

APPENDIX B

GUIDANCE NOTES FOR ORGANISATIONS APPLYING FOR CORPORATE MEMBERSHIP

PLEASE READ CAREFULLY

Before completion, please see the criteria for Corporate Membership to be found on the IIMS website under membership. Organisations applying for Corporate Membership are required to complete the following sections of the application form.

It is recommended that “Registered post or courier is used to deliver the documents and that the applicants keep copies of all items despatched.

Section I Personal Details

To be completed by all organisations.

Forenames: Please put Full Company name
Nationality: Please provide the country where your Head Office is situated.
Date of Birth: Please indicate the date your company was first registered
Correspondence Address: Please complete the full address of your Head Office

Section II Education and Qualifications

Does not need to be completed.

Section III Non-Marine Surveying Employment

Only to be completed if you are a non-marine surveying company, please list the types of work that you carry out.

Section IV Marine Surveying: Employment

Please list the types of surveys your company conduct

Section V Areas of Marine Surveying in which Applicants claim Experience and Expertise

These details will be recorded on the website as “Types of Surveys undertaken”.

Section VI & VII Consultancy/Specialisations/Expert Testimony/Other Information

Please detail your consultancy fields plus any other specific areas of marine surveying not covered by the codes in Section V

Section VIII Referees

Your choice of referees should be from the following:

- a. A member of the Institute to whom you are known or a professional Member of a recognized marine related Institute or Learned Society i.e. RINA, SCMS etc.
- b. An Independent Trade Reference should also be supplied (ie somebody who you have done business with)
- c. At least one of your referees should be able to support your claimed areas of expertise.

Section IX Obligations and Declaration

Read this section carefully and if in agreement, sign the declaration and date the application. Applicants should send their form with a copy of their company brochure to the IIMS Head Office.