



Application for Transfer to Member Grade

OFFICIAL USE

I hereby apply for membership of the Institute of Directors ("IoD") and agree to be bound by its Constitution and all rules and regulations made under it. I confirm that I do not have any unspent criminal convictions (other than for traffic offences); I am not an un-discharged bankrupt; and I am not disqualified (by court order or voluntary undertaking) from being a director of any company. I undertake to inform the Institute Secretary without delay if ever I become subject to such a conviction, bankruptcy or disqualification. I undertake to conduct myself, both publicly and privately, in a professional manner and to uphold the Institute's reputation and standing and not to cause embarrassment or distress to other members of the Institute or its staff; not to represent publicly the views of the Institute or to claim its support, without the consent of the Board (or of an officer or employee of the Institute nominated by the Board for such purpose)

The IoD's Constitution and rules appear on our website. (www.iod.com/constitution)

surname	forenames	membership no.	date of birth
---------	-----------	----------------	---------------

principal company of which applicant is currently a member

name and address of current Company		Date appointed as Director of present company:				
		Full Job Title				
		Reporting to (job title)				
		Type of Business				
		Annual Turnover/ Budget			no. of employees	
		no. of Directors			company registration	
telephone number		Number of years a Director of previous company(ies)				
Fax number		Number of years business experience				
Email address		Registered Company Director: Yes <input type="checkbox"/> No <input type="checkbox"/>				
previous experience	number of employees	no. of directors on the board	turnover	job title or responsibility	registered company director? (y/n)	dates
name and address of company(ies)						
Have you attended the IoD course 'The Role of Company Director and the Board' * Yes <input type="checkbox"/> No <input type="checkbox"/> *If Yes, date attended and venue						
I hereby apply for transfer from <i>Associate</i> to <i>Member</i> grade of the Institute of Directors. I confirm that the information provided above is accurate to the best of my knowledge. I understand that the Institute reserves the right to request verification on any of this information.						
Signature of Applicant				Date		

Notes for Guidance to Applicants:

Associate Members of the Institute become eligible for transfer to *Member* grade as soon as they satisfy the Member criteria. To qualify as a *Member* an individual must be a "Director" of an "Entity" which is a solvent going concern of "substance" (as defined below) and either have been:

- A Director for a minimum of 3 years, having been in business for a minimum of 7 years

Or

- A Director for a minimum of one year, having been in business for a minimum of 5 years and have attended the Institute's course 'The Role of Company Director and the Board'; or such other course as the Board of the Institute may from time to time determine.

For the purposes of IoD membership, the following definitions apply:

- **"Director"** means a member of a body who is responsible for the strategic business direction of one or more solvent Entities and the implementation of its corporate governance and which makes the decisions that determine its success and integrity: A divisional Director where the division is equivalent to an entity of substance; or a leader of an Entity not conducted for commercial purposes.
- **"Business"** includes the activities of an Entity, even though those activities are not conducted for commercial purposes;
- **"Entity"** means an incorporated company, business unit or association, professional or other partnership, non-departmental public body, not-for-profit organisation, charity, trust, local or national government, armed forces organisation, academic or training organisation or similar body whose activities and strategies require direction
- **"Substance"** means a minimum annual turnover or budget of £250,000 or such higher figure as the Board may from time to time determine

Form updated April 2011

Please return to: Membership Department, Institute of Directors, 116 Pall Mall, London, SW1Y 5ED
Tel: 020 7766 8866 Fax: 020 7766 8833 Email: membership@iod.com Web site: www.iod.com