

The Property Institute (TPI) Outcome Appeals Independent Adjudication Service Application Form

To commence an appeal, please complete this Application Form.

Upon receipt of your completed form CEDR will acknowledge receipt within 7 days.

Please answer all sections on this form to the best of your knowledge as any missing information may cause delays with the process. You should provide supporting papers and evidence. If you are unsure of anything, please contact CEDR via email at tpi@cedr.com.

Please note that you can only submit an appeal if you have had an Outcome in which you were either suspended or expelled as a TPI Member.

CEDR Case Number:

This is the case number CEDR gave you, associated with the Outcome you wish to appeal.

1. About you (the Member)

Please give us your details.

Full name:

Company:

Street address:

Town:

County:

Postcode:

Tel:

E-mail address:

If you provide an e-mail address we will send you information by e-mail only. Otherwise, we will contact you by post.

2. Representation

If you would like someone to participate on your behalf, please give their details below.

Full name:

Organisation:

Street address:

Town:

County:

Postcode:

Tel:

E-mail address:

(If you give the address of a representative, this is the address we will write to about this application.)

To be signed by the applicant named in section 1.

I hereby give my authority for the above-named person to represent me:

Signature:

Print name:

Date:

3. Case details

Please tell us what the Outcome was that you are appealing against.

Suspension

Expulsion

If you were suspended, how long is the suspension for?



4. Appeal details

This is your opportunity to explain why you are appealing the Outcome, and to show that the ground of appeal applies to your circumstances.

The only permissible ground of appeal is that there is new and material evidence available that you feel should alter TPI's Committee's decision to either suspend or expel you from TPI. **You must provide the new evidence you are relying on for this.**

This new evidence will only be considered if:

- There is a reasonable explanation as to why the evidence wasn't provided during the course of the case, prior to TPI's Committee's Outcome being issued; and
- That there is more than a negligible change that this new evidence will have a material impact on whether or not you should be subject to the sanctions of suspension or expulsion; and
- The evidence would have been admissible as evidence for consideration during the course of the original case.

Please put the details of your appeal in the text box on the following page.



5. Do you require any additional support?

If you require any additional assistance or adjustments in order to use our service, please let us know below so we can consider your request.



6. Declarations

By returning this form, you are accepting that you understand that we will need to share information about your concerns, and that this may potentially identify you. You give consent that any relevant personal data held by CEDR may be shared with the Adjudicator for purposes of this Adjudication. You also agree that all data submitted to CEDR with regard to cases may be shared with TPI, including all personal data.

Please read the following statements carefully and make sure you understand your responsibilities before signing this Application Form.

I have read and understood the Rules of this Independent Adjudication Service (“the Service Rules”).

I have received an Outcome in which suspension or expulsion from TPI was directed.

I have new and material evidence that I feel should affect the Outcome issued by the TPI Committee.

I consent to my personal data being shared (as set out above) and within the Service Rules.

Your signature:

Print name:

Date:

Submitting your application

Now please submit your Application Form and supporting evidence to us. Please do not send original documents, as we will not be in a position to return these to you.

By email: tpi@cedr.com

By post: TPI (Appeals), CEDR, 100 St. Paul's Churchyard, London EC4M 8BU

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