



# AUSTRALIAN INSTITUTE OF CONVEYANCERS (VIC DIVISION) MEMBERSHIP APPLICATION FORM

## MEMBERSHIP REQUIREMENTS

Membership of the AIC Vic applies to natural persons and not to your company or business.

AIC Vic members agree to comply with the AIC Vic Code of Conduct. Members are required to complete 10 CPD points per year from the list approved by the AIC Vic Committee.

## PROCESS

- Your application will be considered by the AIC Vic Membership Committee. The Committee retains the right to offer the class of membership it considers appropriate or to reject an application.
- All information will be treated confidentially.
- The Committee may seek verification of your information from referees, employers and other sources.
- Once your membership is approved, you will be advised and, at that stage, your fees will be payable. The approval process will take approximately 2 weeks.

## PROBATIONARY PERIOD

Six months from the date your membership is approved until full membership is granted. During that time, your probationary membership can be terminated for unsatisfactory behaviour.

1. Surname Ms/Mrs/Miss/Mr .....
2. Given Names .....
3. Previous Names (if applicable) .....
4. Residential Address .....Postcode.....
5. Residential Telephone ..... Mobile .....
6. Business/Company Name .....
7. Name of Directors (if applicable) and whether they are Licensed Conveyancers  
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.....
8. Business Address .....Postcode.....
9. Postal Address .....Postcode.....
10. Business Telephone ..... Fax .....
11. Email .....

## FEES

Current fees can be found on our website.

Member fees are paid:

- Quarterly by automatic direct debit on 15 October, 15 January, 15 April and 15 July each year
- Annually by automatic direct debit on 15 October each year

## PAYMENT OF FEES

Payment of membership fees is not required until an application is approved.

Payment options include;

- Direct Debit

Please note: A Direct Debit Authority Form is attached.

**AS A SECURITY MEASURE PLEASE DO NOT EMAIL THE DIRECT DEBIT FORM WITH YOUR APPLICATION. FILL IT IN AND POST IT TO AIC VIC AT Level 1, 530 Little Collins Street, Melbourne, 3000 OR RING 9328 8175 TO PROVIDE YOUR BANK DETAILS**

## CATEGORIES

### MEMBER CATEGORIES

**Licensed Business Owner - Sole:** is a Licensed Conveyancer who holds a conveyancing licence and operates a conveyancing business **without** employing staff.

### **Licensed Business Owner – Plus Two**

A Licensed Business Owner – Plus Two is a Licensed Conveyancer who owns and/or operates a conveyancing business as a sole director or with other directors (either Licensed Conveyancers or not) and employs conveyancing staff. The Licensed Business Owner – Plus Two may add two **unlicensed** staff members under their membership.

Any further Licensed Conveyancer directors of the same business must join AIC Vic at a reduced rate. Directors are not entitled to be employee members or be considered as “plus staff”.

**STAFF NOTE:** Staff are unlicensed staff employed by a Licensed Business Owner Plus Two member and who work under the control of the member in accordance with the definitions in the Fair Work Act. It does not include such persons as other business owners or directors of the business owned by the Licensed Business Owner member, Licensed Conveyancer staff, consultants, independent contractors and locums. Staff must be registered by their employer.

**Retained Solicitor:** Licensed Business Owner Members who wish to use the services of the AICVIC’s retained solicitor must pay an additional amount for his services - \$600.00 pa. Payable quarterly with the normal fees.

### **Employee Member**

An Employee Member:

1. Is employed as a Conveyancer in a Conveyancing practice or a legal firm and may or may not be a Licensed Conveyancer, OR
2. Is a licensed conveyancer who is employed in a related industry involved in the advancement of the profession.

**ASSOCIATE CATEGORIES**

**Affiliates**

Any person who does not fall into one of the above categories can join as an affiliate member including current legal practitioners. Affiliate members have access to all the benefits of AIC Vic membership with the exception of voting rights. Affiliate members may join their staff as employee members.

**Students**

A student is any person enrolled in a current recognised tertiary course, acceptable to the committee, including the Advanced Diploma of Conveyancing, Associate Diploma of Business (Legal Practice) or Bachelor of Law. A Student category terminates when the course is completed, and the member is able to take up the appropriate membership.

**Staff**

Staff are unlicensed staff employed by a Licensed Business Owner Plus Two member and who work under the control of the member in accordance with the definitions in the Fair Work Act. It does not include such persons as other business owners or directors of the business owned by the Licensed Business Owner member, Licensed Conveyancer staff, consultants, independent contractors and locums. Staff must be registered by their employer under a Licensed Business Owner – Plus Two category.

**JOIN**

12. I wish to become an AICVIC Member (please tick the appropriate squares):



**(a) b)  Licensed Business Owner - Sole:**

Date of Commencement of Conveyancing Business ..... /...../.....

Licence No. ....

Do you wish to have access to the Institute’s Solicitor? Yes  No

**OR b)  Licensed Business Owner Plus Two:**

**i)  Licensee/s** No. of Licensees .....

**ii)  Unlicensed Staff:**

1. Full Name.....

Email address:.....

2. Full Name:.....

Email address:.....

(Further unlicensed staff may be joined for an additional fee. Please attach information).

Date of Commencement of Conveyancing Business ..... /..... /.....

Licence No/s: .....

Do you wish to have access to the Institute’s Solicitor? Yes  No

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**OR c)  Employee Member**

Name of Employer.....

Address of Employer.....

Current Position .....

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**d)  Affiliates**

Qualification .....

Type of Business.....

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**OR e)  Student Member**

Course Provider .....

Name of Course .....

Commencement date ...../...../..... Proposed Completion Date ...../...../.....

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**11. Educational Qualifications:**

Please list all tertiary courses or licensing examinations you have undertaken in furthering your career as a Conveyancer. Attach copies of Certificates awarded and/or results achieved to date:

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- |     |   | (Tick as appropriate)        |                             |
|-----|---|------------------------------|-----------------------------|
| 12. | I wish to authorize payment of membership fees by direct debit  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 13. | Have you ever been struck off, barred or refused membership of any Statutory Body, Registration Authority or Association? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 14. | Have you ever been convicted of a criminal offence involving fraud or dishonesty?   | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 15. | Are you an undischarged bankrupt  | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

I confirm that I:

- agree to comply with the Constitution of the Australian Institute of Conveyancers (Vic Div) (AIC Vic)
- have read the Code of Conduct of the AIC Vic (<http://www.aicvic.com.au/publications/code-of-conduct/>) and agree to comply with the Code
- agree to comply with the AIC Vic requirements for Continuing Professional Development (CPD)
- agree to receive communications from AIC Vic regarding membership and membership services

I understand that if I do not comply with these undertakings, that the Committee has the authority to suspend my membership.

I agree to the conditions of membership and accept the AIC Vic Privacy Statement

Signature of Applicant ..... Date ...../...../.....

By applying for or renewing my AIC Vic membership I confirm:

- I have read and consent to the terms of the AIC Vic Privacy Policy, as amended from time to time.
- AIC Vic may use and publish my business contact information on the AIC Vic website, notably the “Find a Conveyancer” page, and provide my business contact information to AIC Vic sponsors.

If you wish to opt out of this at any time, please contact AIC Vic via [office@aicvic.com.au](mailto:office@aicvic.com.au).

### Attachments:

- Please provide a copy of your current letterhead (Licensed Business Owner applicants).
- Licensed Business Owner members who operate a company must provide a current company search including current directors
- Copies of conveyancing qualifications (except for affiliates and student applicants)
- Please attach conveyancing employment history providing a resume of actual work undertaken and responsibilities involved in each place or position
- **Students** – please provide a copy of your current Student ID

### Certified Practising Conveyancer (CPC) Program

Conveyancers who have completed the following criteria may also apply to become a CPC once they have been accepted for membership and have completed 6 months provisional membership.

#### Minimum Requirements:

At least five years’ experience in Victoria as a Conveyancer or Conveyancing clerk in a **managerial role**.

#### Plus

Completion of a recognized tertiary course, such as: Advanced Dip. of Conveyancing Practice, Dip. Of Conveyancing, Dip. of Financial Services (Conveyancing), Associate Diploma of Business (Legal Practice), Bachelor of Law or other course or examination acceptable to the Committee

#### Or

A person who is/was a Licensed Conveyancer in another State, and who has at least two years recent experience in Victoria as a conveyancer or conveyancing clerk in a managerial role.

Please apply by sending an email to [office@aicvic.com.au](mailto:office@aicvic.com.au).

NOTE: CPC is a status and CPCs must provide proof of completing 10 CPD points every year to maintain their CPC status.

Australian Institute of Conveyancers (Vic Div)  
 Level 1, 530 Little Collins Street  
 MELBOURNE VIC 3000  
[office@aicvic.com.au](mailto:office@aicvic.com.au)

Tel: 9328 8175



## Direct Debit Request

**Request and Authority to debit**

PLEASE DO NOT EMAIL THE DIRECT DEBIT FORM POST IT TO AIC VIC AT – Level 1, 530 Little Collins Street MELBOURNE VIC 3000

Your Surname or company name \_\_\_\_\_

Your Given names or ABN/ARBN \_\_\_\_\_ “you”

request and authorise **Australian Institute of Conveyancers (Vic Div) Inc ABN 88094065126 User ID 454757** to arrange a debit to your nominated account to pay for membership and other fees as deemed payable by you.

This debit or charge will be arranged by **Australian Institute of Conveyancers (Vic Div) Inc’s** financial institution and made through the Bulk Electronic Clearing System Framework (BECS) from your nominated account and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.

**Amount of debit**

Any amount **Australian Institute of Conveyancers (Vic Div) Inc**, has deemed payable by you

**Your account to be debited**

Name/s on account \_\_\_\_\_

Financial institution name \_\_\_\_\_

BSB number (Must be 6 Digits) |\_\_|\_\_|\_\_| - |\_\_|\_\_|\_\_|

Account number |\_\_|\_\_|\_\_|\_\_|\_\_|\_\_|\_\_|\_\_|\_\_|

**Your contact details**

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

The address/email [please choose one] above is the best way for us to write to you.

**Confirmation**

By signing and/or providing us with a valid instruction in respect to your Direct Debit Request you confirm that:

- \_\_\_\_\_ you are authorised to operate the nominated account; and
- \_\_\_\_\_ you have understood and agreed to the terms and conditions set out in this Request and in your Direct Debit Request Service Agreement.

**Your Signature**

Signed in accordance with the account authority on your account:

Signature: \_\_\_\_\_

Contact details: As above

**Second account signatory (if required)**

**Signed in accordance with the account authority on your account:**

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Signing for a company**

***You must be authorised to sign on behalf of the company AND you must have authority to operate the Company's bank account.***

**Signature of duly authorised officer:** \_\_\_\_\_

**Position held:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

*(Notices will be sent to this email address)*

**Phone:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Second company signatory (if required)**

**Signature of duly authorised officer:** \_\_\_\_\_

**Position held:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Australian Institute of  
Conveyancers (Vic Div)  
Level 1, 530 Little Collins Street,  
MELBOURNE 3000

[office@aicvic.com.au](mailto:office@aicvic.com.au)

Tel: 9328  
8175



## Direct Debit Request Service Agreement

This is your Direct Debit Service Agreement with **Australian Institute of Conveyancers (Vic Div) Inc ABN 88094065126 User Id 454757 (the Debit User)**. It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.

Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

### Definitions

**account** means the account held at *your financial institution* from which we are authorised to arrange for funds to be debited.

**agreement** means this Direct Debit Request Service Agreement between *you* and *us*.

**banking day** means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

**debit day** means the day that payment by *you* to *us* is due.

**debit payment** means a particular transaction where a debit is made.

**Direct Debit Request** means the written, verbal or online request between *us* and *you* to debit funds from *your account*.

**us** or **we** means **Australian Institute of Conveyancers (Vic Div) Inc** (the Debit User) *you* have authorised by requesting a *Direct Debit Request*.

**you** means the customer who has authorised the *Direct Debit Request*.

**your financial institution** means the financial institution at which you hold the *account* you have authorised us to debit.

### 1. Debiting your account

1.1 By submitting a *Direct Debit Request*, *you* have authorised *us* to arrange for funds to be debited from *your account*. The *Direct Debit Request* and this *agreement* set out the terms of the arrangement between *us* and *you*.

1.2 We will only arrange for funds to be debited from *your account* as authorised in the *Direct Debit Request*.

**or**

We will only arrange for funds to be debited from *your account* if we have sent to the address nominated by *you* in the *Direct Debit Request*, a billing advice which specifies the amount payable by *you* to *us* and when it is due.

1.3 If the *debit day* falls on a day that is not a *banking day*, we may direct *your financial institution* to debit *your account* on the following *banking day*. If *you* are unsure about which day *your account* has or will be debited *you* should ask *your financial institution*.



<p><b>2. Amendments by us</b></p>	<p>2.1 We may vary any details of this <i>agreement</i> or a <i>Direct Debit Request</i> at any time by giving you at least fourteen <b>(14) days</b> written notice sent to the preferred email or address you have given us in the <i>Direct Debit Request</i>.</p>
<p><b>3. How to cancel or change direct debits</b></p>	<p>You can:</p> <ul style="list-style-type: none"> <li>(a) cancel or suspend the <i>Direct Debit Request</i>; or</li> <li>(b) change, stop or defer an individual debit payment at any time by giving us at least <b>14 days'</b> notice.</li> </ul> <p><b>To do so, contact us at <a href="mailto:office@aicvic.com.au">office@aicvic.com.au</a></b></p> <p><b>or</b></p> <p>by telephoning us on <b>9328 8175</b> during business hours;</p> <p>You can also contact your own financial institution, which must act promptly on your instructions.</p>
<p><b>4. Your obligations</b></p>	<p>4.1 It is <i>your</i> responsibility to ensure that there are sufficient clear funds available in <i>your</i> account to allow a <i>debit payment</i> to be made in accordance with the <i>Direct Debit Request</i>.</p> <p>4.2 If there are insufficient clear funds in <i>your account</i> to meet a <i>debit payment</i>:</p> <ul style="list-style-type: none"> <li>(a) <i>you</i> may be charged a fee and/or interest by <i>your financial institution</i>;</li> <li>(b) we may charge you reasonable costs incurred by <i>us</i> on account of there being insufficient funds; and</li> <li>(c) <i>you</i> must arrange for the <i>debit payment</i> to be made by another method or arrange for sufficient clear funds to be in <i>your account</i> by an agreed time so that <i>we</i> can process the <i>debit payment</i>.</li> </ul> <p>4.3 <i>You</i> should check <i>your account</i> statement to verify that the amounts debited from <i>your account</i> are correct.</p>

<p><b>5 Dispute</b></p>	<p>5.1 If you believe that there has been an error in debiting <i>your account</i>, you should notify us directly by email <a href="mailto:office@aicvic.com.au">office@aicvic.com.au</a>. Alternatively you can contact your financial institution for assistance.</p> <p>5.2 If we conclude as a result of our investigations that <i>your account</i> has been incorrectly debited we will respond to <i>your query</i> by arranging within a reasonable period for <i>your financial institution</i> to adjust <i>your account</i> (including interest and charges) accordingly. We will also notify you in writing of the amount by which <i>your account</i> has been adjusted.</p> <p>5.3 If we conclude as a result of our investigations that <i>your account</i> has not been incorrectly debited we will respond to <i>your query</i> by providing you with reasons and any evidence for this finding in writing.</p>
<p><b>6. Accounts</b></p>	<p>You should check:</p> <ul style="list-style-type: none"> <li>(a) with <i>your financial institution</i> whether direct debiting is available from <i>your account</i> as direct debiting is not available on all accounts offered by financial institutions.</li> <li>(b) <i>your account</i> details which you have provided to us are correct by checking them against a recent <i>account statement</i>; and</li> <li>(c) with <i>your financial institution</i> before completing the <i>Direct Debit Request</i> if you have any queries about how to complete the <i>Direct Debit Request</i>.</li> </ul>
<p><b>7. Confidentiality</b></p>	<p>7.1 We will keep any information (including <i>your account</i> details) in <i>your Direct Debit Request</i> confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of <i>our</i> employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.</p> <p>7.2 We will only disclose information that we have about you:</p> <ul style="list-style-type: none"> <li>(a) to the extent specifically required by law; or</li> <li>(b) for the purposes of this <i>agreement</i> (including disclosing information in connection with any query or claim).</li> </ul>
<p><b>8. Contacting each other</b></p>	<p>8.1 If you wish to notify us in writing about anything relating to this <i>agreement</i>, you should write to</p> <p style="text-align: center;"><b>Australian Institute of Conveyancers (Vic Div) Inc</b>  <b>Level 1, 530 Little Collins Street, MELBOURNE VIC 3000</b></p> <p>Or</p> <p style="text-align: center;"><a href="mailto:office@aicvic.com.au">office@aicvic.com.au</a></p> <p>8.2 We will notify you by sending a notice to the preferred address or email you have given us in the <i>Direct Debit Request</i>.</p> <p>8.3 Any notice will be deemed to have been received on the second <i>banking day</i> after sending.</p>