

## **ACCELERATED ROUTE TO MEMBER (ARM) NOVEMBER 2023 APPLICATION FORM**

The Chartered Institute of Arbitrators, Kenya Branch has organised the above 1-day program to be held online on **24<sup>th</sup> November, 2023**.

### **About the Course and Eligibility**

The standard Route to Membership is by attending Tutorials and the passing of written examinations up to Module 1 level. It has been recognized that this standard Route to membership may not be appropriate for experienced Lawyers and Arbitrators who have been in active practice for three or more years. This special program is open to members and non-members of the Institute who are *experienced* Arbitrators with an approved legal qualification or civil litigation lawyers with at least three years experience *including appropriate exposure to arbitration law and practice*.

### **This Special Programme is complete if you:**

1. Pass the Pre-Course Assignment
2. Pass the Oral assessment Workshops on 24<sup>th</sup> November, 2023
3. Pass the 3 1/2 Hour written Examination or Home-based Online Examination.  
\*(The above examination mode will be determined and communicated to the candidates at least one (1) month in advance)

### **Course Assessment**

The course is **not a teaching course but an assessment** of knowledge of relevant law including the law and practice of arbitration as well as self-presentation and judgment skills of the candidate.

To prepare for the course a pre-course reading workbook is issue and an extra reference reading list is attached to the application form. This should be read before attending the course.

An eligible candidate is deemed to be up to date with the law of contract, tort and evidence as well as the law and practice of arbitration, for purposes of qualifying.

### **The Assessment & Examination content**

- Arbitration Agreement ;
- Jurisdiction & Powers ;
- Arbitration Practice & Procedure
- Interlocutory applications;
- Costs & Interest;
- Procedural matters;
- The Award

### **Tutorial Fees**

The Tutorial fee is **Kshs 45,500/- (Kenya Shillings Forty Five Thousand Five Hundred only)**. The fee includes the reading list. The fee can also be paid by instalments provided the balance paid in is paid in full by **Friday 3rd November, 2023**

### **Examination Fees**

The examination fee is payable separately of about GBP 174 for candidates applying directly to the UK and GBP 178 for those depositing in the Kenya Branch CBA Pounds Account. The Examination will be based on the 1996 English Act. The Examination fee can also be paid by instalments provided all instalments are paid before **Friday 10<sup>th</sup> November 2023**

Kindly note that participants/ candidates opting for the installment option should contact the Branch accounts Officer.

### **Materials**

Course materials will be available for collection or delivery at candidates cost or upon payment of the course fees. All participants will be expected to have the Arbitration Acts 1995 & 1996.

## Programme

Day 1 – Friday 24<sup>th</sup> November, 2023– Timings 08.00 to 17.30 hours. **(Oral Assessments)**

Day 2 – Thursday 30<sup>th</sup> November, 2023 – Timings 08.15 to 13.00 hours.

**(Examination) or  
Released Online**

## FREQUENTLY ASKED QUESTIONS

### What will happen at the assessment?

The assessment will take the form of a series of workshops where participants will be orally assessed on different aspects of the Arbitral process from a chosen scenario. The assessments will be based on knowledge of arbitration Law and Practice, Judgement and Self-presentation

### What is expected of me at the examinations?

Candidates should note that this *is a **three-hour*** open book examination; one is permitted to carry any text book to the examination room. Candidates must however note that all books including their workbooks that they intend to use at the examinations must not have written notes. (Highlighting and underlining is however permitted)

## Applications

Application forms together with the requisite course fee must be submitted on or before **Friday 3<sup>rd</sup> November** to the following address: –

The Course Administrator

Chartered Institute of Arbitrators (Kenya Branch)

Flamingo Towers, Mara Road

P O Box 50163-00200 NAIROBI

[info@ciarbkenya.org](mailto:info@ciarbkenya.org)

**PAYMENT DETAILS**

Assessment fees (Kshs. 45,500) can be made to any of the following options:

- Mpesa Paybill No. 975743 Ac ARMNOV
- Bank Deposit/ transfer to:  
Ac Name: Chartered Institute of Arbitrators  
NCBA Bank, Mama Ngina Branch  
KES Ac No. 6435390017  
SWIFT CODE: CBAFKENX
- Cheque: made payable to Chartered Institute of Arbitrators

Exams fees (GBP178) can be paid only via:

Bank Deposit/ transfer to:

Ac Name: Chartered Institute of Arbitrators  
NCBA Bank, Mama Ngina Branch  
GBP Ac No. 6435390046  
SWIFT CODE: CBAFKENX

Once the payment has been made send the application form together with the payment Advise to [info@ciarbkenya.org](mailto:info@ciarbkenya.org) cc [accounts@ciarbkenya.org](mailto:accounts@ciarbkenya.org)

**ARM – November 2023**

**REGISTRATION FORM**

Please complete all sections in BLOCK CAPITALS and return your completed form to:

CIArb Course Administrator, Chartered Institute of Arbitrators , Flamingo Towers, Mara Road, P.O. Box 50163 – 00200 NAIROBI

• E [info@ciarbkenya.org](mailto:info@ciarbkenya.org) • M +254 0722 200496/ 0734 652205 •

**PERSONAL DETAILS**

Surname:	First Name:
Other Names:	Title:
Tel:	Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>
Address:	Date of Birth:
Postcode:	Town : Country:
Physical (Delivery) Address if different from main address (for course materials and results):	
Cell Phone:	Email:

Employer/ Firm/ Organization

I wish to attend the Accelerated Route to Member program

Bank Transfer      Deposit / transfer date: ...../...../.....

Mpesa paybill      Deposit / transfer date: .....Mpesa confirmation code.....

Cheque / Bank Draft

Please find enclosed a cheque / bank draft No: \_\_\_\_\_made payable to 'Chartered Institute of Arbitrators' for the amount: \_\_\_\_\_

Any costs arising out of unpaid or uncleared cheque will be met by the applicant.

**Cancellation charges will STRICTLY apply as follows:**

*Notice Prior to commencement of event*

*Cancellation charges*

≈ Over Three weeks

Full refund

≈ One to two weeks

50 % refund

≈ Less than one week

No refund

Cancellation notice should be sent to the institute by email to [info@ciarbkenya.org](mailto:info@ciarbkenya.org) or a hard copy letter dropped off at the Institute. Verbal or other forms of cancellation will not apply. A deduction of 10% of Course fees will be made on all participants wishing to defer their training to the next course provided there is not more than two deferrals and notice to differ is received at least seven days before the date of the 1<sup>st</sup> Days program.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Receipt No: \_\_\_\_\_

Issued documents

Receiving Officer Sign .....

**ACCELERATED ROUTE TO MEMBER (ARM)**

**Recommended Reading List**

**Statutes** (which you are permitted to bring with you at the course)

- *The Kenya Arbitration Act 1995* – Government Printers, Nairobi
- and
- *The English Arbitration Act, 1996* – HMSO, England

Further Reading (Texts)

For further reading, the following are recommended, but items (a), (b), (c) (d), (e) and (f) below are not requirement for attending the Course

- (a) *The Handbook of Arbitration Practice*  
Ronald Bernstein, John Tackaberry and Athur Marriot
  
- (b) *Commercial Arbitration*  
  
Sir Michael J. Mustill and Stewart C Boyd,
  
- (c) *Arbitration Practice and Procedure - Interlocutory and hearing problems*  
  
2<sup>nd</sup> Edition, D Mark Cato
  
- (d) *A practical Approach to Arbitration Law*  
Adrew Tweedale and Karen Tweedale
  
- (e) *Russel on Arbitration*  
David St John Sutton, Kendall & Gill Sweet & Maxwell 21<sup>st</sup> Edition
  
- (f) *Costs in Arbitration Proceedings: A Handbook ILP 2<sup>nd</sup> Edition*  
Michael O'Reilly

**Books (a), (c) and (e) are available for reference at the Institute offices.**

**Note:**

- a) Copies of the Introduction to Arbitration Course notes are available at the Institute for purchase at Kshs 3,000/-
- b) Copies of the Kenya and English Arbitration Acts are available on the internet.