

## Membership & Third Party Duty (MTD) Checklist

CILEx has implemented a process called Membership and Third Party Duty, to protect consumers and maintain the integrity of our membership values. There will unfortunately be instances where people use the CILEx logos, titles, designatory letters and claims of membership inappropriately.

If you see or have concerns regarding these benefits being used inappropriately you can *email* CILEx with the necessary information from the acronym checklist **ENDD**:

**Evidence**, **Name** of individual, **Details** of individual, **Dates** relevant to the misuse of a subjects. Please send this information to [membership@cilex.org.uk](mailto:membership@cilex.org.uk).

**Evidence:** Please provide evidence of any of the above subjects that could potentially mislead the public. This could include:

- ☐ Website address
- ☐ Documents in support of facts
- ☐ Name the subject you are reporting e.g. title, designatory letters
- ☐ Screenshot evidencing misuse of subjects from Twitter, Facebook, LinkedIn etc.

**Name:** An individual/entity can go by various names please provide:

- ☐ Official name (*if known*)
- ☐ Name used by the individual
- ☐ Name of the organisation

**Details:** This relates to the general information about the individual/entity and yourself as the reporter:

- ☐ Email address
- ☐ Telephone numbers
- ☐ Name any professional/regulated bodies associated with the individual
- ☐ Who raised this issue e.g. client, member of the public, regulator (*names will be anon*)

**Date:** This relates to misuse of a subjects:

- ☐ Dates you identified inappropriate use of subject/s
- ☐ Dates/period you corresponded with the person any other relevant dates  
(e.g. 01.03.2019 – 03.04.2019)

**NB:** Lack of these details could limit or delay the investigation, please endeavour to include as much information as possible within your email. Please note unrelated MTD matters can be reported to [CILEx Regulation](#).