

# Application for Membership

## Individual & Corporate



PLEASE TYPE OR PRINT

### Application for Membership

PLEASE INDICATE THE CATEGORY OF MEMBERSHIP YOU WISH TO APPLY FOR

Individual (£55 per annum)

Corporate (£1,110 per annum)

Corporate Members:

This form should be completed by the person you wish to have voting rights for your organisation

Observers:

Please leave this question blank if applying for observer status

### Personal Details

Title: \_\_\_\_\_ Surname: \_\_\_\_\_ First Name(s): \_\_\_\_\_  
Home Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_  
Email: \_\_\_\_\_ Website: \_\_\_\_\_

### Business Details

Job Title: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Company Registration No: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_  
Email: \_\_\_\_\_ Website: \_\_\_\_\_  
Nature of Business: \_\_\_\_\_

### Mailing Address

PLEASE INDICATE YOUR PREFERRED MAILING ADDRESS

Home

Business

### Professional Qualifications

PLEASE LIST ANY PROFESSIONAL OR INDUSTRY BODIES TO WHICH YOU HAVE MEMBERSHIP OR ANY PROFESSIONAL QUALIFICATIONS YOU HOLD

### Reason for Joining

PLEASE BRIEFLY EXPLAIN WHY YOU WISH TO JOIN THE FRAUD ADVISORY PANEL (IE. WORK, PERSONAL INTEREST)

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## Working Groups

PLEASE INDICATE WHETHER YOU WISH TO JOIN ANY OF THE PANEL'S WORKING GROUPS

- Asset Recovery                       Cybercrime                       Fraud Investigation & Legal Process
- Fraud Prevention & Detection                       Legislative Review

## Corporate Representatives (Corporate Applicants Only)

CORPORATE MEMBERS ARE ENTITLED TO NOMINATE UP TO 20 EMPLOYEES AS NON-VOTING MEMBERS. PLEASE CONTINUE ON A SEPARATE SHEET IF NECESSARY

Title: \_\_\_\_\_ Surname: \_\_\_\_\_ First Names: \_\_\_\_\_

Work Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_ Working Group: \_\_\_\_\_

Title: \_\_\_\_\_ Surname: \_\_\_\_\_ First Names: \_\_\_\_\_

Work Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

Email: \_\_\_\_\_ Working Group: \_\_\_\_\_

## Subscription Payment

Cheques should be made payable to the Fraud Advisory Panel. Invoices can be arranged upon request.

Please post the completed form and remittance to: Fraud Advisory Panel, Chartered Accountants' Hall, PO Box 433, Moorgate Place, London, EC2P 2BJ.

## Declaration

I/We declare that I/we have read the notes accompanying this form, and I/we have read the Fraud Advisory Panel's **Code of Conduct**. I/We declare that all information provided in this form is true and accurate to the best of my/our knowledge and belief, and I/we have no relevant matters to disclose to the Panel/attach details that I disclose to the Panel. I/We agree to abide by the Fraud Advisory Panel's **Code of Conduct** without exception during the term of my/our membership.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please note that all applications must be signed

## Data Protection

Consent The information you provide will be processed by the Fraud Advisory Panel for administrative purposes in connection with the Panel's activities and your membership; the Panel will also use the information to keep you informed of the Panel's activities through the quarterly e-newsletter and notices. In addition, member's details are also listed on the website. Information collected by the Panel is processed in accordance with the provisions of the Data Protection Act 1998. By completing and returning this form you consent to our use of this data, and to our contacting you by email, post, fax and/or telephone. The Panel's nominated Data Protection Act representative is Mia Campbell.

The Fraud Advisory Panel conducts most of its communications with members via email (eg. e-newsletter, special notices and invitations). Please tick this box if you **do not** wish to receive electronic communications from the Fraud Advisory Panel.

Third Party Mailings The Fraud Advisory Panel does not sell its mailing list to third parties. However we do occasionally undertake controlled mailings on behalf of selected third parties where the product or event being advertised is likely to be of interest or use to members. If you **do** wish to be included in these mailings please tick this box.

# Application for Membership

## Additional Information



### Categories of Membership

#### Individual Membership

Individual membership is open to individuals not already represented by any Corporate or other body.

#### Corporate Membership

Corporate membership is open to corporate and quasi-corporate bodies, partnerships and associations, including without limitation government departments and statutory bodies, subject to a maximum of 20 individuals, or any excess with the approval of the Board of Directors.

Any unincorporated association or body qualifying as a corporate member shall be represented by a person who shall be appointed as a corporate member in order to represent such unincorporated association or body. The name of the corporate member, the name of the unincorporated association or body and the fact that the corporate member is its representative shall be entered in the register of members. Subject to the Directors' right to decline to accept any person as a member, the unincorporated association or body shall be able to replace the corporate member who is its representative with another person by giving notice in writing to the Company and without it being necessary for the outgoing corporate member to give notice or the incoming corporate member to complete an application form.

Every corporate member which is a corporation shall appoint one individual to represent it at meetings of the Company and the name of such representative and the fact that he or she is the representative of such corporate member shall be noted in the register of members. A corporate member which is a corporation shall be able to replace its representative with another individual by giving notice in writing to the Company.

### Voting Rights

At general meetings every member present in person shall have one vote. On a poll every member present in person or by proxy shall have one vote for each pound paid by such member to the Company by way of membership subscription in the current year.

No member may vote on any matter in which he or she is personally interested, pecuniarily or otherwise, or debate on such a matter without in either case the permission of the majority of the members present in person or by proxy at the meeting, such permission to be given or withheld without discussion.

No member shall be entitled to vote at any general meeting unless all monies presently payable by him or her to the Company have been paid.

### Changes to Contact Details

Members are reminded to notify the Fraud Advisory Panel office of any changes to their contact details to ensure continued receipt of Panel correspondence.

### Use of Name and Logo

The Fraud Advisory Panel is committed to the protection of life and property by the prevention, detection, investigation, prosecution and deterrence of fraud. Its members are likewise committed to these objects. In order to promote the Panel's aims, in consideration of their subscription fees, members are granted the right to use either the caption "*A member of the Fraud Advisory Panel*" or "*corporate member*" logo [corporate members only] to indicate their association with the Panel and the member's intention to further the Panel's aims. Accordingly, the caption or logo may be used on stationery, websites, and other publications in a manner which is consistent with the promotion of the Panel's aims. Such use is also provisional on all monies presently payable by the member to the Company having been paid.

Members may not use the Panel's name or logo in a manner which is inconsistent with its aims and objects. Any use which is inconsistent with those aims and objectives is manifest from the content of the publication, and would include the use of the Panel's name and logo in any advertisements which a member is endorsing or approving the products of a third party, and/or on commercial publications with non-members, or in other ventures with non-members (to avoid misleading the public into believing the endorsement is made by the Panel). Any use of the name and logo in such circumstances requires the prior written approval of the Panel.

For further advice contact the Fraud Advisory Panel office, email: [membership@fraudadvisorypanel.org](mailto:membership@fraudadvisorypanel.org) or tel: 0207 920 8637.

# Code of Conduct

## For Individual & Corporate Members



### Code of Conduct

All members of the Fraud Advisory Panel are required, as a condition of their continued membership, to act in conformity with the objectives of the Panel. In addition, the member must inform the Directors immediately if any of the conditions listed below apply to them during the course of their membership.

A member shall cease to be a member:

- On the expiry of at least seven days' clear notice given by the member to the Company of the member's intention to withdraw;
- If any subscription or other sum payable by the member to the Company is not paid on the due date and remain unpaid seven days after notice is served on the member by the Company informing the member that the member will be removed from membership if it is not paid. The Directors may re-admit to membership any person removed from membership on this ground on the member paying such reasonable sum as the Directors may determine;
- If the member becomes bankrupt or makes any arrangement or composition with creditors generally or goes into liquidation otherwise than for the purpose of a solvent reconstruction or amalgamation or has an administrator or a receiver or an administrative receiver (but not an administrative receiver appointed under Section 18 of the Charities Act 1993) appointed over all or any part of its assets or an order is made or a resolution passed for its winding up; or
- If the member is the subject of any disqualification order under the Company Directors Disqualification Act 1986 or any statutory modification or re-enactment for the time being in force; or
- If the member is convicted of any criminal offence, and the Directors resolve that the conviction is inimical to continued membership; or
- If the member is the subject of any adverse finding by any professional or regulatory body, and the Directors resolve that the finding is inimical to continued membership; or
- If the member is the subject of any adverse finding arising as a result of or in connection with the Financial Services and Markets Act 2000 or any statutory modification or re-enactment for the time being in force, and the Directors resolve that the finding is inimical to continued membership; or
- If, in any other case, at a meeting of the Directors at which at least half of the Directors are present, a resolution is passed resolving that the continued membership of the member would be inimical to the best interests of the Company and that the member be expelled.

A resolution by the Directors as referred to above shall not be passed unless the member has been given at least fourteen clear days' notice in writing that the resolution is to be proposed, summarising the circumstances alleged to justify expulsion, and has been afforded a reasonable opportunity of being heard by or of making written representations to the Directors. A member expelled by such a resolution shall nevertheless remain liable to pay to the Company any subscription or other sum owed by him or her.

### Personal Waiver

The Fraud Advisory Panel is committed to the protection of life and property by the prevention, detection, investigation, prosecution and deterrence of fraud. In order to pursue these aims and objects, the Panel will enforce the **Code of Conduct** set out above by vetting applications through publicly available information and registers. All members are required to disclose to the Panel details of any of the matters listed above both prior to their application for membership, and during any such membership. Such information will be used by the Fraud Advisory Panel to ensure that the integrity of the Panel is maintained, and that membership is consistent with the Panel's aims and objects.

### Contact Details

For further information about membership please contact the Fraud Advisory Panel office, email: [membership@fraudadvisorypanel.org](mailto:membership@fraudadvisorypanel.org) or tel: 020 7920 8637.