



Immigration Law Practitioners' Association

MEMBERSHIP APPLICATION FORM – please fill in and return this form with payment or completed direct debit form and any other relevant supporting documents to the following address:
ILPA, Lindsey House, 40 – 42 Charterhouse Street, London EC1M 6JN

NAME of individual or organisation applying for membership:	
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(if organisation) CONTACT at organisation: _____

address: _____

tel: _____

email: _____

occupation: _____

I am/We are in general sympathy with the objects of The Immigration Law Practitioners' Association Limited and wish to become a member of The Immigration Law Practitioners' Association Limited.

I am/We are: (please tick)

a lawyer, legal worker, teacher or student of law, apprentice lawyer or other person substantially engaged in the law or an organisation which is substantially engaged or interested in the law;

and

satisfy (in the case of an individual) article 3 of the Articles of Association or (in the case of an organisation) Article 4 of the Articles of Association.

I/We will pay an annual membership fee £_____ in accordance with membership category _____ (see Category sheet for details, and see below for ways to pay)

Year of call or year entered the role: _____

I/We enclose the following:	<input type="checkbox"/> copy of current practising certificate <input type="checkbox"/> copy of OISC regulation or exemption certificate <input type="checkbox"/> proof of full-time student status <input type="checkbox"/> proof of unemployment status
<i>(barristers or solicitors)</i> <i>(OISC regulated organisations)</i> <i>(full-time students)</i> <i>(unemployed)</i>	

or I confirm I am not giving immigration advice

INDIVIDUALS:

I have (an) unspent conviction(s). (If so, please explain the circumstances on a separate sheet of paper)

ORGANISATIONS:

We, one or more Directors and/or one or more partners have (an) unspent conviction(s). (If so, please explain the circumstances on a separate sheet of paper)

Names and addresses of two **professional** referees (do not need to be members of ILPA):

1) Name: _____

Address: _____

Tel: _____

Email: _____

Position/place of employment: _____

2) Name: _____

Address: _____

Tel: _____

Email: _____

Position/place of employment: _____

I/We agree to be bound by the Memorandum and Articles of Association of The Immigration Law Practitioners' Association Limited and by any Rules and Bye laws made under the Memorandum and Articles of Association.

(If at any stage you no longer meet the criteria for ILPA membership we ask you to let us know as soon as possible).

SIGNED: _____ DATE: _____

**Ways to pay, please select,
I am paying by:**

Direct Debit - a completed form is enclosed (hard copy returned by post), payment is taken annually on the anniversary of the membership start date (*this is our preference, it helps cut down on administration leading to time and cost savings which we can pass on to the members so please consider signing up*)

Please note: as a thank you for signing up to direct debit you are entitled to a free place on a ILPA trainign session. A voucher to book this will be sent to you once membership has been approved AND the direct debit payment has been taken successfully.

Cheque: payable to IMMIGRATION LAW PRACTITIONERS' ASSOCIATION LTD

Bank Transfer - ILPA office will contact you with details

Card over the phone – ILPA office will contact you with details

Please help us to improve our services by answering these questions, thank you!

I do legal work relating to...

- Children
- Detention and asylum
- Economic migration
- European
- Family and general
- Fast Track
- Foreign national prisoners
- Immigration offences
- Legal aid
- Nationality law
- Refugee
- Removals and deportation
- Representation in the courts and/or tribunal
- Special Immigration Appeals Commission
- Trafficking
- Other (please specify)

I want to join ILPA for.....

- Members' resources – mailing, website, best practice guides
- Networking opportunities
- Sharing best practice
- So I do not miss out on important developments in law, policy and practice
- To enhance professional reputation
- To get involved in fighting for a just and equitable, non-sexist non-racist immigration asylum and nationality law
- To have an opportunity to be in touch with Government officials and decision makers.
- To support ILPA's work
- Training at Members rate
- Other (please specify)

MEMBERSHIP FOR INDIVIDUALS

Category	Description	Cost
R	Full-time student / retired member* / unemployed (<i>please provide proof of full-time student status/registered unemployment</i>)	£90
P	Pupil barristers/trainee solicitors (<i>please provide proof of pupillage/training contract</i>)	£120
F	All other individuals (<i>please state where employed</i>)	£150
E	Practising barristers between 5 and 10 years call Practising solicitors, between 5 and 10 years since first entered on the roll of solicitors Advisors accredited with the OISC/registered with CILEX for more than 5 years (for these types, under 5 years is category F)	£170
G	Practising barristers over 10 years call, Practising solicitors, over 10 years since first entered on the roll of solicitors Advisors accredited with the OISC/registered with CILEX for more than 10 years	£240

* RETIRED – former members who are **NOT** employed or self-employed (including working on a consultancy basis) and do not intend to be so engaged at any time in the future. Those not fitting this description must apply for individual membership

MEMBERSHIP FOR ORGANISATIONS

Category	Description	Cost
A	Law Centres, local Citizens Advice Bureaux, + Not for profits** with a turnover of less than £500,000	£150
B	Barristers Chambers with 1-5 Barristers, OISC regulated organisations with 1 to 5 advisers, Solicitor firms with 1 to 5 fee earners, Alternative Business Structures with 1 – 5 fee earners And all organisations not included elsewhere	£240
C	Barristers Chambers with 6-25 Barristers, OISC regulated organisations with 6-25 5 advisers, Solicitor firms with 6-25 fee earners, Alternative Business Structures with 6-25 fee earners And not for profits* with a turnover of over £500,000	£320
D	Barristers Chambers with over 26 Barristers, OISC regulated organisations with over 26 advisers, Solicitor firms with over 26 fee earners, Alternative Business Structures with over 26 fee earners	£450

**Not for profits – voluntary sector organisations, whether or not charities.

Category	Description
Overseas Europe	Membership category fee as above, plus £30 to cover postage
Overseas Not Europe	Membership category fee as above, plus £80 to cover postage

If you have any questions about the category you fit into or the supporting information you are requested to supply please contact ILPA office on 020 7251 8383 or info@ilpa.org.uk

Membership of ILPA – note from our Director

The Association was established in the summer of 1984 as an unincorporated association and on 28 November 1998 its affairs were transferred to The Immigration Law Practitioners' Association Limited ('ILPA'), a company limited by guarantee. Members, currently numbering around 1000, include lawyers, advice workers, academics and law students. In order to join ILPA, applicants are required to complete an application form, provide documents requested and the names of two referees.

Membership of ILPA is subject to the approval of the Executive Committee. Articles 3 and 4 of the Articles of Association clearly define the requirements for membership. Please ensure that you meet these requirements. A copy of those articles is enclosed with this letter. If you have any questions or doubts, please write to me.

At ILPA's Executive Committee Meeting of 16 January 2012 it was decided that members of the judiciary of the higher courts are eligible to subscribe to ILPA. The fee for subscription is £240.00 per year. Subscribers receive a copy of the monthly mailing by post, and have access to the ILPA members' website but are not added to ILPA email lists, do not receive the members' discount for training, cannot attend members' meetings and do not get voting rights. For further information and to apply as a subscriber please contact info@ilpa.org.uk.

The objects and constitution of ILPA are set out in the Memorandum and Articles of Association. A copy of the full document is available on request. ILPA is managed by an Executive Committee elected annually by the members. Membership is open to individuals and organisations. In the case of organisations, other members of staff - in addition to the named contact - may benefit from the members' rates for training sessions and are welcome to attend ILPA meetings and join subcommittee groups, and to create a registration to benefit from the members' only area of the website.

Members receive regular, generally monthly, mailings about the activities of the Association which include panel discussions, training sessions and meetings or lectures on particular topics, often with guest speakers. Members can create a password protected log on to a members' only area of the website where they will find a wealth of up to date information and a growing archive with documents currently dating back to 1996. ILPA Training Sessions are accredited by The Law Society, the Institute of Legal Executives and the General Council of the Bar. Members are notified of changes in the law, rules or procedure that are relevant to the practise of immigration and nationality law.

A Directory of ILPA members is available free of charge on request. It is also to be found on the ILPA website. It contains information about those members who wish to be included in the Directory and is updated regularly.

The Association edits the Journal of Immigration, Asylum and Nationality Law, a quarterly journal published by Bloomsbury Publishing www.bloomsburyprofessional.com Contact info@ilpa.org.uk for more details.

If you would like to know more about ILPA and its activities, please do not hesitate to contact ILPA by mail, fax or email. Please check the ILPA website for the current training programme and other information: www.ilpa.org.uk

Yours sincerely

Nicole Francis, Director

Extracts From the Articles of Association of the Immigration Law Practitioners' Association Limited

3 Membership of the Association shall be open to any individual who is:

- (1) a lawyer, legal worker, teacher or student of law, apprentice lawyer, or other person who, in the opinion of the Executive Committee, is substantially engaged or interested in the law; and
- (2) in general sympathy with the objects of the Association, but membership shall not be granted to any individual undertaking advisory or representation work unless:
 - (a) the individual is a member of a recognised professional body exercising a disciplinary function in respect of professional misconduct by the individual; or
 - (b) the individual is an employee of an organisation which is subject to professional discipline as described in (a) above; or
 - (c) the individual is an employee of an organisation which is a charitable or non-profit making organisation with a constitution whose terms are consistent with the objectives of the Association's constitution; or
 - (d) the individual is an employee of an organisation which is in receipt of funds as provided for in section 23 of the Immigration Act 1971 or any statutory re-enactment thereof
- (3) named as an adviser on a registration certificate issued by the Office of the Immigration Services Commissioner or has been notified to and accepted by the Office of the Immigration Services Commissioner as a competent adviser by an organisation with a certificate of exemption issued by the Office of the Immigration Services Commissioner and is in general sympathy with the objects of the Association.

4 Membership of the Association shall be open to any organisation which is:

- (1) in the opinion of the Executive Committee substantially engaged or interested in the law; and
- (2) in general sympathy with the objects of the Association, but membership shall not be granted to any such organisation undertaking advisory or representation work unless:
 - (a) the organisation is a member of a recognised professional body exercising a disciplinary function in respect of professional misconduct by the organisation; or
 - (b) the organisation is a charitable or non-profit making organisation with a constitution whose terms are consistent with the objectives of the Association's constitution; or
 - (c) the organisation is in receipt of funds as provided for in section 23 of the Immigration Act 1971 or any statutory re-enactment thereof.
- (3) holds a registration certificate or certificate of exemption issued by the Office of the Immigration Services Commissioner and is in general sympathy with the objects of the Association.

Extract from Memorandum of Association of the Immigration Law Practitioners' Association Ltd

3. The objects for which the Company is established are:

- a. To promote further and assist by whatever means the giving of advice to and assistance and representation of immigrants to any part of Great Britain, Northern Ireland, the Channel Islands and the Isle of Man (together 'the United Kingdom') from whatever part of the world whether coming or intending to come to the United Kingdom for settlement or for some more limited purpose; to promote further or assist by whatever means the giving of advice to and assistance and representation of immigrants or emigrants of whatever nationality to or from any other part of the world; to disseminate by whatever means, information and views on the laws and practice of immigration and nationality in the United Kingdom and elsewhere; to enhance and expand the teaching of immigration and nationality law in the United Kingdom and elsewhere; to co-ordinate the activities and interest of immigration and nationality law practitioners, to make contacts with similar bodies in other countries and to make representations for and on behalf of immigration and nationality practitioners, and to secure a non-racist, non-sexist, just and equitable system of immigration and nationality law practice in the United Kingdom and elsewhere.
- b. For the furtherance of the objects aforesaid, to provide financial assistance of whatever kind and whether by way of gift or otherwise to the unincorporated association known as the Immigration Law Practitioners' Association . . . (hereinafter called 'the Association').
- c. To prepare, edit, print, publish, issue, acquire and circulate any newspapers, magazines, periodicals, books, pamphlets or other publications in whatever medium that the Company may think desirable for the promotion of its objects
- d. To organise, maintain and promote courses, conferences and the like in connection with the objects of the Company.
- e. To establish and maintain a bureau of information for the benefit of the Company and the members of the Association.

This page sets out ILPA's cancellation, refunds and privacy policies.

1) Cancellation and refunds policy

a) Training courses

Once a booking is accepted by ILPA, the organisation or individual making the booking becomes liable for the relevant course fee.

Refunds will only be given if cancellation is received in writing three working days before the course date. A refund can take the form of repayment in full, or a credit against a future payment, whichever is preferred.

Where a cancellation is received less than three working days before the course date and is accompanied by a medical certificate, credit may be given at the absolute discretion of the Director.

If a person cannot attend a training course they may send another person in their place. If the substitute is liable for a higher fee than the person they are replacing (e.g. if the person they are replacing qualifies for the concessionary rate and they do not, or if a non-member replaces a member) then the balance of the fee must be paid in full before the replacement is admitted to the course.

Occasionally we may have to cancel or postpone a training session. If this happens we will fully refund your course fee or transfer your booking to another date, whichever suits you best.

Regrettably, we will not be able to refund travel or accommodation expenses.

Whilst a membership application is pending approval you may attend the training at the membership rate applicable for your membership category. However should your membership application not be successful you will be liable for the full non-member training fee.

b) Membership

Membership of ILPA is renewed annually and is non-refundable.

Members remain in the category in which they joined for the full year. If a member wishes to change their membership in the course of the year (for example if they wish to change from individual to organisation membership) a new membership application must be submitted. No refund will be given if the fees in the new category are less than the fees in the former category of membership. If the fees are higher then the member may:

- 1) Pay the difference between the old and new fee. Membership will expire on the same day as the existing membership would have expired.
- 2) Pay the new fee for the year in full. Membership in the new category will run for one year from the date that the new fee is paid.

Whilst a membership application is pending approval you may attend the training at the membership rate applicable for your membership category. However should your membership application not be successful you will be liable for the full non-member training fee.

2) Privacy Policy

ILPA stores names and contact details of members in its membership database. If members wish their details to appear in the Directory of Members published on the ILPA website and available in hard copy they must either login to their account on our website and complete or edit their details (go to MY ACCOUNT, and then EDIT DIRECTORY ENTRY), or complete the form INFORMATION FOR DIRECTORY ENTRY (included in this pack) and send this back to ILPA. ILPA retains the hard copy form for its records. This is stored securely. No members' details other than those published in the Directory will be given out by ILPA.

A member may at any time inform ILPA that they wish to be removed from the Directory.

ILPA may process members' personal data subject to the provisions of the Data Protection Act 1998. In certain circumstances this may include disclosure of said data to third parties, including statutory regulators.

THE ILPA DIRECTORY

Dear ILPA members,

This directory is made available to members of the public seeking immigration advice, to solicitors needing to refer a client to take counsel, to law students and others wishing to make contact with ILPA. The value of the ILPA directory lies in its range of practitioners featured: law centres, advice agencies, private practitioners, barristers and academics.

The directory is published on our website www.ilpa.org.uk and also as a paper copy.

Please make your entry as precise as possible to ensure that members of the public reach the right person.

Our membership records are confidential, unless you create a directory entry on our website, or complete the attached form, your details will NOT be given to callers.

Please note that the directory entry must be in the name of the member (whether individual or associate).

The easiest way for members to create or edit a directory entry is on our website. You need to be registered, and logged in. Go to MY ACCOUNT and then EDIT DIRECTORY ENTRY.

If you prefer not to do this, please complete and return the attached form.

INFORMATION FOR DIRECTORY ENTRY:

The following information will be made available to the public on the ILPA website and printed directory

Organisation:	
Street:	
City:	
County:	
Postcode:	
Telephone:	
Advice phone:	
Emergency phone:	
Fax:	
Email address:	
Website:	
Contact names:	
DX number:	
DX station:	
Legal aid / free advice?	Yes/No
Immigration work covered (select)	
	<input type="checkbox"/> Immigration
	<input type="checkbox"/> Asylum
	<input type="checkbox"/> Nationality
	<input type="checkbox"/> Business immigration – individuals
	<input type="checkbox"/> Business immigration – companies
	<input type="checkbox"/> European
	<input type="checkbox"/> Judicial Review
	<input type="checkbox"/> Family immigration
	<input type="checkbox"/> Detention
	<input type="checkbox"/> Removal / Deportation
Immigration work covered (other, please describe)	
Languages spoken:	

Special offer:

Sign up to Direct Debit for membership renewal and benefit from a free place on an ILPA training session

Return the completed Direct Debit form by post as the bank require a hard copy with signature.

Get in touch with any questions: helen.williams@ilpa.org.uk

Sign up to Direct Debit for membership renewal:

- No need to write and post cheques – easier, faster, safer and more secure
- No danger of membership lapsing by mistake – the default setting is that you renew your membership
- No loss of control – you can cancel a direct debit
- More control - you know exactly when the payment will be taken from your account.
- Savings to ILPA in time and money will free up staff to provide other services to members – it helps us

What am I signing up to?

To making a regular payment of a fixed sum each year when your membership becomes due for renewal.

Each year, when your membership becomes due, instead of an invoice (and reminders!) you will receive a notification of the sum to be debited from your account and the date on which it will be debited. The amount to be collected and the date of payment are fixed.

If we need to change the amount (for example because your membership category changes or fees change) or collection date, we have to notify you first. There are no surprises. Similarly you can notify us of changes. When you do not want to renew your membership any more, you can cancel the direct debit.

If either the amount to be paid, or the payment dates change, we will notify you in advance (normally 10 working days) of your account being debited.

We hope this will help you, and help us to provide a better service to you. Please do not hesitate to get in touch with the ILPA Secretariat to ask us any questions you may have.

Please note, the signature on the form must belong to one of the signatories on the account.

