



AUSTRALIAN INSTITUTE OF CONVEYANCERS (VIC DIVISION) MEMBERSHIP APPLICATION FORM

Membership of the AIC Vic applies to natural persons and not to your Company or Business.

Your application will be considered by the AIC Vic Membership Committee. The Committee retains the right to offer the class of membership it considers appropriate or to reject an application.

All information will be treated confidentially. The Committee may seek verification of your information from referees, employers and other sources.

Once your membership is approved, you will be advised and, at that stage, your fees will be payable. This process will take approximately 2 weeks.

There is a probationary period of 6 months from the date your membership is approved until full membership is granted. During that time, your probationary membership can be terminated for unsatisfactory behaviour.

1. Surname Ms/Mrs/Miss/Mr
2. Given Names
3. Previous Names (if applicable)
4. Residential AddressPostcode.....
5. Residential Telephone Mobile
6. Business/Company Name
7. Name of Directors (if applicable)
.....
8. Business AddressPostcode.....
9. Postal AddressPostcode.....
10. Business Telephone Fax
11. Email

MEMBER CATEGORIES

Type	Annual Fee (GST inclusive)	Annual Fee With Direct Debit Discount
Licensed Business Owner – Corporate:		
<ul style="list-style-type: none"> • 1 Licensed Business Owner with up to 2 staff 	\$960	\$845
<ul style="list-style-type: none"> • 2nd Licensed Business Owner 	\$725	\$485
<ul style="list-style-type: none"> • Extra Staff 	\$120	\$120
Licensed Business Owner - Sole	\$825	\$725
Employee Member	\$385	
Student Member	\$60	
Associate Member	\$605	

Fees are inclusive of GST

Member fees are paid:

- Quarterly by automatic direct debit on 15 October, 15 January, 15 April and 15 July each year
- Annually by automatic direct debit on 15 October each year

NOTE: Higher fees apply to members who elect **not to** pay by automatic direct debit

Licensed Business Owner Member

Licensed Business Owner - Corporate: a member who holds a conveyancing licence and operates a conveyancing business **and** employs conveyancing staff. This membership includes 2 staff. Extra staff can be joined for an extra fee. A second licensee of the business may join at a reduced rate.

Corporate membership allows a Licensed Conveyancer to join Members of their staff as AICVIC Members and they benefit from being able to register their Member Staff for a discount when registering for any AICVIC Seminars, Workshops, etc. NOTE: If Staff are not AICVIC Corporate Staff Members, then full registration fees apply.

Licensed Business Owner - Sole: a member who holds a conveyancing licence and operates a conveyancing business **without** employing staff.

Retained Solicitor: Licensed Business Owner Members who wish to use the services of the AICVIC's retained solicitor must pay an additional amount for his services - \$600.00 pa. Payable quarterly at the same time as the normal fees.

Employee Member

An Employee Member is employed as a Conveyancer in a Conveyancing practice or a legal firm or a related industry involved in the advancement of the profession and may or may not be a Licensed Conveyancer.

Student Member

Enrolled in a current recognised tertiary course, such as the Diploma of Conveyancing, Advanced Diploma of Conveyancing, Associate Diploma of Business (Legal Practice), Bachelor of Law or another course acceptable to the Committee.

Associate Members

Any person who does not fall into one of the above categories can join as an associate member including current legal practitioners.

12. I wish to become an AICVIC Member (please tick the appropriate squares):

(a) **Licensed Business Owner Member - Corporate:**

i) Licensee/s No. of Licensees

ii) Staff Member/s:
(1) Full Name.....
Email address:.....
(2) Full Name:.....
Email address:.....
(If there are more than 2 staff joining as members, please Attach the information).

Date of Commencement of Conveyancing Business /..... /.....
Licence No/s:

Do you wish to have access to the Institute's Solicitor? Yes No

OR b) **Licensed Business Owner Member - Sole:**

Date of Commencement of Conveyancing Business /...../.....
Licence No.

Do you wish to have access to the Institute's Solicitor? Yes No

OR c) **Employee Member**

Name of Employer.....

Address of Employer.....

Current Position

d) **Student Member**

Course Provider.....

Name of Course.....

Commencement Date/...../..... Proposed Completion Date/...../.....

OR e) **Associate Member**

Type of Business.....

11. **Educational Qualifications:**

Please list all tertiary courses or licensing examinations you have undertaken in furthering your career as a Conveyancer. Attach copies of Certificates awarded and/or results achieved to date:

.....
.....
.....

- (Tick as appropriate)
12. I wish to authorize payment of membership fees by direct debit Yes No
13. Have you ever been struck off, barred or refused membership of any Statutory Body, Registration Authority or Association? Yes No
14. Have you ever been convicted of a criminal offence involving fraud or dishonesty? Yes No
15. Are you an undischarged bankrupt Yes No

I confirm that I:

- agree to comply with the Constitution of the Australian Institute of Conveyancers (Vic Div) (AIC Vic)
- have read the Code of Conduct of the AIC Vic (<http://www.aicvic.com.au/publications/code-of-conduct/>) and agree to comply with the Code
- agree to comply with the AIC Vic requirements for Continuing Professional Development (CPD)
- agree to receive communications from AIC Vic regarding membership and membership services

I understand that if I do not comply with these undertakings, that the Committee has the authority to suspend my membership.

I agree to the conditions of membership and accept the AIC Vic Privacy Statement

Signature of Applicant Date/...../.....

AIC Vic uses your business information on our website in our Find a Conveyancer section. Business information is also provided to our sponsors. If you wish to opt out of this please advise admin@aicvic.com.au

Attachments:

- Please provide a copy of your current letterhead (Licensee, Corporate and Employee applicants).
- Licensed Business Owner members who operate a company must provide a current company search
- Copies of conveyancing qualifications (except for associates and student applicants)
- Please attach conveyancing employment history providing a resume of actual work undertaken and responsibilities involved in each place or position
- **Students** – please provide a copy of your current Student ID

Certified Practising Conveyancer (CPC) Program

Conveyancers who have completed the following criteria may apply to become a CPC once they have been accepted for membership and have completed 6 months provisional membership:

Minimum Requirements:

At least five years' experience in Victoria as a Conveyancer or Conveyancing clerk in a **managerial role**.

Plus

Completion of a recognized tertiary course, such as: Advanced Dip. of Conveyancing Practice, Dip. Of Conveyancing, Dip. of Financial Services (Conveyancing), Associate Diploma of Business (Legal Practice), Bachelor of Law or other course or examination acceptable to the Committee

Or

A person who is/was a Licensed Conveyancer in another State, and who has at least two years recent experience in Victoria as a conveyancer or conveyancing clerk in a managerial role.

Payment

Payment of membership fees is not required until an application is approved.

Payment options include;

- Direct Debit

Please note: A Direct Debit Authority Form is attached.

AS A SECURITY MEASURE PLEASE DO NOT EMAIL THE DIRECT DEBIT FORM WITH YOUR APPLICATION. FILL IT IN AND POST IT TO AIC VIC AT Level 1, 551 King Street, West Melbourne, 3003 OR RING 9328 8175 TO PROVIDE YOUR BANK DETAILS

- EFT into out Bendigo Bank Account
BSB: 633-000 Account Number: 124038118
- Credit Card
1.47% surcharge applies (1.8% for Amex)
- Cheque

CONTINUING PROFESSIONAL DEVELOPMENT REQUIREMENTS

2017


CPD: Each licensee member of the AIC Vic must complete 10 points of CPD annually. **At least 5.0 points must be from the Level One Education requirements.**

CPC: Each member with CPC status must complete 10 points of CPD annually. **At least 5.0 points must be from the Level One Education requirements.** Members with **CPC status will lose** this status unless they complete their CPD requirements in each membership year (1 October – 30 September).

Risk Management Program: To qualify for a discount on your PI insurance premium you must complete 10 points from the approved options in Level One Education requirements within the previous 12 months of your renewal date. Involvement in this program is not compulsory.

		Points	CPD	CPC	Risk Management
Level One Education	AIC Vic Saturday Seminar	3.0	Yes	Yes	Yes
	AIC Vic Workshops and Webinars	1.0 point per hour	Yes	Yes	Yes
	Designated AIC Vic videos	1.0 point per hour	Yes	Yes	Yes
	AIC Vic State Conference attendance	3.0	Yes	Yes	Yes
	ECA Course – AIC National	4.0	Yes	Yes	Yes
	Seminars run by Leo Cussen Institute, LIV or Legalwise	1.0 point per hour	Yes	Yes	No
Level Two	AIC National Conference attendance	3.0	Yes	Yes	No
	Institute of Legal Executives (Vic) State Conference attendance	1.0	Yes	Yes	No
	Other approved conveyancing workshop, seminar, webinar or information event	1.0	Yes	Yes	No
	Best Practice Group	1.0/session *maximum 4.0 points	Yes	Yes	No
	Other Audio or video training	1.0	Yes	Yes	No
	Presentation of conveyancing paper at a conference or seminar	3.0	Yes	Yes	No
	Writing and publication of a substantial article on conveyancing	3.0	Yes	Yes	No
	Active membership of a working party dealing with conveyancing practices and procedures	3.0	Yes	Yes	No
	AIC Vic Mentor Program member – active (ie at least one mentee per year)	1.0	Yes	Yes	No

Each member of the AIC Vic must provide evidence of completion of the CPD requirements to the office by 1 October each year for the preceding 12 months.

<p>Company Name: Aust. Inst. Of Conveyancers (Vic Div) Address Level 1, 551 King St, West Melbourne 3003 Contact Details admin@aicvic.com.au Tel: 9328 8175</p> 	<h1>Direct Debit Request</h1>
<p>Request and Authority to debit the account named below to pay Australian Institute of Conveyancers (Vic Division) Inc.</p>	
<p>Request and Authority to debit AS A SECURITY MEASURE PLEASE DO NOT EMAIL THE DIRECT DEBIT FORM WITH YOUR APPLICATION. FILL IT IN AND POST IT TO AIC VIC AT Level 1, 551 King Street, West Melbourne, 3003 OR RING 9328 8175 TO PROVIDE YOUR BANK DETAILS</p>	<p>Your Surname or company name _____ Your Given names or ABN/ARBN _____ “you”</p> <p>Request and authorise Australian Institute of Conveyancers (Vic Div) Inc ABN 88094065126 User ID 454757 to arrange, through its own financial institution, a debit to your nominated account any amount Australian Institute of Conveyancers (Vic Div), has deemed payable by <i>you</i>.</p> <p>This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from <i>your</i> account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.</p>
<p>Insert the name and address of financial institution at which account is held</p>	<p>Financial Institution Name _____ Address _____ _____</p>
<p>Insert details of account to be debited</p>	<p>Name/s on account _____ BSB Number (Must be 6 Digits) _ _ _ _ - _ _ _ _ Account Number _ _ _ _ _ _ _ _ _ _ _ _ _ _ </p>
<p>Acknowledgement</p>	<p>By signing and/or providing us with a valid instruction in respect to your Direct Debit Request you have understood and agreed to the terms and conditions governing the debit arrangements between you and Australian Institute of Conveyancers (Vic Div) as set out in this Request and in your Direct Debit Request Service Agreement.</p>
<p>Insert your Signature and address</p>	<p>Signature _____ (if signing for a company, sign and print full name and capacity for signing eg. Director)</p> <p>Address _____ _____</p> <p>Date ___ / ___ / ___</p>
<p>Second account signatory (if required)</p>	<p>Signature _____ (if signing for a company, sign and print full name and capacity for signing eg. Director)</p> <p>Address _____ _____</p> <p>Date ___ / ___ / ___</p>

Direct Debit Request

Company Name: Aust. Inst. Of Conveyancers (Vic Div)
Address: Level 1, 551 King St, West Melbourne 3003
Contact Details: admin@aicvic.com.au Tel: 9328 8175

Direct Debit Request

This is your Direct Debit Service Agreement with Australian Institute of Conveyancers (Vic Div) Inc ABN 88094065126 User ID454757. It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.

Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

Definitions

- account means the account held at your financial institution from which we are authorised to arrange for funds to be debited.
- agreement means this Direct Debit Request Service Agreement between you and us.
- banking day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.
- debit day means the day that payment by you to us is due.
- debit payment means a particular transaction where a debit is made.
- direct debit request means the Direct Debit Request between us and you.
- us or we means Australian Institute of Conveyancers (Vic Div), (the Debit User) you have authorised by requesting a Direct Debit Request.
- you means the customer who has signed or authorised by other means the Direct Debit Request.
- your financial institution means the financial institution nominated by you on the DDR at which the account is maintained.

1. Debiting your account

1.1 By signing a Direct Debit Request or by providing us with a valid instruction, you have authorised us to arrange for funds to be debited from your account. You should refer to the Direct Debit Request and this agreement for the terms of the arrangement between us and you.

1.2 We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request.

or

We will only arrange for funds to be debited from your account if we have sent to the address nominated by you in the Direct Debit Request, a billing advice which specifies the amount payable by you to us and when it is due.

1.3 If the debit day falls on a day that is not a banking day, we may direct your financial institution to debit your account on the following banking day. If you are unsure about which day your account has or will be debited you should ask your financial institution.

2. Amendments by us

2.1 We may vary any details of this agreement or a Direct Debit Request at any time by giving you at least fourteen (14) days written notice.

3. Amendments by you

You may change, stop or defer a debit payment, or terminate this agreement by providing us with at least 14

days notification by writing to: Australian Institute of Conveyancers (Vic Div), Level 1, 551 King St, West Melbourne, 3003 or email : admin@aicvic.com.au

or

by telephoning us on 9876 8221 during business hours;

or

arranging it through your own financial institution, which is required to act promptly on your instructions.

4. Your obligations

4.1 It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the Direct Debit Request.

4.2 If there are insufficient clear funds in your account to meet a debit payment:

- (a) you may be charged a fee and/or interest by your financial institution;
- (b) you may also incur fees or charges imposed or incurred by us; and
- (c) you must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment.

4.3 You should check your account statement to verify that the amounts debited from your account are correct

5. Dispute

5.1 If you believe that there has been an error in debiting your account, you should notify us directly on email: admin@aicvic.com.au and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively you can take it up directly with your financial institution.

5.2 If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted.

5.3 If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding in writing.

6. Accounts

You should check:

- (a) with your financial institution whether direct debiting is available from your account as direct debiting is not available on all accounts offered by financial institutions.
- (b) your account details which you have provided to us are correct by checking them against a recent account statement; and
- (c) with your financial institution before completing the Direct Debit Request if you have any queries about how to complete the Direct Debit Request.

7. Confidentiality

7.1 We will keep any information (including your account details) in your Direct Debit Request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.

7.2 We will only disclose information that we have about you:

- (a) to the extent specifically required by law; or
- (b) for the purposes of this agreement (including disclosing information in connection with any query or claim).

8. Notice

8.1 If you wish to notify us in writing about anything relating to this agreement, you should write to Australian Institute of Conveyancers (Vic Div) at admin@aicvic.com.au

8.2 We will notify you by sending a notice in the ordinary post to the address you have given us in the Direct Debit Request.

8.3 Any notice will be deemed to have been received on the third banking day after posting.