

## ***Application Instructions and Procedure***

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Please read through the application form before proceeding with the application process. If you are happy that your business meets the criteria required and that you can supply the details required, then proceed.

Please be aware that your *business* holds the membership, not you personally.

### **Filling in the form:**

As long as we receive the required details in an unambiguous way, how you submit them is your decision. Please be aware that if the information is received digitally without a physical signature, your submitting the data is equivalent to you physically signing the form.

Some options:

- Print this document and fill it in by hand, then post it to us.
- Print, fill it in by hand, scan it and email it.
- Save it to your computer, open it and fill it out using MS Word. Put an obvious "X" next to the tick-boxes to indicate your choice. Replace the "....." with your text. Save the changes and email it.
- Send us the details in an email.

### **Procedure:**

We will acknowledge safe receipt of your application.

Details will be checked for compliance with our conditions of membership.

Existing members will then be notified of your intention to join.

References will be followed up.

If no justifiable reason for declining your membership is received within 4 days, you will be notified of your successful application.

## ***AIJV do not charge an application fee or charge an annual subscription***

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Membership is totally free. You will however be required to annually re-confirm your eligibility for membership. This is a simple list of criteria to which you will respond with a simple "yes" or "no" by email.



Association of  
Independent  
Jewellery Valuers

Algo Business Centre  
Glenearn Road  
PERTH  
PH2 0NJ  
Scotland. UK  
info@ajv.org

www.independent-jewellery-valuers.org

## Application for Membership of the AIJV

### Business Details

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Business name .....

Business Address .....

.....

.....

Telephone No. .... Website Address.....

Fax No. .... (Optional) Email Address .....

How long has this business been trading?..... Years

How many employees are engaged in jewellery valuation unsupervised?.....  
e.g. A self-employed Sole Trader would respond "zero"

### Owner's/Principal's Details

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Title Mr / Mrs / Miss / Ms / Dr / Prof Delete as appropriate

First name ..... Middle initial ..... (Optional)

Last name .....

### Business Type

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- Trade Valuer (perform valuations for retail jewellers)
- Valuer in Private Practice (perform valuations for private clients)
- Both business types

## Valuer's Qualifications and Memberships

### Those held by the Principal:

#### Gemmological Qualifications (at least one of the following is required)

- DGA (UK)       GG (US)       FCGmA (CA)       FGA (UK)  
 FGAA (AU)       FGG (DE)       IGE (ES)  
 Others may be considered. Please state .....

#### Valuers Association Membership and/or qualifications (at least one of the following is required)

##### Memberships:

- ASA (US)     IRV (UK)     CAP-CJA (CA)     NAJA (US)     NCJV (AU)  
 ISA (US)     JVS (NZ)     JASNZ (NZ)     FNEPSA (FR)     AETA (ES)

##### Qualifications:

- PJValDip (UK)     FIRV (UK)     RMV (US and Canada)     CM, CSM and CMA (US)  
 CAT (UK)  
 Others may be considered. Please state .....

### Those held by unsupervised employee Valuer #1:

*If more than one unsupervised Valuer, please answer on a separate sheet.*

#### Gemmological Qualifications (at least one of the following is required)

- DGA (UK)       GG (US)       FCGmA (CA)       FGA (UK)  
 FGAA (AU)       FGG (DE)       IGE (ES)  
 Others may be considered. Please state .....

#### Valuers Association Membership and/or qualifications (at least one of the following is required)

##### Memberships:

- ASA (US)     IRV (UK)     CAP-CJA (CA)     NAJA (US)     NCJV (AU)  
 ISA (US)     JVS (NZ)     JASNZ (NZ)     FNEPSA (FR)     AETA (ES)

##### Qualifications:

- PJValDip (UK)     FIRV (UK)     RMV (US and Canada)     CM, CSM and CMA (US)  
 CAT (UK)  
 Others may be considered. Please state .....

## References

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Please supply the contact details of **EITHER**:

A. The name of the Principal of one existing AIJV member who is willing to sponsor you

– **OR**–

B. Two respected individuals in the jewellery industry who can confirm your integrity.

### **A.**

Principal of AIJV member.....

### **OR**

### **B**

#### **Referee #1**

Name.....

Address.....

.....

Email.....

#### **Referee #2**

Name.....

Address.....

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Email.....

Now read and "sign" the declaration on the next sheet please.

Please sign the declaration below after reviewing your application and reading the 5 bulleted points below.

## ***Declaration***

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I, ..... (Full name)

declare that :

- The information given above is true and complete.
- I confirm that the business in no way buys, sells or brokers jewellery, diamonds, gemstones or watches.
- I understand that I may be required to substantiate any or all of the statements I have made above.
- I have read and understand the AIJV's Code of Ethics and agree to abide by its content.
- All other Valuers within the business have read the Code of Ethics and have been instructed to abide by its content.

Signature .....

Date .....

**If this application has been filled in on a computer, your submitting the completed form is equivalent to a signature.**

*A false declaration will result in your business being barred from membership of the Association*