



# Chartered Director Application form

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To be able to apply for the Chartered Director qualification you must meet the following requirements:

- be a full Member or Fellow of the Institute of Directors of good standing
- have obtained a pass or above in the Certificate in Company Direction. If the Role of the Director and the Board module exam (or its equivalent) was passed more than 10 years previously, it will be necessary for the candidate to re-sit the examination in this module and obtain a pass or above (although they will not be required to re-attend the RDB training course)
- have obtained a pass or above in the Diploma in Company Direction
- can demonstrate substantial experience in one or more director or director-type roles for a period of three full years during the previous 10 years
- can demonstrate, for each directorship or director-type role, that the board or controlling entity is formally constituted, comprises at least three directors or director-type roles, undertakes regular board meetings, demonstrates a significant degree of autonomy in decision-making, and relates to an organisation with revenue or income in excess of £250K per annum



## Personal Information

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

## Payment details – Chartered Director fee £720 + VAT (£864)

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### Method of payment

<input type="checkbox"/> I am paying by credit/debit card – <i>You will receive an invoice and telephone call from the Chartered Director team to take payment</i>
<input type="checkbox"/> I am paying by BACS – <i>You will receive the IoD bank details</i>
<input type="checkbox"/> I have already paid the Chartered Director fee – <i>Please provide confirmation</i>
<b>Total (please complete) £</b>

Cancellation of your interview within 30 days of the interview date will result in an additional payment of £500 + VAT and this will need to be paid before a new interview date can be given.

Once your application has progressed beyond the stage where you have submitted your Application form, fees paid will not be refunded unless the IoD advises that you are not eligible to proceed any further.

## 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 or director-type roles you are likely to submit in your Overview of Experience. You are required to submit between one and three directorships or director-type roles. For divisional or subsidiary boards, the information provided below should relate to that part of the organisation.

		Role 1	Role 2	Role 3
1.	Name of organisation:			
2.	Country of registration:			
3.	Job title:			
4.	Period since appointment Start (mm/yyyy):			
	End (mm/yyyy):			
5.	Organisation website:			
6.	Turnover (£):			

7.	Number of directors or director-type roles: (executive / non-executive)			
8	Number of board meetings per year:			
9.	Divisional/subsidiary board	Yes/No	Yes/No	Yes/No

**If any of the above boards are divisional or subsidiary boards, please answer the following:**

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

## Board or controlling entity cycle questionnaire

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For each directorship or director-type role please state the frequency per year that the board or controlling entity 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.

Activity	Role 1	Role 2	Role 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			
Economic review			
Business plan progress			
Health and safety			
Agree capital investment and major contracts			
Investment programme review			
Approve changes to financial policies			
Control budgets and capital expenditure			
Cash flow/treasury report			
Agree board remuneration and organisation's reward strategies			
Approve terms and conditions for board members			
Appointment and removal of directors			
CEO or equivalent report/management review			

## 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 deems necessary, 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 **TBC** days, I will forfeit **TBC** 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.**

Please return this form to [chartered.director@iod.com](mailto:chartered.director@iod.com)

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

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

Tel: +44 (0)20 8 078 4062

### ***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 fit. 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.**