



The Association of Property
and Fixed Charge Receivers

MEMBERSHIP APPLICATION FORM

nara MEMBERSHIP CATEGORIES AND ELEGIBILITY CRITERIA.

All applications for membership of **nara** are subject to approval by **nara** Council, and that Council reserves the right to refuse any application without disclosure of reasons.

nara has four categories of membership.

Please refer to the summary of categories below and to the eligibility criteria to ascertain the category that best suits your background and requirements

APPOINTMENT TAKERS:

1) FELLOWSHIP

Fellowship is open to all those who have successfully completed their training to be a Registered Property Receiver. Fellows are usually, but not necessarily, appointment-takers

2) ASSOCIATE

Associate membership is for professionals who work in the field of property receivership but who usually do not directly take receivership appointments. Appointment-takers are encouraged to take the RPR examinations and become qualified Fellows, though Associate membership is also open to appointment-takers

3) AFFILIATE

Affiliate membership of **nara** is open to appointors of property receivers, who will usually be employed by banks and other lending institutions

4) TRAINEE

Trainee membership is for students who are taking, or propose to take, the RPR examinations and ultimately become **nara** Fellows

1) REGISTERED PROPERTY RECEIVER (RPR) FELLOWSHIP.

Eligibility

Applicants should be a member of a relevant professional body (RICS, IPA, ACCA and the Law Society), and are required to pass the two-part examination, including a peer review, to become a qualified Registered Property Receiver (RPR). More details of the RPR scheme and a guide to the RPR exam are available from our website: <http://www.nara.org.uk/becoming-a-member.aspx>.

RPR Fellows have the following rights

- to attend and vote at General Meetings of the Association
- to receive the Association's literature and have access to Guidance Notes and Practice Statement on the Members Only pages of the **nara** website
- to use the designatory letters **FNARA**
- to use the **nara** ® logo on their own business cards **only**.
- to be elected to Council
- to attend **nara** events at the member's rate

Fee: Annual subscription £169.50 (£97.50 @ 20% VAT=£19.50 + £52.50 at zero rated VAT)
PLUS: The RPR Registration Fee (to be determined annually by applicant's professional body)

2) ASSOCIATE MEMBER

Eligibility

Applicants should:

- 1) be a member of a relevant professional body (RICS, IPA, ACCA and the Law Society).
- 2) Appointment takers – are required to have handled not less than 3 appointments in the last 3 years and to enable **nara** to make a decision applicants must include a full copy of 3 contracts of appointment dated within the last 3 years.
- 3) Non-appointment takers – are required to provide evidence and/or enclose a confirmatory reference from a senior Manager / Partner that a minimum of 75 hours within the previous three years has been expended on LPA receivership work
- 4) ensure the application form is countersigned by a Proposer and a Seconder both of whom should be existing Fellows of **nara**
- 5) provide a brief resume outlining experience in LPA receivership work or a current CV

Received applications will be forwarded to **nara** Council for consideration and a decision will usually be made within 28 days. Council reserve the right to call applicants for interview should they wish for more information and/or carry out any checks relevant to the application.

Associates have the following rights

- to attend and vote at General Meetings of the Association
- to receive the Association's literature and have access to the Practice Statements and the Guidance Notes on the Members Only pages of the **nara** website
- to be elected to Council
- to attend **nara** events at the member's rate

Fee: Annual subscription £220.35 + a one-off joining fee of £220.35 (£126.75 @ 20% VAT=£25.35 + £68.25 at zero rated VAT)

3) AFFILIATES

Eligibility

Applicants should:

- 1) be in the position of appointor for receivership instructions
- 2) provide a letter from their manager or senior person within the organisation confirming their role as an appointer of receivers
- 3) enclose relevant CV in particular highlighting their role in receivership work
- 4) have an obligation to ensure that any appointments they make are to an appropriately qualified person (preferably, but not necessarily, a **nara** member and an RPR). Full details of all Registered Property Receivers can be found on the "**Find a Practitioner**" page of the **nara** web site www.nara.org.uk

Received applications will be forwarded to **nara** Council for consideration and a decision will usually be made within 28 days. Council reserve the right to call applicants for interview should they wish for more information and/or carry out any checks relevant to the application.

Affiliates have the following rights

- to receive the Association's literature and have access to the Practice Statements and the Guidance Notes on the Members Only pages of the **nara** website
- to attend **nara** events at the members' rate

Fee: Annual subscription £113 (£65 @ 20% VAT=£13.00 + £35 at zero rated VAT)

4) TRAINEES

Eligibility.

Applicants should:-

- 1) be a full or student member of a relevant professional body (RICS, IPA, ACCA and the Law Society)
- 2) be working within an organisation that has qualified and/or experienced receivers
- 3) provide evidence that, where relevant, they are following their firm's structured in-house training programme
- 4) have the application form countersigned by a Proposer and a Seconder, both of whom are existing Fellows of **nara**, and one of whom should be acting, and signing the application form as the applicant's training supervisor. Applicants unable to find a suitable proposer, seconder and/or supervisor should contact the **nara** office for further advice.

Note: There will usually be a time limit of three years for trainee membership, after which trainees would be expected to have passed the RPR exam, or change their membership type to Associate.

Trainees have the following rights

- to receive the Association's literature and have access to the Practice Statements and the Guidance Notes on the Members Only pages of the **nara** website
- to attend **nara** events at the member's rate

Fee: Annual subscription £107.35 + one-off joining fee of £107.35 (£61.75 @ 20% VAT=£12.35 + £33.25 @ zero rated VAT)

<p>I wish to apply for membership of nara and I enclose my cheque (payable to nara) in the sum of £</p> <p><small>(please print)</small></p>	
Full Name	
Qualifications (both academic and professional)	
Profession / Job title / Position	
Firm / Company / Organisation	
Address	
Postcode	
Main office switch number <small>(leave blank if you do not wish this listing)</small>	
Direct Line <small>(leave blank if you do not wish this listing)</small>	
Fax	
E-mail	
Professional bodies of which you are a Member	
Enclosures: <i>(please place a tick in the relevant box)</i>	
Relevant career details / CV <small>(applicable for Associate/Affiliate membership applications only)</small>	<input type="checkbox"/>
Letter confirming required hours worked on LPA cases <small>(applicable for Associate membership applications only)</small>	<input type="checkbox"/>
Letter confirming role as an appointer of LPA Receivers <small>(applicable to Affiliate membership applications only)</small>	<input type="checkbox"/>

All applicants to sign:

In signing below applicants are agreeing with the following:

Subject to the Memorandum and Articles of Association* I hereby apply for Membership of **nara** and confirm that in the event of the Association being wound up while I am a member or within one year thereafter, I undertake to contribute such amount as may be required not exceeding the sum of £1 for payment of the debts and liabilities of the Association contracted before I ceased to be a member and the costs charges and expenses of winding up and for the adjustments of the rights of the contributors amongst themselves.

I hereby warrant that if admitted to membership of the Association I will undertake to be bound by all the rules, regulations and adhere to the "Code of Practice & Practice Statements" of the Association for the time being in force. In signing this application form, I confirm that I have sufficient PI cover and that I have no criminal record (other than motoring speed offences).

I declare that the above information is true and accurate.

Signed **Date**

Received applications will be forwarded to **nara** Council for consideration and a decision will usually be made within 28 days. **nara** Council reserves the right to refuse any application without disclosure of reasons.

nara Council reserves the right to alter the above membership criteria without notice

* A copy of the Memorandum & Articles of Association is available from the **nara** office.

Please note: this page does not need completing if you are applying for Affiliate membership only

To be completed by Proposer, Seconder and for Trainees only, the Training Supervisor

PROPOSER

I, being a Fellow of **nara**, am prepared to Propose (*print name*) as being both eligible and suitable to become a **nara** member and who, in my opinion, will abide by the **nara** Code of Practice and Practice Statements as displayed on the *Members Only* pages of the **nara** website.

Name (please print)

of (name of organisation)

Signature **Date**.....

SECONDER

I, being a Fellow of **nara**, am prepared to Second (*print name*) as being both eligible and suitable to become a **nara** member and who, in my opinion, will abide by the **nara** Code of Practice and Practice Statements as displayed on the *Members Only* pages of the **nara** website.

Name (please print)

of (name of organisation)/.....

Signature **Date**.....

For Trainee Applications Only

SUPERVISOR OF TRAINING*

I, being the person responsible for the training of (*print name*) , undertake to monitor and record any relevant LPA training and, if asked, to submit copies of such records to **nara** on request.

Name (please print)

of (name of organisation)

Signature **Date**

* Supervisor of training should be the Proposer or Seconder

Data Protection Act 1984 – In addition to publishing your contact details in the **nara** Membership Directory, the Association may, under certain circumstances, wish to disclose the above information to third parties.

If you do not wish such information to be published or disclosed, please tick this box

Please return your completed form, together with a cheque and enclosures to