

THE
INSTITUTE of
ARBITRATORS & MEDIATORS
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AUSTRALIA

Five simple steps to operating an IAMA trust account

1. Phone the Trust Officer to obtain a **Trust Account Reference Number** who will then open an account for you.
2. Ensure that the **Trust Account Authority Form** is signed by the parties and a copy sent to the Trust Officer by either fax or email prior to any deposits.
3. When directing or forwarding any deposits into trust either the **Pro-forma for deposits** made by EFT or cheque must be completed and a copy forwarded to the Trust Officer.
4. Disbursements from the trust account can only be made at the direction of the dispute resolver who must ensure that a **copy of their tax invoice** to parties for work completed is forwarded to the Trust Officer along with their direction for disbursement.
5. When the dispute has been resolved and the account no longer required, the Trust Officer must be advised and any outstanding invoices for **Operational Fees** paid before a final closing statement is issued.

If you have any queries in relation to the Trust Account please contact the Trust Officer on the details below. Further information on Operational Procedures and Fees can be viewed at the address below.

<http://www.iama.org.au/trust.htm>

Trust Officer
T: (03) 9607 6909
F: (03) 9602 2833
E: trust@iama.org.au