RISK MANAGEMENT CONSULTANTS OF ONTARIO

APPLICATION FOR MEMBERSHIP

NAME……………………………………………………………………………………

FIRM…………………………………………………………………………………..

TELEPHONE……………………………… **FAX**……………………………………

ADDRESS………………………………………………………………………….

…………………………………………………………………………………..
(provide specimen letterhead)

E MAIL ADDRESS…………………………………………………………………

WEBSITE ADDRESS……………………………………………………………….

Check the appropriate square :

☐ **ONTARIO MEMBER --------- $220.00 ANNUAL DUES ENCLOSED**

☐ **ASSOCIATE PROBATIONARY MEMBER ------ $190.00 ANNUAL DUES ENCLOSED**

☐ **ASSOCIATE MEMBER ------ $190.00 ANNUAL DUES ENCLOSED**
(members resident outside of Ontario, formerly called 'Associate Members')

(Dues are payable in Canadian Funds)

I CONFIRM:

1. that the information provided in this Application is accurate and true to the best of my knowledge;
2. that I comply with Article IV "Membership requirements" and Article VIII "Code of Conduct" of the Association's Constitution dated November 5th, 1985;
3. that Professional Liability Insurance is maintained by me or on my behalf with a limit per claim of at least $ 1,000,000.00.
   (Attach a copy of the applicable current Insurance Certificate or other valid evidence of E&O insurance).

Signed………………………………………….. **Date**……………………………

PLEASE SEE OVERLEAF, AND SIGN ATTACHED ACKNOWLEDGEMENT OF CODE OF CONDUCT

RISK MANAGEMENT CONSULTANTS OF ONTARIO

APPLICANT'S RESUME

A. EDUCATION

Period	Institution	Level of Achievement

B. EXPERIENCE

Period	Affiliation/Organization	Position Description

C. REFERENCES (essential for approval of application)

Name, position or function and telephone number of references in position to comment on applicant's professional competence and character. (Minimum of two references required)

Name of Reference	Affiliation/Organization	Position/Function

D. RISK MANAGEMENT/INSURANCE ACHIEVEMENTS OF NOTE

(Books, papers, panel discussions, lectures)

RISK MANAGEMENT CONSULTANTS OF ONTARIO

Article VIII: CODE OF CONDUCT (Constitution dated November 5th, 1985 as amended)

A member shall act at all times in accordance with the following code of conduct:

1. A member shall at all times place the interests of clients ahead of his own and serve them with integrity and competence.

2. A member will assume an independent position with the client, making certain that advice to clients is based on impartial consideration of all pertinent facts and responsible opinions.

3. A member shall serve his client in a conscientious, diligent and efficient manner.

4. A member shall hold in strict confidence all information acquired in the course of the professional relationship concerning the business and affairs of his client, and he shall not divulge any such information unless he is authorized by his client or is required by law so to do.

5. A member will not serve two or more competing clients at the same time without informing each of them.

6. A member will inform the client of any relationships, circumstances or interests that might influence his judgment or the objectivity of his service.

7. A member shall, before accepting an assignment, confer with the client or prospective client in sufficient detail and gather sufficient facts to gain an adequate understanding of the problem, the scope of study needed to solve it and the possible benefits that may accrue to the client.

8. A member will accept any assignments for which he believes he is qualified and that he believes will be beneficial to the Client.

9. A member will not serve a client under terms of conditions that might impair his objectivity, independence, or integrity; and he will reserve the right to withdraw if conditions beyond his control develop to interfere with the successful conduct of the assignment.

10. A member shall, except for those cases where special client relationships make it unnecessary, make certain that the client receives a written proposal that outlines the objectives, scope and, where possible, the estimated fee or fee basis for the proposed service or study. He will discuss with the client any important changes in the nature, scope, timing or other aspects of the engagement and obtain the client's agreement to such changes before taking action on them.

11. A member will not charge more than a reasonable fee based on consideration of such factors as nature of services performed, time required, consultant's experience, ability and reputation, and degree of responsibility assumed.

12. A member's conduct toward other members shall be characterized by courtesy and good faith.

13. A member will strive continuously to advance and protect the standards of his profession.

I hereby acknowledge that I understand and agree to comply with the above Code of Conduct as set out in the Constitution of Risk Management Consultants of Ontario.

Signed _____________________________ Date ___________________________________