

APPENDIX B

FORM TO BE COMPLETED BY SECRETARY

The Disciplinary Process of the Institute is set out in Bye Law 6 of the Institute's Bye Laws.

A COPY OF THIS FORM TOGETHER WITH ANY ATTACHED DOCUMENTATION SHALL BE FORWARDED TO THE MEMBER, FIRM, AFFILIATED PARTNER OR STUDENT WHO IS THE SUBJECT OF THE MEDIA REPORT(S)

Name and Address of Member, Firm, Affiliated Partner or Student media report(s) is in relation to:

Please state if the media report(s) relates to a Member, Firm, Affiliated Partner or Student of the Institute:

Please set out in as much detail as possible the content of the media report(s) which indicate that a Member, Firm, Affiliated Partner or Student may be liable to disciplinary action [PLEASE USE ADDITIONAL PAGES IF REQUIRED]

Please attach copies of media report(s) to this form if same is available - *Attached*

Signed:

Date:

Cáit Carmody

Secretary