

### Nara MEMBERSHIP CATEGORIES AND ELEGIBILITY CRITERIA

#### 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

#### 1. FELLOWSHIP Registered Property Receiver (RPR)

Fellowship is open to all those who hold an RPR practicing certificate, or if temporarily not taking appointments, then having been Registered Property Receivers they remain fully eligible for re-admission to RPR membership in accordance with the current RPR Scheme rules. 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 take receivership appointments directly. Appointment takers are encouraged to take the RPR examinations and become qualified Fellows, though Associate membership is also open to appointment takers if they wish.

#### 3. AFFILIATE

Affiliate membership of **Nara** is principally for appointors of property receivers, and who will usually be employed by banks and other lenders.

#### 4. TRAINEE

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

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

#### Eligibility

Applicants must be a member of a Recognised Professional Body and have passed the two-part examination, including a peer review, to become a qualified Registered Property Receiver (RPR). Recognised Professional Bodies acceptable to Nara include RICS, IPA, ACCA, ICAEW, CAI, ICAS, and the Law Society. Members of other professional bodies should contact the **Nara** office for advice as to their eligibility. More details of the RPR scheme, (which is administered by the IPA) and a guide to the RPR exam are available from our website: [www.nara.org.uk/how-to-join](http://www.nara.org.uk/how-to-join)

#### RPR Fellows have the following benefits

- Listing of you and your organisation in the annual **Nara** Membership Directory and in the 'Find a Practitioner' area of the **Nara** website
- to attend and vote at General Meetings of the Association
- to receive the Association's literature and have access to Guidance Notes and Professional 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** (full details on the website under "join Nara")
- to be elected to Council
- to attend **Nara** events at the member's rate

**Fee: Annual subscription £260 + a one-off joining fee of £225**

**Applicants who are already Nara Associate members or Trainees are exempt from the joining fee**

Note: Registered Property Receivers are required to pay annual RPR fees payable to the separate administrators of that scheme.

### 2. ASSOCIATE MEMBER

#### Eligibility

Applicants must:

- be a member of a Recognised Professional Body. Recognised professional bodies acceptable to Nara include RICS, IPA, ACCA, ICAEW, CAI, ICAS, and the Law Society. Members of other professional bodies should contact the **Nara** office for advice as to their eligibility
- have appropriate experience as follows:
  - Appointment takers** – must be a full member (meaning not a trainee or student member) of a Recognised Professional Body and should have been appointed to at least three cases within the three years preceding their application. Appointments must cover 3 different properties and at least two separate borrowers
  - Non-appointment takers** – should be qualified solicitors admitted to practice in the UK or qualified accountants or licensed insolvency practitioners, and in all cases a member of a Recognised Professional Body. Applicants 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 3 years has been expended on LPA receivership work
- ensure the application form is countersigned by a Proposer and a Seconder both of whom should be existing Fellows of **Nara**. Applicants unable to find a suitable proposer and seconder should contact the **Nara** office for further advice
- provide a brief resumé outlining experience in LPA receivership work or a current CV

#### Associates have the following benefits

- listing of you and your organisation in the annual **Nara** Membership Directory
- to attend and vote at General Meetings of the Association
- to receive the Association's literature and have access to the Professional 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 £285.00 + a one-off joining fee of £255.00**

### 3. AFFILIATES

#### Eligibility

Applicants must:

- be in the position of an appointor for receivership instructions
- provide a letter from their manager or senior person within the organisation confirming their role as an appointor of receivers
- enclose relevant CV in particular highlighting their role in receivership work
- 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](http://www.nara.org.uk)

#### Affiliates have the following benefits

- to receive the Association's literature and have access to the Professional Statements on the Members Only pages of the **Nara** website
- free invite to the **Nara** annual conference
- to attend **Nara** training events at the members' rate
- to attend **Nara** events at the members' rate

**Fee: Lenders FREE**

**Other Affiliate: Annual subscription: £115.00**

**4. TRAINEES****Eligibility**

Applicants must:

- be a full or student member of a Recognised Professional Body. Recognised professional bodies acceptable to Nara include RICS, IPA, ACCA, ICAEW, CAI, ICAS, and the Law Society. Members of other professional bodies should contact the **Nara** office for advice as to their eligibility
- be working within an organisation that has qualified and/or experienced receivers. Applications when this presents difficulties should contact the Nara office advice.
- provide evidence that, where relevant, they are following their firm's structured in-house training programme
- have the application form countersigned by a Proposer and a Seconder, both of whom are existing Fellows of **Nara**, and of which one 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

Please note: There will usually be a time limit of 3 years for trainee membership, after which trainees would be expected to have qualified as an RPR, or change their membership type to Associate subject to the usual criteria.

**Trainees have the following benefits**

- to receive the Association's literature and have access to the Professional 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 £150.00 + one-off joining fee of £115.00**

**Note: All applications for membership of Nara are reviewed by the Nara Membership Applications sub-Committee prior to approval by Nara Council. Council reserves the right to refuse any application without disclosure of reasons.**

|   |  |
|---|--|
| I wish to apply for FELLOWSHIP / ASSOCIATE / AFFILIATE / TRAINEE (please circle) membership of Nara and I enclose my cheque payable to Nara in the sum of £..... (please print)   |  |
| <b>Personal details</b> (please print)  |  |
| Completed applications forms and payment should be posted to: <b>Nara, PO Box 131, Bexley, Kent, DA5 9DY</b>  |  |
| Full Name   |  |
| Date of Birth   |  |
| Qualifications (academic and professional)  |  |
| Firm/Company/Organisation   |  |
| Address   |  |
| Postcode  |  |
| Main office switch number (leave blank if you do not want this listing)   |  |
| Direct Line (leave blank if you do not want this listing)   |  |
| Email   |  |
| Recognised Professional Bodies of which you are a member  |  |
| Enclosures: (please tick relevant box)  |  |
| Relevant career details/CV (applicable for Associate/Affiliate membership applications only)  |  |
| Copy of at least 3 different appointments within 3 years (appointments must cover 3 different properties and at least 2 separate borrowers) (applicable for Associate membership for applicants working within the appointment taking industry - applications only) |  |
| Letter confirming required hours worked on LPA cases (applicable for Associate membership for non-appointment takers (solicitors, accountants or IP's) applications only)   |  |
| Letter confirming required hours worked on LPA cases (applicable for Associate membership applications only)  |  |
| Letter confirming role as an appointer of LPA Receivers (applicable for Affiliate membership applications only)   |  |
| Proof of membership of Recognised Professional Body (applicable for Fellows, Associates and Trainees)   |  |

### 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 & Professional 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  
**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, Secunder and for Trainees only, the Training Supervisor**  
**Please note: this page does not need completing if you are applying for Affiliate membership**

### **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 Professional 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 Professional 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 Secunder

**Data Protection Act 1984** – In addition to publishing in the Nara Membership Directory the contact details of all Fellows and Associate members, their details are also published in the find a practitioner part of our website. **Nara** does exchange members' details with the RPR Scheme and also with the individual member's regulatory body for the purpose of running the RPR Scheme.

If you do not wish your information to be published in the Nara Membership Directory of our website, please tick this box

**A copy of our GDPR policy is accessible on our website: [www.nara.org.uk](http://www.nara.org.uk)**

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

**Nara**

**PO Box 131**

**Bexley**

**DA5 9DY Tel: 0870 600 1925 e-mail: [membership@nara.org.uk](mailto:membership@nara.org.uk)**