

## ACICA Membership Terms and Conditions

### Period of membership

ACICA's membership year runs from 1 July to 30 June (eg. 1 July 2016 to 30 June 2017). Membership will be renewed upon payment of the fee for the relevant category of membership and confirmation of receipt of any relevant information or documentation required by ACICA (for example, evidence of continued accreditation). Student membership will be renewed upon receipt by ACICA of evidence of ongoing full-time studies.

### Application Process

ACICA offers various categories of membership. Prospective Members should complete an application form for the relevant category of membership on the ACICA website. Depending on the category of membership being applied for, additional information and documentation may need to be provided to the ACICA Secretariat by email to: [secretariat@acica.org.au](mailto:secretariat@acica.org.au) prior to an application being processed. The relevant information is outlined below:

#### Prospective Fellow Members:

- (a) CV outlining the applicant's relevant experience; and
- (b) Two or more signed references, in the form of the ACICA Fellow Referee Form (which may be downloaded from the website), from appropriate referees.

#### Prospective Mediator Panel Members:

- (a) CV outlining the applicant's relevant experience;
- (b) Details of 2–3 referees who can attest to the applicant's experience as a mediator and suitability for panel membership; and
- (c) Certificate of current accreditation or membership of a recognised dispute resolution body.

#### Prospective AMTAC Panel Members:

- (a) CV outlining the applicant's experience; and
- (b) Two or more signed references, in the form of the ACICA Fellow Referee Form (which may be downloaded from the website), from appropriate referees. Referees must be able to attest to the Applicant's experience as an arbitrator, including in the maritime and transport field, and suitability for panel membership.

#### Prospective Student Members:

- (a) A statement of interest; and
- (b) Current student identification evidencing full time studies.

If the information and documentation provided with an application is insufficient for the ACICA Board and Executive to decide on an application, the ACICA Secretariat will seek such further information as is necessary from the applicant.

## **Membership Fees**

Payment of the membership fee for the relevant category of membership must be made at the time of application in order for the application to be processed. The fee paid will be held on trust whilst the application is being considered. If an application is not approved, the fee will be reimbursed to the applicant.

Fee information for each membership category is set out below:

### Fellow membership

The annual fee is AUD400 (exclusive of GST, if applicable). If GST applies, the fee is AUD440. For applications received after 1 January in a given year, the fee is AUD200 (exclusive of GST, if applicable) for the period through to the end of June that same year. If GST applies, the fee is AUD220.

### Mediator Panel membership

The annual fee is AUD300 (exclusive of GST, if applicable). If GST applies, the fee is AUD330. For applications received after 1 January in a given year, the fee is AUD150 (exclusive of GST, if applicable) for the period through to the end of June that same year. If GST applies, the fee is AUD165.

### Fellow & Mediator Panel membership

The annual fee is AUD500 (exclusive of GST, if applicable). If GST applies, the fee is AUD550. For applications received after 1 January in a given year, the fee is AUD250 (exclusive of GST, if applicable) for the period through to the end of June that same year. If GST applies, the fee is AUD275.

### Fellow & AMTAC Panel membership

The annual fee is AUD500 (exclusive of GST, if applicable). For applications received after 1 January in a given year, the fee is AUD250 (exclusive of GST, if applicable) for the period through to the end of June that same year.

### Associate membership

The annual fee is AUD200 (exclusive of GST, if applicable). If GST applies, the fee is AUD220. For applications received after 1 January in a given year, the fee is AUD100 (exclusive of GST, if applicable) for the period through to the end of June that same year. If GST applies, the fee is AUD110.

### Overseas Associate membership

The annual fee is AUD75 (exclusive of GST, if applicable). If GST applies, the fee is AUD82.50. For applications received after 1 January in a given year, the fee is AUD35 (exclusive of GST, if applicable) for the period through to the end of June that same year. If GST applies, the fee is AUD38.50.

For a 3 year membership, the fee is AUD200 (exclusive of GST, if applicable). If GST applies, the fee is AUD220. For applications received after 1 January in a given year, the fee is AUD160 (exclusive of GST, if applicable) for the period through to the end of June in the relevant three year time period (eg. applications received and approved after 1 January 2016 will be due for renewal on 1 July 2018). If GST applies, the fee is AUD176.

### Student membership

There is currently no fee for Student Membership. Student members are required to provide evidence of on-going full time studies each year. If a member completes or discontinues studies and would like to continue their ACICA membership, they are encouraged to apply for Associate membership.

The ACICA Board may decide to waive the fees for membership. In such case any fee paid shall be reimbursed to the applicant.

### **Membership Fee Payments**

Payments can be made online by credit card (Visa or Mastercard) or offline by EFT or cheque. A 2.5% charge applies for credit card payments. All bank charges must be borne by the payer.

### **GST Status**

If you are a non resident of Australia, your membership may be a GST-free supply. Each year, prior to renewal, you will be required to confirm to ACICA that you are a non-resident and that you are not registered or required to be registered for GST. If you intend to be physically located in Australia in the coming membership year, you must also confirm this to ACICA as it may impact your tax status.

ACICA reserves the right to recover GST from a member at a later date if the GST treatment of a supply is subsequently determined to be incorrect.

November 2016