute Resolution Profile

What discipline of ADR do you have experience in?

Arbitration Mediation Adjudication Not applicable

Other (please specify)

Your ADR specialism

<input type="checkbox"/> Agriculture	<input type="checkbox"/> Employment/Labour	<input type="checkbox"/> Intellectual Property	<input type="checkbox"/> Professional Liability & Negligence
<input type="checkbox"/> Antitrust & Competition	<input type="checkbox"/> Energy & Natural Resources	<input type="checkbox"/> International Trade	<input type="checkbox"/> Property/Real Estate Sale of goods
<input type="checkbox"/> Aviation	<input type="checkbox"/> Family Finance	<input type="checkbox"/> Investment & Investor-state	<input type="checkbox"/> Shipping & Maritime
<input type="checkbox"/> Banking	<input type="checkbox"/> Healthcare/Medical	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Sport
<input type="checkbox"/> Commercial (general)	<input type="checkbox"/> IT & Telecoms	<input type="checkbox"/> Media & Creative	<input type="checkbox"/> Transportation
<input type="checkbox"/> Commodities	<input type="checkbox"/> Infrastructure & Projects	<input type="checkbox"/> Neighbourhood and Community	<input type="checkbox"/> Utilities
<input type="checkbox"/> Construction & Engineering	<input type="checkbox"/> Insurance & Reinsurance	<input type="checkbox"/> Pharmaceutical	
<input type="checkbox"/> Corporate			

Not applicable

Other (please specify)

What was your role? (please tick all that apply)

<input type="checkbox"/> Adviser	<input type="checkbox"/> Sole Arbitrator	<input type="checkbox"/> Arbitration Tribunal/ panel member	<input type="checkbox"/> Party representative
<input type="checkbox"/> Mediator	<input type="checkbox"/> Arbitration Tribunal/ panel Chair	<input type="checkbox"/> Expert witness	<input type="checkbox"/> Contract drafter
<input type="checkbox"/> Adjudicator			

Not applicable

Other (please specify)

Other areas of ADR interested in (tick all that apply)

<input type="checkbox"/> Domestic Arbitration	<input type="checkbox"/> International Arbitration	<input type="checkbox"/> Commercial Mediation	<input type="checkbox"/> Workplace Mediation
<input type="checkbox"/> Family Arbitration/Mediation	<input type="checkbox"/> Construction Adjudication	<input type="checkbox"/> Consumer Adjudication	<input type="checkbox"/> Med/Arb

Other (please specify)

Part D: Prior Conduct

This information is held in confidence. Applications will be judged on an individual basis. Answering yes to any of these questions will not automatically exclude you from membership.

Have you ever been expelled from or disciplined/reprimanded by a regulatory or professional body?

Yes (If yes, please specify details below)

No

Has an application for a bankruptcy order ever been made against you or has a company of which you were a director, ever gone into compulsory or voluntary liquidation on grounds of insolvency?

Yes (If yes, please specify details below)

No

Are there any outstanding judgements against you?

Yes (If yes, please specify details below)

No

Have you ever been convicted of any offence in any court (other than a motoring offence not resulting in disqualification)? Convictions are not spent under the Rehabilitation of Offenders Act 1974 in respect of membership of the Institute and need to be disclosed

Yes (If yes, please specify details below)

No

If the answer is yes to any question in Part D, please give details here. Please continue on a separate sheet of paper if required.

Part E: Declarations

I hereby apply for membership of the Arab Arbitration Society (AAS). If admitted, I agree to comply with the Code of Professional and Ethical Conduct. I declare that to the best of my knowledge, the information given on this form is correct. I understand and agree that if I make any false statements, submit false information or fail to disclose information requested in this application, I will be subject to discipline pursuant to the constitutional documents and code of ethics, as amended from time to time.

On admittance, I request that you issue me a membership Certificate. I agree that the certificate will remain the property of the Society and will undertake to return it if I cease to be a member. I understand that I will be required to return my Certificate of membership on cessation of membership and may no longer use the post nominal designators letters, as only members who have paid their annual subscription are entitled to the Ordinary privileges of members.

Signature:

Date: / /

How did you hear about AAS?

Direct Mail

E-mail

AAS Website

Word of Mouth

Other (please specify)

PART F – Payment Fees

For **Main office - EGYPT** membership application fees, please [contact us](#).

Please send this application, together with supporting documentation to: **E: membership@aa-society.org**

Middle East Contact:

Please send this application, together with supporting documentation to: **E: membership@aialme.com** together with a credit card authorization/cheque made payable to: Arab Institute

- A non-refundable Application Fee of \$300

Methods of payment

Please note: If you have a UAE-based bank account, the simplest and most convenient way to pay is by Direct Debit. If you would like to set up a direct debit, please complete and return the direct debit mandate enclosed.

Please tick your preferred payment option*: **Debit/Credit Card**

Please debit my:

 Visa MasterCard Maestro/Switch

Amount:

Issue Number:

Valid From (mm/yy):

/

Expiry Date (mm/yy):

/

Name on Card:

Card Number:

Security Number (last three digits of number in signature strip on back of card):

Signature:

Date:

/

/

We take payments in several different currencies including UAE Dirham, US Dollar.

 Cheque/Bank Draft

Please find enclosed a cheque/bank draft made payable to 'Arab Institute for Accountants & Legal' for the amount of:

Any payment made by cheque/bank draft should be made in UAE Dirham. For payments in currencies other than UAE Dirham, Make sure amount must be added to your payment to cover bank charges.

 Bank Transfer

I completed a bank transfer on (dd/mm/yy)

/

/

(Please attach a copy)

Please make payable to Arab Institute, Bank Name, Emirates Islamic Bank, Al Rigga, Deira Dubai UAE. Account Number: 0015 742757 001, International Bank Account Number (IBAN): AE81 0340 0000 1574 2757 001.

Signature:

Date:

/

/

* Please do not send cash to AAS or AIALME by post. If you wish to make a payment in cash, you may do so in person in Main Branch and Middle East Chapter.

136 - Army Road Sporting, Sidi Jaber, Egypt **Tel:** 002035221437 (5 Lines) **Fax:** 002033906169 **Mob:** 0201222161495, 00201282825543

This form is also available online: www.aa-society.org/membership/applyonline/

Checklist

Please check to ensure the following have been carried out before the form is sent to AAS:

All sections of the form have been completed.

The correct fee is enclosed

You have enclosed all copies of relevant certificates and documents

You have signed and dated the declaration

You have completed the Data Protection Act questions

Membership Regulations

Membership application and election

An application for membership may be made by the completion of an approved Membership Application Form and the submission of such form to the Executive of the Board.

Membership Application Forms must contain an applicant's name, his or her address, a disclosure of any prior record of misconduct, disciplinary proceedings or criminal convictions, a signed or if made online accepted declaration, the payment of the prescribed application fee and the current subscription fee for the relevant grade of membership, as notified on the Institute's website from time to time.

The Executive reserves the right to ask an applicant for further and better particulars of his or her application and/or the necessary amount of payment in settlement of the prescribed application fee and the current subscription fee.

All completed applications will be reviewed in accordance with the Institute's approved procedure, as published on its website from time to time; and in particular, whether an individual applicant meets the minimum criteria for membership at a particular grade of membership of the Institute.

Within five working days from the receipt of a complete Membership Application Form, the Executive will either send an acknowledgement of the application to the applicant, or inform the applicant of the outcome of his or her application or, if necessary, request further and better particulars of the application.

An applicant will be awarded the highest grade of membership based on the information provided. If the grade awarded is higher than the grade of Associate, the applicant will be notified by the Executive in writing that he or she has been awarded that grade and the amount of the additional subscription due. Unless the applicant informs the Executive within thirty days of such notification that he or she does not wish to be awarded a grade higher than Associate, he or she will be liable for the appropriate rate of subscription fee for the grade awarded.

An applicant may appeal against a decision regarding his or her eligibility for membership of the Institute, in writing, to the Executive, within thirty days of being notified of a decision on his or her application. The appeal will be dealt with in accordance with the Institute's approved procedure.

If, for whatever reason, an application for membership is unsuccessful, the accompanying payment less the non-refundable application fee will be refunded on request to the Executive.