

MEMBER INFORMATION FORM

*It is intended that this Form should be completed electronically where possible so that Potential Members can adjust the space provided to their answers. Where the Form is being completed on paper, please attach separate sheets for your answers wherever you need to and in particular for your answers to those questions marked "**". Please return by email to network@exsusinternational.com. Thank you.*

1. Profession			
2. Name of Firm			
3. Address (main office)			
4. Telephone number			
5. Fax number			
6. Email			
7. Website address /Internet homepage			
8. VAT Registration number (if available)			
9. Staff details			
a) Number of Partners			
b) Number of associates/consultants			
c) Total number of staff including the above			
10. Branch Offices			
Please indicate any branch office(s) by stating location(s)			
		<i>For any branch office please provide separate details for items 1-6 above, plus 7-8 if appropriate.</i>	
11. Categories of work	Please indicate below the areas of work covered by your firm with an "S", if you have specialised expertise, or "G" if you have general expertise.		
	Legal		Consultancy
	Audit/Tax Advisory		Corporate Services

12. Firm Profile	To help the Board assess potential synergy with Exsus, please provide a 150-200 words description of your firm*. This should cover general and specialist areas of work, philosophy of firm, future developments / plans / goals and any other relevant or significant information.
	Firm Profile:

* Should you become a member of Exsus, this text will help in producing a Member Firm Profile, which will be used to promote your firm throughout the organisation, and as a guide to prospective clients via the Exsus Website.

13. Office hours	
14. Do you speak fluent English?	
15. Other languages spoken	
16. Main contact for Exsus	
17. How did you hear about Exsus?	
18. Professional Indemnity Insurance	
a) Is the firm insured against liability for negligence?	
b) What level of cover do you normally disclose to 3 rd parties? (Please state currency and equivalent in Euros.)	
19. Quality	
a) To which professional body(ies) does your firm belong?	
b) Does your firm comply with the Quality Management requirements of this/these body(ies)?	
20. International Connections	
a) Associated Firms *	
b) Membership of Organisations**	
c) Membership of any relevant organisations and/or institutions not included in your answer to (19a) above. Please list such memberships as International Bar Association or specialist professional bodies, etc.	

* Please list any formal relationships with firms or other relevant contacts.

** List any organisation(s) of which the firm is *or is considering being* a member, which has a purpose similar to Exsus, i.e., the international referral of business and co-operative working between professional firms. Please explain briefly the membership and activities of any such organisations named.

DECLARATION

I confirm that all the particulars given above are correct and that I will notify Exsus of any changes to the information supplied on this Form:

Name

(Signed – if completing on paper rather than electronically.)

Position: _____

Date: _____

The information you provide in this form will be used solely for dealing with you as a member of Exsus.

EXSUS has a Data Privacy Policy which can be found at <https://www.exsusinternational.com/privacy-policy/>. Your data will be stored and only used in accordance with this policy. Your personal data is not passed on by us for use by any other third parties. Full information about how we look after your data, including how you can see what data we hold about you, how you can limit its use, and how you can ask for inaccuracies in data to be corrected, may be found on our Privacy Policy page.

EXSUS takes the privacy of our members' data seriously and will only use your personal information in compliance with the General Data Protection Regulation (GDPR). We will use the data you have provided on this form for membership administration purposes and for communicating with you about your membership, supplying information, member benefits, and the organisation of events and training courses. The information will be stored in our membership database (which may be stored online in compliance with the GDPR). Only authorised personnel have will be able to access your details.

As an affiliate member of EXSUS, your contact information will be posted on our website and this information can be updated or removed by contacting us at ***network@exsusinternational.com***. Your data may be processed by Mailchimp, who administer our e-newsletter and act as Data Processors on our behalf. They may only use it for the specific purposes for which they act as our data processors and they are not free to pass this on to other organisations that are not connected with EXSUS.

- ☐ We confirm we have been informed about the provisions of the General Regulation for the protection of personal data 679/2016 (GDPR) and the Privacy Policy of EXSUS and we give the free, specific, explicit and full consent to EXSUS, for the processing of our personal data for the purpose of membership and networking.
- ☐ We understand that we can resign from our membership by sending an e-mail to network@exsusinternational.com and our Personal Data will then be erased, except where EXSUS has a clear justification to retain such Personal Data.