



# *President's Appointment Scheme*

## *Application Form*

### Return This Form To

The Administrator  
President's Appointment Scheme  
The Institute of Chartered Accountants in England and Wales  
Level 3,  
Metropolitan House  
321 Avebury Boulevard  
Central Milton Keynes  
MK9 2FZ

T: +44(0) 1908 248 037

F: +44(0) 1908 248 069

E: [presidents.appointments@icaew.com](mailto:presidents.appointments@icaew.com)

*For office use only*

## *Application*

**This is a** (please tick)  Single application  Joint Application

**I/We** request appointment of  an Arbitrator  Mediator  Valuer  Expert

Other, please state.....

**I/We** hereby invite the President of the Institute of Chartered Accountants in England & Wales to make an appointment, as described above, to settle matters in dispute, details of which are set out below

**A. Title of Application:** .....

**B. Party Applying (1<sup>st</sup> Party):**

Name: .....

Address: .....

..... Post code .....

Telephone: ..... Email: .....

Correspondence Reference: .....

**Legal Advisor or Other:**

Name: .....

Address: .....

..... Post code .....

Telephone: ..... Email: .....

Correspondence Reference: .....

Please indicate who we should correspond with regarding this application:

Party Applying / Legal Advisor or Other (delete as appropriate)

**C. Other Party (2<sup>nd</sup> Party)\*:**

Name: .....

Address: .....

..... Post code .....

Telephone: ..... Email: .....

Correspondence Reference: .....

**Legal Advisor or Other:**

Name: .....

Address: .....

..... Post code .....

Telephone: ..... Email: .....

Correspondence Reference: .....

*\* If there are more than 2 parties, please use the Additional Information Form*

**D. Details of the Jurisdiction Document containing the dispute resolution agreement clause  
A SIGNED AND DATED COPY MUST BE ENCLOSED**

Name: .....

Clause: ..... Dated: .....

**E. Names of any Chartered Accountants or others, who you do not wish to be considered for  
this appointment, or with whom you have had any connection:**

.....

.....

*If more space is required, please use the Additional Information Form*

**F. Brief particulars of dispute, sufficient to assist in choice of candidate:**

.....

.....

.....

.....

.....

*\* If more space is required, please use the Additional Information Form*

G. Approximate amount in dispute: £ .....

H. Preferred geographical location of appointee: .....

Locations not to be considered: .....

I. Indemnity Letter (downloadable from the ICAEW website)

**A COMPLETED, SIGNED AND DATED COPY MUST BE ENCLOSED before ICAEW will proceed with any application. In the case of a Joint application both parties must complete and sign an indemnity.**

J. ENCLOSURES:

- |  |   |
|--|---|
| <input type="checkbox"/> Fee – see note below    | <input type="checkbox"/> Jurisdiction document referred to in section D |
| <input type="checkbox"/> Letter(s) of indemnity  | <input type="checkbox"/> Additional information form (if applicable)    |
| <input type="checkbox"/> New client request form |   |

**NB.** The administration fee, payable on application, is as follows:

£500.00 (plus VAT) where the amount in dispute is below £1million

£1,000.00 (plus VAT) where the amount in dispute exceeds £1million

Cheques should be made payable to: THE INSTITUTE OF CHARTERED ACCOUNTANTS

A receipted invoice will be supplied to the payer(s). This fee is non-returnable and covers the costs associated with making the appointment. The professional fees incurred will need to be paid direct to the appointee on completion of the appointment or otherwise as agreed.

K. **DECLARATION**

**I/We** confirm that attempts to resolve the dispute and to appoint by consent, which may be required by the Jurisdiction Document, have been tried without success. **I/We** understand that the parties will be responsible for all fees and expenses in the appointment for which no liability attaches to the President personally or to The Institute of Chartered Accountants in England and Wales.

**N.B** If this is a joint application, it must be signed by all parties.

**1st Party:** (signed by party, or legal representative)

Signed: ..... Dated: .....

**2nd Party:** (signed by party, or legal representative)

Signed: ..... Dated: .....

The protection of personal privacy is an important concern to ICAEW. Any personal data collected will be treated in accordance with current data protection legislation. We will use your personal data to make an appointment as set out in this application form. In order to do this we will share relevant personal data with potential appointees. For more information about our data protection policy please go to <https://www.icaew.com/en/icaew-policies/data-protection-policy>.

*Please note that we may contact you by telephone during the course of this application and that all calls may be recorded for training and quality control purposes.*