



www.IPOAworld.org

## Membership Application Instructions

IPOA welcomes applications from ethical and professional companies from around the world that provide services in conflict, post-conflict and disaster relief regions. Membership in the Association is by no means automatic. Due to the unique ethical nature of the association, the IPOA Membership Committee reviews all applications prior to deciding on acceptance.

The membership process generally takes approximately two to three weeks and the steps in the process are itemized below. Once the application has been approved, full membership is bestowed after payment of membership dues is received.

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### *Step 1*

- Complete forms A and B
- Include Past Performance Package and/or Board Members
- Send completed packaged to IPOA via mail, fax or email scan

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### *Step 2*

- On receiving the completed application, IPOA will provide copies to the Membership Committee
- IPOA will notify Association Members of the pending application for comment
- The Membership Committee will review the application
- The Membership Committee may request a teleconference with applicant principals to clarify information

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### *Step 3*

- The Membership Committee will vote on the application
- A two-thirds majority of Committee members is required to accept an application
- The IPOA Executive Committee may also contribute to the process at their discretion

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### *Step 4*

- Applicant will be informed of the Committee decisions
- Accepted applicants are “Provisional” members until full payment of dues when they become Full Members
- With Full Membership a new Member is eligible to participate in all IPOA Committees, represent themselves as IPOA members, use the IPOA logo in their promotional material and access all the benefits provided by the Association



### *Sending Us Your Application*

- By Mail: IPOA, 1634 I Street NW, Suite 800, Washington, D.C. 20006, United States of America
- By Fax: +1 202.464.0726
- By E-mail: [jlwyer@ipoaonline.org](mailto:jlwyer@ipoaonline.org)
- *If you have any questions, please call us at +1 202.464.0721*



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# Membership Application Form A

Name of Company:

## Contact Person

[MAP 3.2]

Name:

Title:

Address:

City:

State:

Postal Code:

Country:

E-mail:

Phone:

Fax:

## Company Information

[MAP 3.2]

Web Site:

Description: *(continue on separate sheet if necessary)*

President/CEO:

Annual Revenue:  Under \$3 million  \$3-10 million  
[MAP 3.2.2]  \$10-\$100 million  Over \$100 million

Employees:  1-10  11-50  51-100  
[MAP 3.2.2]  101-200  Over 200

## Additional Contact Person

Name:

Title:

Address:

City:

State:

Postal Code:

Country:

E-mail:

Phone:

## Membership Fees

General Membership: \$ 8,000

Small Company General Membership: \$ 5,000

*Available only to companies with annual revenues of \$3 million or less.*

Associate Membership: \$ 2,000

*Available only to product companies and includes only partial privileges.*

### Form of Payment:

Check

Wire Transfer

### Mail to:

IPOA  
1634 I Street, NW Suite 800  
Washington, D.C. 20006  
United States of America

Bank: PNC Bank  
SWIFT Number: PNCCUS33  
ABA Number: 031000053  
Account Number: 5303195653

*NOTE: Applicant is responsible for all associated wire transaction fees.*

*Statement of Privacy: The information above is for IPOA records only and will not be sold or exchanged.*

## Authorization and Agreement

[MAP 3.2.4]

We agree to abide by the IPOA Code of Conduct.

Authorized Signature:

Name:

Date:

## Next Steps

Answer Form A and Form B.

Include a past performance package.

Include a list of company principals.

Send us the full Application by mail, fax or e-mail scan.



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## Membership Application Form B

Name of Company:

### *Due Diligence Questionnaire*

1. Is the applicant company or any of its current employees presently suspended or debarred, proposed for suspension or debarment, or otherwise declared ineligible for the award of contracts by any government agency, international organization or other relevant contracting agency?  
**If the answer is "YES" please provide details on a separate page.**  Yes  No [MAP 3.3.1]
2. Has the applicant company ever been convicted of a crime or had civil penalties imposed against it?  
**If the answer is "YES" please provide details on a separate page.**  Yes  No [MAP 3.3.2]
3. Have any of the applicant company's current directors, officers, or senior management ever been convicted of a crime or had civil penalties imposed against them in connection with the professional activities of the applicant company?  
**If the answer is "YES" please provide details on a separate page.**  Yes  No [MAP 3.3.3]
4. Is the applicant company properly registered in all countries in which it conducts business in accordance with the applicable law?  
**If the answer is "NO" please provide details on a separate page.**  Yes  No [MAP 3.3.4]
5. Has the applicant company existed under its current name and registration for at least one year prior to the date of application?  
**If the answer is "NO" please provide details on a separate page.**  Yes  No [MAP 3.3.5]
6. Does the applicant company conduct business under any other name(s) other than the name identified in the application?  
**If the answer is "YES" please provide details on a separate page.**  Yes  No [MAP 3.3.6]
7. Excluding properly contracted and regulated private security services has the applicant company or any of its current employees, officers, directors or owners (including beneficial owners) ever engaged in armed hostilities where all of the following applied:
  - Their motivation was or is essentially the desire of private gain or material compensation as promised by a party to the conflict;
  - They were not or are not a national of a party to the conflict nor resident of a territory controlled by a party to the conflict;
  - They were not or are not a member of the armed forces of a party to the conflict; and
  - They were not or are not sent by a state which is not a party to the conflict on official duty as a member of its armed forces.**If the answer is "YES" please provide details on a separate page.**  Yes  No [MAP 3.3.7]
8. Has the applicant company or any of its current directors, officers, senior management, employees, or owners (including beneficial owners but excluding shareholders owning publicly traded shares registered in the name of a brokerage firm or in street name) ever engaged in any acts or activities designed to overthrow the government of any country?  
**If the answer is "YES" please provide details on a separate page.**  Yes  No [MAP 3.3.8]

### *Past Performance Package*

On a separate page, please also provide:

- A list of current directors, officers, and senior management, and all owners of more than 5 percent of the applicant (unless ownership is in publicly traded shares registered in the name of a brokerage firm or in street name). [MAP 3.4.1]
- A description of the history of the applicant company, including reference to year founded and past operations. [MAP 3.5]
- A description of the capabilities of the applicant company, including reference to current and past operations. [MAP 3.5]
- A list of current and previous clients over the last three fiscal years that individually constituted 10 percent or more of the applicant's annual revenues and a description of such current and previous contracts. [MAP 3.5]