

Institutional Accreditation Form

Thank you for applying to join Arab Arbitration Society (AAS).

Please complete all sections in **BLOCK CAPITALS** and send your completed form to: info@aa-society.org

If you have any questions on how to complete this form, or any aspect of becoming a member please contact our membership team E: info@aa-society.org

Accreditation from AAS

Why Apply for Arab Arbitration Society (AAS) Accreditation?

Arab Arbitration Society (AAS) accreditation elevates your position as a quality organization, and informs individuals and organizations, law and auditing firms, companies and governments that your organization is dedicated to excellence in the field of arbitration and law.

Benefits of Being an AAS Accredited Organization

There are a number of reasons why you should consider being an AAS accredited institutional organization.

Here are a just few:

- AAS - accredited organizations have the highest quality, relevant services, and provide educational and career opportunities that are not found at other institutions.
- Unite with a global network committed to standards of educational excellence.
- AAS Accreditation represents the highest standard of achievement for arbitration institution worldwide.
- Unite with a global network committed to standards of excellence.
- Experience a unified, clear, and powerful accreditation process with a scalable and sustainable evaluation of institutional quality.
- Receive external and objective validation of the areas in which they're doing well, and the areas for continuous improvement.

Accreditation Process

The accreditation process is designed to be supportive, consistent, and objective. Each applicant or institution needs to fill up an accreditation form and provide all the required information and documents in order to be considered. Accreditation is awarded after successful documentation of compliance with the current Standards. Compliance is determined by evaluation of written documents provided by the organization.

Accreditation Regulations

An application for accreditation may be made by the completion of an approved Accreditation Application Form and the submission of such form to the Board Members.

Board of Members reserves the right to ask an applicant for further and better particulars of his or her application and/or the necessary amount of payment in settlement of the prescribed application fee and the current subscription fee.

All completed applications will be reviewed in accordance with the organizations's approved procedure, as published on its website from time to time; and in particular, whether an organization applicant meets the minimum criteria for accreditation.

Within five working days from the receipt of a complete Accreditation Application Form, the Board members will either send an acknowledgement of the application to the applicant, or inform the applicant of the outcome of organization's application or, if necessary, request further and better particulars of the application.

If, for whatever reason, an application for accreditation is unsuccessful, the accompanying payment less the non-refundable application fee will be refunded on request to the Executive.

Part A: Institutional Details (Block Capitals)

***Please enter your company details**

Company Name:

Activities:

Company Address:

Address:

This will be your mailing & billing address. It will also dictate your annual subscription rate and branch allocation.

Once admitted into membership, you may update your contact information with AAS Accreditation Services at info@aa-society.org

Line 1:

Line 2:

Town/City:

County/State:

Postcode/Zip:

Country of Residence:

Email Address:

Daytime Telephone

(including country code):

Evening Telephone

(including country code):

Mobile

(including country code):

Fax Number

(including country code):

Part B: Institution Profile

What discipline the organization have experience in?

☐ Arbitration
 ☐ Mediation
 ☐ Adjudication
 ☐ Not applicable

Other (please specify)

ADR specialism

<input type="checkbox"/> Agriculture	<input type="checkbox"/> Employment/Labour	<input type="checkbox"/> Intellectual Property	<input type="checkbox"/> Professional Liability & Negligence
<input type="checkbox"/> Antitrust & Competition	<input type="checkbox"/> Energy & Natural Resources	<input type="checkbox"/> International Trade	<input type="checkbox"/> Property/Real Estate Sale of goods
<input type="checkbox"/> Aviation	<input type="checkbox"/> Family Finance	<input type="checkbox"/> Investment & Investor-state	<input type="checkbox"/> Shipping & Maritime
<input type="checkbox"/> Banking	<input type="checkbox"/> Healthcare/Medical	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Sport
<input type="checkbox"/> Commercial (general)	<input type="checkbox"/> IT & Telecoms	<input type="checkbox"/> Media & Creative	<input type="checkbox"/> Transportation
<input type="checkbox"/> Commodities	<input type="checkbox"/> Infrastructure & Projects	<input type="checkbox"/> Neighbourhood and Community	<input type="checkbox"/> Utilities
<input type="checkbox"/> Construction & Engineering	<input type="checkbox"/> Insurance & Reinsurance	<input type="checkbox"/> Pharmaceutical	
<input type="checkbox"/> Corporate			

Not applicable

Other (please specify)

What was your role? (please tick all that apply)

<input type="checkbox"/> Adviser	<input type="checkbox"/> Sole Arbitrator	<input type="checkbox"/> Arbitration Tribunal/panel member	<input type="checkbox"/> Party representative
<input type="checkbox"/> Mediator	<input type="checkbox"/> Arbitration Tribunal/panel Chair	<input type="checkbox"/> Expert witness	<input type="checkbox"/> Contract drafter
<input type="checkbox"/> Adjudicator			

Not applicable

Other (please specify)

Other areas of ADR interested in (tick all that apply)

<input type="checkbox"/> Domestic Arbitration	<input type="checkbox"/> International Arbitration	<input type="checkbox"/> Commercial Mediation	<input type="checkbox"/> Workplace Mediation
<input type="checkbox"/> Family Arbitration/Mediation	<input type="checkbox"/> Construction Adjudication	<input type="checkbox"/> Consumer Adjudication	<input type="checkbox"/> Med/Arb

Other (please specify)

Part C: Required Documents

Please attached required documents with this application form and send to info@aa-society.org

<input type="checkbox"/> Company Trade License	<input type="checkbox"/> Cheque/Bank Transfer Copy
<input type="checkbox"/> Passport copy of Director or Manager	

PART D – Payment Fees

For **Main office - EGYPT** membership application fees, please [contact us](#).

Applicable for Companies located in Egypt only.

Please send this application, together with supporting documentation to: **E:** info@aa-society.org

Middle East Contact:

Please send this application, together with supporting documentation to: **E:** info@aialme.com together with a credit card authorization/cheque made payable to: Arab Institute

- A non-refundable Application Fee of \$1000

Methods of payment

Please note: If you have a UAE-based bank account, the simplest and most convenient way to pay is by Direct Debit. If you would like to set up a direct debit, please complete and return the direct debit mandate enclosed.

Please tick your preferred payment option*:**☐ Cheque/Bank Draft**

Please find enclosed a cheque/bank draft made payable to 'Arab Institute for Accountants & Legal' for the amount of:

Any payment made by cheque/bank draft should be made in UAE Dirham. For payments in currencies other than UAE Dirham, Make sure amount must be added to your payment to cover bank charges.

☐ Bank Transfer

I completed a bank transfer on (dd/mm/yy) / / (Please attach a copy)

Please make payable to Arab Institute, Bank Name, Emirates Islamic Bank, Al Rigga, Deira Dubai UAE. Account Number: 0015 742757 001, International Bank Account Number (IBAN): AE81 0340 0000 1574 2757 001.

* Please do not send cash to AAS or AIALME by post. If you wish to make a payment in cash, you may do so in person in Main Branch and Middle East Chapter.

Part E: Checklist

Please check to ensure the following have been carried out before the form is sent to AAS:

- | | |
|---|--|
| <input type="checkbox"/> All sections of the form have been completed. | <input type="checkbox"/> The correct fee is enclosed |
| <input type="checkbox"/> You have enclosed all copies of relevant documents | <input type="checkbox"/> You have signed and dated the declaration |

Part F: Declarations

We hereby apply for accreditation with the Arab Arbitration Society (AAS). If admitted, I agree to comply with the Code of Professional and Ethical Conduct. We declare that to the best of my knowledge, the information given on this form is correct. I understand and agree that if I make any false statements, submit false information or fail to disclose information requested in this application, I will be subject to discipline pursuant to the constitutional documents and code of ethics, as amended from time to time.

Signature & Company Stamp:

Da

Date:

/ /

Date: