

Panel Application Form



Please take note:

1. Please complete all the information in as much detail as possible.
2. Should you have any queries, please feel free to contact us at info@iicarb.com.
3. Your information provided will be entered into our database, which information shall be supplied to parties to a dispute should your name be proposed as a mediator, adjudicator or arbitrator as the case may be.
4. Please return the completed and signed application form together with the following documentation:
 - (i) Copy of ID/passport;
 - (ii) Curriculum Vitae and copies of ADR training certificates.
5. Applications must be emailed to: **info@iicarb.com**
6. IICarb has no obligation to approve applications, and approval of applications shall be at IICarb's sole discretion.
7. IICarb has the discretion to approve applications subject to imposing further terms and conditions.
8. Applicants will be notified within approximately 7 working days of receipt of the signed application form whether same was accepted or rejected.
9. Should the application be successful, the applicant will receive an invoice for payment. The applicant will be liable to pay an annual registration fee as stipulated below – the fee is payable in advance, and payment due within 7 days of confirmation of successful application. After payment has been received, the applicant will receive a letter that he/she has been added to the panel(s) together with a membership certificate and membership logo.
10. IICarb has the discretion to remove any member from any panel for whatever reason.
11. Please see the criteria for panel registration. Should you not meet the criteria, your application will not necessarily be rejected – further conditions may be imposed.

Annual Panel Fees

COUNTRY	Annual Fee	Registration period			
		Jan - Mar	Apr - Jun	Jul - Sept	Oct - Nov
Europe					
Austria, Belgium, Channel Islands, Denmark, Finland, France, Germany, Gibraltar, Iceland, Ireland, Isle of Man, Monaco, Northern Ireland, Norway, Sweden, Switzerland	USD 205,00	USD 205,00	USD 153,75	USD 102,50	USD 51,25
All other	USD 120,00	USD 120,00	USD 90,00	USD 60,00	USD 30,00
United Kingdom					
Ireland, Northern Ireland, UK (includes Scotland & Wales)	USD 205,00	USD 205,00	USD 153,75	USD 102,50	USD 51,25
Africa					
Botswana, Namibia	USD 205,00	USD 205,00	USD 153,75	USD 102,50	USD 51,25
South Africa	ZAR 3 000,00	ZAR 3 000,00	ZAR 2 250,00	ZAR 1 500,00	ZAR 750,00
All other	USD 120,00	USD 120,00	USD 90,00	USD 60,00	USD 30,00
Asia					
China, Hong Kong, Japan, Singapore, Taiwan	USD 205,00	USD 205,00	USD 153,75	USD 102,50	USD 51,25
All other	USD 120,00	USD 120,00	USD 90,00	USD 60,00	USD 30,00
Australia & Oceania					
Australia, New Zealand	USD 205,00	USD 205,00	USD 153,75	USD 102,50	USD 51,25
All other	USD 120,00	USD 120,00	USD 90,00	USD 60,00	USD 30,00
Americas					
USA, Canada	USD 205,00	USD 205,00	USD 153,75	USD 102,50	USD 51,25
All other	USD 120,00	USD 120,00	USD 90,00	USD 60,00	USD 30,00
Middle East					
Bahrain, Oman, Qatar, Saudi Arabia, UAE	USD 205,00	USD 205,00	USD 153,75	USD 102,50	USD 51,25
All other	USD 120,00	USD 120,00	USD 90,00	USD 60,00	USD 30,00

- The applicable fee is the fee of the country where the applicant is employed
- The applicable and payable fee is the fee for the period during which the applicant first registers on IICarb's panel(s). By way of example, if the applicant registers for the adjudication panel in the month of June and is currently employed in South Africa, then the fee in respect of the first year will be R 2 250.00, thereafter for each subsequent year, the full fee shall be payable
- IICarb's annual period runs from January to December
- Invoices for payment shall be submitted in December of each year
- Payment of annual panel fees is due by or before end of January each year
- Panel registration shall automatically be renewed on an annual basis unless the applicant informs IICarb in writing of termination of panel membership by or before the end of October in order to avoid membership renewal for the subsequent year and resultant fees.
- IICarb has the right to increase its annual panel fees – notice shall be given to panel members by or before end of September of any increases effective for the subsequent year(s).
- The panel fees are for registration on a single panel only. Should the applicant wish to be registered on more than one panel, an additional fee of USD 50 or R 750 shall be levied per panel.

(please indicate the panel(s) you wish to register on)

Please select the panel you wish to apply for registration. Note you can apply for registration on more than one panel.	Mark with X
Mediation (Mediator)	
Adjudication (Adjudicator):	
Arbitration (Arbitrator):	

APPLICANT PARTICULARS

Title:	
Name:	
Surname:	
ID/Passport No.:	
Date of Birth:	
Gender:	
Nationality:	
First Language:	
Other Languages:	
Physical address:	
Address where applicant presently works:	
Cell:	
Tel:	
Email:	

EMPLOYMENT PARTICULARS

Employment status:	
Employer/Company name:	
Designation:	

MEMBERSHIP OF PROFESSIONAL BODIES/INSTITUTIONS

Name of Body:	Membership type:

EDUCATIONAL QUALIFICATION

(please include any professional training in alternative dispute resolution and litigation)

Name of Institution:	Qualification:	Date obtained:

EXPERIENCE IN MEDIATION, ADJUDICATION, ARBITRATION, LITIGATION

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EXPERIENCE IN CONSTRUCTION SECTOR

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FEES

Hourly Fee:	
Day Fee:	

PRIOR CONDUCT

	Yes/No
Have you ever been declared insolvent or are under debt review?	
Have you ever been reprimanded by any professional body?	
Have you ever been convicted of any offence (other than traffic fine violations)?	
Have you ever been removed from an office due to misconduct?	

INVOICE DETAILS

Company/ Name:	
Physical address:	
For attention:	
Tel no.:	
Email:	

CHECKLIST

The following items are essential for the processing of your application. Please check [✓] the following items in confirmation:

Application Form Signed	
Copy of ID/Passport attached	
CV attached	
Proof of ADR training/certificates attached	
ADR experience and appointments discussed	

UNDERTAKING

I herewith confirm that the information provided herein is true and correct.

I confirm that I have read IICarb's Code of Conduct for Mediators, Adjudicators and Arbitrators, and agree thereto, and I further agree to the information and terms and conditions provided in this application form.

I herewith agree to IICarb levying 10% of the fee and costs due to me as where I have been appointed to act in the capacity of Mediator, Adjudicator, Arbitrator in any IICarb administered matter, or any matter where my appointment resulted from IICarb and/or my name being on IICarb's panel list.

Name: _____

Signature: _____

Date: _____

For office use only

Date received: _____

Name: _____

Approved/Rejected: _____

Comments: _____