

# Committee Member Application Form

Please send your completed form to [secretariat@irla-international.com](mailto:secretariat@irla-international.com)

We hereby apply to join the IRLAAPAC Committee.

IRLA Membership No.:

Full legal company name:

Telephone number:

Company portfolio represented:

Company address:

Representative name:

Position:

Email address:

Telephone:  Mobile

Alternate name:

Position:

Email address:

Telephone:  Mobile

Accounts Payable contact:

Contact name:

Email address:

**For Terms and Conditions please see overleaf.**

 +44 (0) 7464 113651

 [secretariat@irla-international.com](mailto:secretariat@irla-international.com)

 [irla-international.com/committees/apac](http://irla-international.com/committees/apac)

**Please complete, sign and date at the end of the page and scan to Secretariat to confirm your agreement. Membership can only be approved once a Representative and Alternate is established.**

I,  agree to be the Representative, for   
during our IRLAapac Committee membership:

1. As my employer's Representative I have their authority to act in their name to further the objectives of the Committee as set out in the Committee's Terms of Reference and to provide my knowledge and experience for the benefit of all Committee Members.
2. In order to comply with GDPR, I agree that my business contacts can be shared with IRLA HQ and IRLAAPAC Committee members.
3. I will use my best endeavours to attend Committee meetings and contribute towards the objectives of the Committee as set out in the Terms of Reference.
4. My firm will act in accordance with and abide by IRLA's Articles of Association and the Committees Terms of Reference (copies of which have been provided to me on behalf of my firm).
5. I understand that only myself or the recorded Alternate, not both, have a right to vote at any Committee meeting.
6. I am responsible for ensuring that requests are sent to the correct department and authorisation of all payments to IRLA are made in a timely manner.
7. I will be responsible for cascading information within my firm with regards to Committee news.
8. I will be responsible for sending the Committee up to date information with regards to my firm including:
  - name, address or other status change of the firm
  - changes that may affect my firm's membership of the Committee
  - companies for whom we are managing their liabilities
  - changes to contact email address
9. That our IT managers are made aware to whitelist the following – irla-international.com, mailchimp.com, quickbooks@notification.intuit.com, secretariat@irla-international.com to allow receipt of emails, e-shots and invoices.

**Signed by** (enter name if submitting electronically)

**Date:**

 +44 (0) 7464 113651

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