



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. All applicants will be asked to confirm, by dated signature, that they have no criminal record (other than motoring speed offences)

### **APPOINTMENT TAKERS:**

- 1) REGISTERED PROPERTY RECEIVER (RPR) FELLOWSHIP
- 2) ASSOCIATE MEMBER

### **NON – APPOINTMENT TAKERS:**

- 1) ASSOCIATE MEMBER
- 2) TRAINEE MEMBER

## **1) REGISTERED PROPERTY RECEIVER (RPR) FELLOWSHIP.**

### **Eligibility.**

Applicants must be a member of a relevant professional body, 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: [www.nara.org.uk](http://www.nara.org.uk) or from the NARA office.

### **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 be elected to Council.

**Fee: NARA annual subscription £176.25 (£150 + £21 VAT)**

**PLUS: The RPR Registration Fee (to be determined annually by applicant's professional body)**

## **2) ASSOCIATE MEMBER**

### **Eligibility.**

Applicants must:

- 1) be a member of a relevant professional body
- 2) 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 work
- 3) ensure the application form is countersigned by a Proposer and a Seconder both of whom should be existing Fellows of NARA
- 4) enclose a brief outline of relevant career details or current CV
- 5) Provide confirmation of sufficient PI cover

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 associations 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

**Fee: Annual subscription £195 + a one-off joining fee of £195 (no VAT applicable)**

**3) TRAINEE MEMBER**

**Eligibility.**

Applicants must:-

- 1) be a full or student member of a relevant professional body
- 2) be working within an organisation that has qualified and/or experienced LPA receivers
- 3) be following their firm's structured in-house training programme with evidence
- 4) have the application form countersigned by a Proposer and a Seconder, both of whom are existing Fellows of NARA, and one of whom will be acting, and signing the application form as the applicant's training supervisor.

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.

**Fee: Annual subscription £95 + one-off joining fee of £95 (no VAT applicable)**

<b>I wish to apply for ..... membership of NARA and I enclose my cheque (payable to NARA) in the sum of £ .....</b> <small>(please print)</small>	
<b>Full Name</b>	
<b>Qualifications (both academic and professional)</b>	
<b>Profession / Job title / Position</b>	
<b>Firm / Company / Organisation</b>	
<b>Address</b>	
<b>Postcode</b>	
<b>Telephone</b>	
<b>Direct Line</b>	
<b>Fax</b>	
<b>E-mail</b>	
<b>Professional bodies of which you are a member</b>	
<b>Enclosures:</b> <i>(please place a tick in the relevant box)</i>	
<b>Relevant career details / CV</b> <small>(applicable for Associate membership applications only)</small>	
<b>Letter confirming required hours worked on LPA cases</b> <small>(applicable for Associate membership applications only)</small>	

**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.

I confirm that I have provided true and accurate information relating to myself and that I do not have a criminal record with the possible exception of motoring speeding offences.

**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.

**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 must 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

**NARA**  
**PO Box 629**  
**Oldham**  
**OL1 9HH**  
**Tel / Fax: 0870 600 1925 E-mail: admin@nara.org.uk**