

# The Australian Institute of Quantity Surveyors

(ABN 97 008 485 809)

## RE-INSTATEMENT OF MEMBERSHIP APPLICATION FORM

### APPLICATION GUIDELINES

Members may be re-instated or re-admitted to membership under our *Membership Entry & Advancement Policy* available from our website [www.aiqs.com.au](http://www.aiqs.com.au). Proof of completion of the Code of Conduct topic from the Academy must be attached.

### OPTION 1: RE-INSTATEMENT

Applicants should provide true and correct information at the time of the application. If false claims are made or misleading information have been provided or found at a later stage, the applicant or member may be in breach of the Code of Conduct and disciplinary actions may be taken or the application nullified.

Except in relation to a member expelled as a consequence of sanctions imposed in accordance with the Company's Complaints Policy, a former member may be readmitted to membership in accordance with the Membership Entry & Advancement Policy as outlined below:

Timeframe	Requirements
Reinstatement within the same financial year	Reinstatement Fee + Membership Fee + CPD requirements for whole year of membership going forward
Reinstatement within 3 years or less	Reinstatement Fee + Membership Fee + CPD requirements for whole year of membership going forward + Code of Conduct
Reinstatement over 3 years	Reinstatement Fee + Membership Fee + CPD requirements for whole year of membership going forward + Code of Conduct + Full CPD points for the prior 12 months

Where the applicant was formerly an Associate Member, any application for re-admission must be to a current class of membership.

Former Student, Graduate and Affiliate members are not eligible for reinstatement of membership and must submit a new application to membership.

Any former Corporate member who has been re-admitted will be subject to any outstanding complaints, CPD Audits, or any other matters in conformity with the Institute's rules.

A Member removed in accordance with By-Law 12.1d (expulsion of membership) may be readmitted to membership subject to such terms and conditions deemed appropriate by the AIQS Board.

All applicants will be required to pay the applicable application fees and membership fees at the time of lodging their application for re-admission.

The re-instatement fee is:

- Australian applicants **AUD\$55.00 (GST included)**.
- Overseas applicants **AUD\$50.00 (GST exempt)**.

## **OPTION 2: RE-ADMISSION**

Re-admission to former membership grade without payment of arrears and re-instatement fee is available upon the payment of an application fee under the *Membership Entry & Advancement Policy*.

Non-continuous membership will be deemed and a new certificate issued showing the most recent date of admission. This is essentially the same as a new admission. Please note that before re-admission can be considered, the Institute requires that any original membership certificates be returned or a signed declaration stating that membership certificate has been lost or destroyed be submitted. Current publications will be provided as for new members. This course requires the clear and specific advice of Chapters, the approval of Council and does entail some delay. The re-admission fee is:

- Australian applicants **AUD\$165.00 (GST included)**
- Overseas applicants **AUD\$150 (GST excluded)**

## **SUBMITTING APPLICATION**

For Re-Admission, please complete a new *Member Application Form*.

For Re-Instatement, please complete the *Re-instatement Application Form*.

Please send with payment and all required certified documents (electronic copy accepted) to:

**BY MAIL: Membership Services Officer  
The Australian Institute of Quantity Surveyors  
Level 3, 70 Pitt Street, Sydney NSW 2000, Australia**

**BY EMAIL: [membership@aiqs.com.au](mailto:membership@aiqs.com.au)**

**OPTION 1: RE-INSTATEMENT APPLICATION FORM**



I wish to reinstate for:       Member                       Fellow

**APPLICANT DETAILS** (all fields are compulsory - please print clearly)

Title:       Mr       Ms       Miss       Mrs       Other: .....

Given Names (first name): ..... (middle name): .....

Family Name (surname): .....

Date of Birth (dd/mm/yyyy): .....                      Age (years): .....

**PERSONAL DETAILS**

Is this your preferred mailing address?       Yes       No

Home Address: .....

Suburb: ..... State: ..... Postcode: .....

Country: .....

Home Phone: ..... Mobile Phone: .....

Email: .....

**EMPLOYMENT DETAILS**

Is this your preferred mailing address?       Yes       No

Company Name: .....

Company Address: .....

Suburb: ..... State: ..... Postcode: .....

Country: ..... Work Phone: .....

Work Email: .....



**BACKGROUND STATEMENT**

In the last 10 years, have you been charged with any criminal or civil offence which is not yet before a court, or yet to be fully determined by a court or still pending before a court, in Australia or overseas?

Yes                       No

If yes, please provide details

.....  
.....

In the last 10 years, have you been convicted, found guilty or otherwise had any criminal or civil offence proven against you (even if a conviction was not recorded - ie: due to a good behavior bond) in Australia or overseas?

Yes                       No

If yes, please provide details

.....  
.....

*(A criminal offence is an offence for which you received a Court Attendance Notice and does not include minor traffic offences such as a parking or low range speeding ticket).*

**MEMBERSHIP OF A GOVERNMENT AUTHORITY (Eg: TPB or VBA in Australia)**

Name of Authority: .....

Registration Type: ..... Registration Number .....

Registration From (dd/mm/yyyy) ..... to (dd/mm/yyyy) .....

*If your registration is required on an annual basis, please provide your most up-to-date details upon renewal of your registration.*



**APPLICANT DECLARATION**

I would like to be re-instated as a member of AIQS under:

**OPTION 1: RE-INSTATEMENT**

**OPTION 2: RE-ADMISSION (please complete a new Member Application Form)**

I do solemnly declare that all the particulars furnished by me are true and correct and that I shall abide by the *Constitution, By-Laws, Code of Conduct* and Regulations of the Institute, as amended from time to time.

I understand that I am responsible for providing up-to-date and accurate contact details to the AIQS. I agree to receiving AIQS and related correspondence, information and marketing material.

I agree that AIQS may disclose my full name, membership status, location and Chapter to any enquiring bodies and/or the general public.

I certify that I comply with the pre-requisites for reinstatement to my former member grade.

I undertake to pay the appropriate subscription promptly within 14 days of admission.

Signature: ..... Date (dd/mm/yyyy): .....

**PAYMENT DETAILS**

I have enclosed bank draft OR I have provided my credit card details below for the amount of:

Option 1: Re-instatement

**AUD\$55.00** Australian Re-instatement Application Fee (GST included)

**AUD\$50.00** Overseas Re-instatement Application Fee (GST exempt)

**MASTERCARD**       **VISACARD**

Card Number: ..... Expiry Date (mm/yy): ..... CVC: .....

Name of Cardholder (please print): .....

Signature of Cardholder: .....



## CHECK LIST

Please **ONLY** submit the requested documents. Please submit all requested documents as described below. Please **DO NOT** bind applications. Please keep applications to less than 5 pages. Electronic applications should be submitted in PDF format.

***Applications that exceed 5 pages and/or fail to provide any of the below listed documents may cause delays in the processing.***

Where Clause numbers are included in this check list, they relate to the *Membership Entry & Advancement Policy*. These Clauses should be read and understood by the applicant prior to submitting application.

- Completed Application Form
- Original membership certificate or a signed declaration stating that original membership certificate has been lost or destroyed
- Payment of Application Fee
- Proof of completion of Code of Conduct topic from the AIQS Academy
- Proof of completion of CPD requirements in compliance with the CPD Policy

## TIMEFRAME FOR ASSESSMENT

Applications for Re-instatement or Re-admission to membership may take up to two months to be processed. All applications received by the AIQS will be acknowledged with an email within one week of receipt.