

Roster Member Handbook – Quick Reference

Aluochier Dispute Resolution For all members of the AITAR Roster

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Your Rights

Right	Explanation
Fair appointment	Through rotation (adjudication) or party nomination (arbitration). No improper interference.
Professional fee (AITAR & Mediation)	80% paid upfront (or on completion of proceedings), 20% held in AQAF for 42 days, released if no review/complaint.
Professional fee (AISTAR)	Under section 83(c) of the Law of Succession Act, your professional fee is a charge against the estate . It is payable after a personal representative is appointed and before distributions to beneficiaries or payments to general creditors. In asset-rich, cash-poor estates, fees may be paid gradually as non-liquid assets are realised. You accept this reality by accepting AISTAR appointments. No upfront payment from the estate is required or expected.
Natural justice	Notice, opportunity to respond, hearing in any disciplinary process.
Appeal	To SRT within 21 days of disciplinary decision.

Your Obligations

Area	Requirement
Independence	Disclose conflicts immediately. Do not adjudicate where you have prior involvement.
Timeliness	Issue Determination/Award within 42 days after close of proceedings. SRT decisions within 90 days.
Transparency	Hearings are open – only limited Art 50(8) exceptions with written reasons.
Data protection	Comply with Data Protection Act and ADR AI Governance Policy.
Insurance (Tier B)	Maintain KES 5,000,000 professional indemnity insurance. Submit proof annually.
CPD	10 hours/year (6 hours for SST Verifiers in succession law). Submit by 31 Jan.
Role clarity (SST Verifier)	SST Verifiers perform legal compliance verification, not facilitation. You do not mediate or negotiate.

Quality Assurance (AQAF)

- 20% of your professional fee is held for 42 days after final decision.
- Released automatically if no review or complaint filed.
- If a complaint is filed, the amount is held pending outcome.

Disciplinary Process – Summary

- 1.Complaint to Chief Executive.
- 2.Preliminary assessment (7 days).
- 3.You receive notice and have 14 days to respond.
- 4.Disciplinary Panel (3 Tier B members) decides within 30 days.
- 5.Sanctions: warning, suspension (up to 12 months), removal, or referral to professional body.
- 6.Appeal to SRT within 21 days.

Inactivity Removal

You may be removed if you:

- Accept no appointment for 36 months; or
- Fail to submit CPD for 2 consecutive years; or
- Let your insurance lapse (Tier B)

60 days' notice to show cause.

Transition to Tier B (from Tier A)

- 10 completed cases.
 - Advanced training.
 - Two peer references.
 - 3 years on Roster.
 - KES 5,000,000 insurance.
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Key Contacts

- Chief Executive** – operational matters, appointments, fees.
- Registrar** – case administration, forms, certifications.
- Data Protection Officer** – dpo@aluochier.co.ke

Full policy: See AITAR Unified Roster Policy (available at aluochier.co.ke/roster-policy.pdf)
