



# Application form for Chartered Director

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## To enrol for Chartered Director you must meet the following criteria:

- Be a full Member or Fellow of the Institute
- Have passed the IoD Certificate and Diploma examinations in Company Direction
- Be a member of an autonomous and formally constituted board (or equivalent) comprising at least three directors (executive and non-executive) who meet a minimum of 4 times per year
- Have a minimum of 3 years' experience as a director if you hold a degree or professional qualification or 5 years' experience as a director if you do not hold a qualification

Also:

- Your organisation needs to have a minimum turnover of £250,000
- Your organisation needs to have a minimum of 5 employees excluding the directors
- You will need to put forward a directorship that you have held within the last five years when presenting your portfolio and include this on page 5 of this form. This role will need to meet the eligibility criteria. This does not need to be your current role.

## Requirements of the Chartered Director portfolio and interview:

If eligible, you will be assessed through the submission of a portfolio of experience and a formal interview process to ensure that you have acquired sufficient appropriate experience to be granted and to maintain Chartered Director status.

- Appropriate experience will be determined through:
  - Your role(s);
  - Your position on the board;
  - The depth and range of experience you are able to provide in undertaking your role as a full member of a formally constituted board, your influence within the
  - board and organisation and the supporting evidence provided in your portfolio;
  - Your ability to demonstrate that you have the knowledge and experience to act in a professional capacity.

The nature of the board on which you serve is also a key eligibility factor. In this context, the board cycle questionnaire overleaf will provide an indication of the powers granted to your board. Where your board is a subsidiary or divisional board, there will be scope to amplify on its powers within the portfolio.

For definition purposes, the board is: the autonomous body that oversees the activities of an organisation and controls its strategic direction, policies and governance, and whose members are exposed to the legal and fiduciary duties of directors.

## Part 1

## A) Personal Information

Title:	
Surname:	
Forename(s):	
IoD membership number:	
Grade of IoD membership:	
Contact number:	
E mail address:	
IoD Certificate pass date:	
IoD Diploma pass date:	

## B) Degree/professional qualification

<input type="checkbox"/>	I enclose evidence of my degree (certificate required). <b>Please submit the certificate for the highest degree that you hold or a signed copy by your proposer if you are not submitting the original.</b>
<b>Or</b>	
<input type="checkbox"/>	I enclose evidence of my professional qualification (certificate required). <b>Your proposer must sign the copy of your certificate, if you are not submitting the original.</b>
<input type="checkbox"/>	I do not have a degree or professional qualification

## C) Proposer/Reference

Please give the name of a proposer who is prepared to support your candidature.

<b>Proposer (name and address)</b>	
<b>IoD membership number (if applicable):</b>	
<b>Contact number:</b>	
<b>E mail address:</b>	

**I, the undersigned, propose this candidate from personal knowledge or from careful enquiry as a person worthy of being admitted as a Chartered Director. I confirm that the information on this form is, to the best of my knowledge and belief, true and accurate.**

Signature of proposer |

Date | |

**Part 2**

**Payment Details - Chartered Director fee £720+VAT (£864)**

**Method of payment**

<input type="checkbox"/> I have already paid the Chartered Director fee
<input type="checkbox"/> I am paying by cheque (please make cheques payable to *Institute of Directors*
<input type="checkbox"/> I am paying by credit/debit card
<b>Total (please complete)</b>

Credit/Debit card details – if you are sending in your application form by e mail, please do not include the card details.

<b>Card Type:</b>	<input type="checkbox"/> Visa	<input type="checkbox"/> MasterCard	<input type="checkbox"/> AMEX
<b>Card number:</b>			
<b>Card security code:</b>			
<b>Start date:</b>		<b>Expiry date:</b>	
<b>Name on card :</b>			
<b>Cardholder address:</b>			
<b>Signature</b>		<b>Date</b>	

(Cancellation of your interview will result in an additional payment of £500 + VAT which will be charged before a new date can be given)

Please note; you will be contacted within ten working days of receipt of this form. Once your application has progressed beyond the stage where you have submitted a portfolio, fees paid will not be refunded unless and only if the IoD advises that you are not eligible to proceed to interview.

## Part 3: Your Roles

**Current Role (if different from the roles that you have listed below)**

Organisation		
Employment start date		
Job Title		

**Roles for review**

Please answer the following questions about the directorships you are likely to submit in the portfolio. You are able to submit up to three directorships. For divisional or subsidiary boards the information provided below should relate to that part of the organisation.

		Directorship 1	Directorship 2	Directorship 3
1.	Name of organisation			
	Title of board			
2.	Country of Registration			
3.	Job Title			
4.	Period of directorship Start (mm/yyyy)			
	End (mm/yyyy)			
5.	Organisation website			
6.	Turnover (£)			
7.	Number of employees			



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8.	Number of directors (Executive / Non-Executive)			
9	Number of board meetings per year			
10.	Divisional/Subsidiary Board	Yes/No	Yes/No	Yes/No

If any of the above boards are Divisional or Subsidiary boards, please answer the following;

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1.	Title and function of senior board			
2.	Degree and financial autonomy of Divisional/Subsidiary board			
3.	Degree of strategic decision making of Divisional/Subsidiary board			
4.	Any other information we should know			

## Part 4 – Board Cycle Questionnaire

For each directorship please state the frequency per year that the board assesses each of the following activities. If you are a director of a subsidiary or division, answers should be in relation to that entity only. Please note items marked \* are key.

Activity	Directorship 1	Directorship 2	Directorship 3
	Frequency per year (state number)	Frequency per year (state number)	Frequency per year (state number)
Full risk review			
Audit committee report			
Other committee reports (remuneration, risk, nominations)			
Performance and financial review			
Strategic review*			
Operational review			
Functional review			
CEO or equivalent report/management review			
Cash flow/treasury report*			
Business Plan progress			
Agree capital investment and major contracts			
Agree board remuneration and organisation's reward strategies*			
Approve changes to financial policies*			
Control budgets and capital expenditure*			
Approve terms and conditions for board members			
Investment programme review			
Economic review			
Appointment and removal of directors			
Health and safety*			

## Part 5 – Declaration

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I, the undersigned,

1. declare that the statements on this form and other information provided in support of my candidature are complete and true to the best of my knowledge and belief;
2. agree to submit any further information which may be called for in support of my candidature;
3. agree that the information on this form can be entered into the IoD database. Information about members is kept strictly confidential, in accordance with existing data protection legislation;
4. agree that the IoD may make such enquiries as it thinks fit, about any of my candidature, at any point of the process;
5. agree to attend for interview on the specified date. I accept that if I cancel this interview within a period of 60 days, I will forfeit 50% of the fee paid;
6. understand that, if my candidature is successful, my admission to the profession of Chartered Director may be publicised;
7. understand that, if my candidature is successful, I shall be bound by the Institute’s Charter, By –laws and Regulations and code of conduct (copies available on request).
8. understand that this agreement and any dispute or claim arising out of or in connection with it shall be governed by and construed in accordance with the law of England and Wales.
9. Understand that the courts of England and Wales will retain exclusive jurisdiction over any claim or matter arising under or in connection with the agreement.

Signature | \_\_\_\_\_ |

Date | \_\_\_\_\_ |

Please note: that your application cannot be processed if your declaration is not signed

## Part 6 – Final Checklist

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Please ensure this form is complete and that you have provided the following documentation to support your application:

- Organisational charts with named directors for all organisations included in this application
- Annual accounts showing you listed as a director for all organisations listed in this application
- Original degree/professional qualification certificate (or a copy signed as verified by your proposer)

Please return this form with payment to: Chartered Director, Institute of Directors, 116 Pall Mall, London, SW1Y 5ED

If you have any questions regarding this application please contact the team on the below details;

Tel: +44 (0)20 7766 2602

Email: [chartered.director@iod.com](mailto:chartered.director@iod.com)

### Statement from the Accreditation and Standards Committee

In order to maintain the highest standards for the profession of Chartered Director, the Institute reserves the right to seek any information it requires during (but not limited to) the assessment process on a candidate’s current and former roles, educational background and other aspects of their application as it sees it. The IoD’s Accreditation and standards committee, which has full oversight of the qualification, may, at its discretion, refuse to accept any application which may place the IoD, or the profession, at risk, or withdraw the qualification from any Chartered Director who breaches the code of conduct and/or the undertakings given to the Institute as a member.