

Once you have read the notes on completing your application, you can either:

- complete and submit your application online at [www.cii.co.uk/fs-qualifications](http://www.cii.co.uk/fs-qualifications)
- phone through your order to Customer Service on +44 (0)20 8989 8464 ensuring that you have your credit/debit card details ready
- complete the form below and post or fax +44 (0)20 8530 3052 to Customer Service.

# Diploma/Advanced Diploma qualifications for the advice sector Application Form

ICF014 (06/10)

**Important note:** To ensure that your application is processed correctly can you please enter your name at the top of each page in the space provided.

## Section A – Personal details (Please complete all fields. Your name should be entered as you wish it to appear on your certificate.)

Have you ever had previous contact with the CII?  Yes  No (Please tick)

Please give your CII/PFS permanent identity number (PIN) if known

PIN

Mr/Mrs/Miss/Ms  Surname

Forenames  Date of birth

Employer's name

Tel  Ext  Mobile

email\*

Work address

Postcode  Country

Home address

Postcode  Country

**\* Please take care when providing your email address as most correspondence will be sent electronically. Email address must be included when ordering ed.LEARN.®**

Tick address to be used for postal correspondence  Home  Work

**Please only tick one box per category**

- |                             |   |  |  |  |
|-----------------------------|---|--|--|--|
| <b>Type of organisation</b> | <input type="checkbox"/> Independent financial adviser            | <input type="checkbox"/> Independent financial adviser – Network | <input type="checkbox"/> Whole of market                   | <input type="checkbox"/> Multi-tied                  |
|                             | <input type="checkbox"/> Tied agent (Sole agent)                  | <input type="checkbox"/> Company (insurer/assurer) back office   | <input type="checkbox"/> Bank/Building Society back office | <input type="checkbox"/> Mortgage adviser            |
|                             | <input type="checkbox"/> Investment house                         | <input type="checkbox"/> Other                                   |  |  |
| <b>Area of work</b>         | <input type="checkbox"/> Advising clients                         | <input type="checkbox"/> Underwriting                            | <input type="checkbox"/> Claims                            | <input type="checkbox"/> Administration/Processing   |
|                             | <input type="checkbox"/> HR/Training                              | <input type="checkbox"/> Compliance                              | <input type="checkbox"/> Finance                           | <input type="checkbox"/> Product selling to advisers |
|                             | <input type="checkbox"/> Technical adviser                        | <input type="checkbox"/> Other                                   |  |  |
| <b>Job category</b>         | <input type="checkbox"/> Administrative                           | <input type="checkbox"/> Technical                               | <input type="checkbox"/> Advisory                          | <input type="checkbox"/> Supervisory/Controller      |
|                             | <input type="checkbox"/> Middle management (Branch, Office, Dept) | <input type="checkbox"/> Senior management (General, Head of)    | <input type="checkbox"/> Executive (CEO, Director)         | <input type="checkbox"/> Business owner              |
|                             | <input type="checkbox"/> Other                                    |  |  |  |

Is your employer a member of a network or does it work with a compliance services provider?  Yes  No

If yes, please specify

## Study Path

Where you are studying in order to complete a qualification please indicate by ticking the appropriate box:

- Diploma in Regulated Financial Planning  Diploma in Financial Planning  Advanced Diploma in Financial Planning  Certificate in Life and Pensions

Please turn over





## Diploma/Advanced Diploma qualifications for the advice sector application form – ICF014 (06/10)

Enter your name

### Section D – Exam entry

I wish to enter the following exams at the centre in (refer to pg 35 for the list of available centres):

First choice  Centre code

Second choice  Centre code

- Notes:**
- To sit R01–R05 exams in the UK, you must enter online at [www.cii.co.uk/online](http://www.cii.co.uk/online) or by calling Customer Service
  - If you have bought the ‘blended learning programme’ option **do not** include the exam fee.

Unit codes	Jul*	Oct	Member	Non-member	No of units	Entry fee
Diploma unit R06		R06 is only available at the October session in 2010	£127	£162		£
Diploma units J01–J07		please tick when you intend to sit the exam	£107	£142		£
Advanced Diploma units AF1–AF5		October is the last remaining exam session for AF1–AF5 in 2010	£112	£149		£

**\*Important notes:** Diploma units J03 and J07 are not available at the July exam session.

Additional late entry fee (See pg 32) £

### Section E – Declarations

I declare that all information provided by me on this form is true and correct to the best of my knowledge.

#### Application for study materials

I undertake to use them for my own purposes and not to sell, copy, lend or give them to anyone else.

#### Exam prizes

Organisations other than the CII sponsor prizes and awards based on CII exam performance. If you do not wish any information to be passed on to these organisations, please tick this box.

#### Terms, conditions and cancellation

I have read and agree to the terms and conditions contained in this brochure, including my right of cancellation.

#### Data protection and privacy

The CII is registered under the Data Protection Act 1998 and will ensure that in providing products and services to you, it will process your personal data fairly. By submitting this application, I consent to the CII processing my data. Full details are included in the CII Data Protection and Privacy statement which is available on the CII’s website.

Where your employer pays for any of your tuition including e-learning, examination entries, study texts or membership fees, the CII will upon the employer’s request provide your employer with details of your membership status and/or examination record including attempts, unless you tick this box.

If you study for a CII examination through a college or training provider, the CII may disclose details of your results to them, unless you tick this box.

We may from time to time wish to draw your attention to other CII products and services which are likely to be of interest to you. The CII will assume that you consent to us using your data in this way, unless you tick the following box.

We may also share your data with third parties who will use this for similar purposes, but will never sell your personal data to third parties. The CII will assume that you consent to us using your data in this way, unless you tick the following box.

Signed

Date

**Please allow 10 days for delivery in the UK and 21 days internationally from receipt of your correctly completed application form.**

**Materials sent within the UK require a signature; please ensure there will be someone to accept delivery at the specified address shown on the form.**

Study options and revision aids are provided by the Education and Training Trust of the Chartered Insurance Institute (a company limited by guarantee)  
Registered office: 20 Aldermanbury, London EC2V 7HY. Registered Charity no. 1021017

**Diploma/Advanced Diploma qualifications for the advice sector application form – ICF014 (06/10)**

Enter your name

**Section F – Total payable and method of payment**

**Insert the total value of all items ordered in Sections B to D.**

**Total payable** £

**Note:** All prices quoted are inclusive of VAT, where appropriate, at the current rates. Prices are subject to change without notice. Please ensure that where applicable you have included the appropriate postage fee – see Section C.

If you would like to receive a payment receipt, please tick one of the following delivery options (if selecting email be sure to provide your email address on the first page of the form):  Email  Post

Tick method of payment and, if applicable, complete the card details.

Cash/cheque payable to The Chartered Insurance Institute (please write CII PIN number if known on the back of the cheque).

**Note:** All remittances must be in Sterling. Cash should only be sent by registered post. No liability can be accepted by the CII for cash sent via post. Payment from countries outside the UK must be made by banker's draft, payable in Sterling to the CII drawn on a UK bank, or by credit/debit card (Visa, Mastercard, Switch/Maestro, Solo or Delta).

Credit/debit card: Please debit my/our account with the total cost of the goods and services ordered on this form, according to the CII's prices at the time of processing.

Type of card (please tick)  VISA  MASTERCARD  DELTA  SWITCH/MAESTRO  SOLO

Valid from\*     Expiry date\*     Issue number\*  (Switch/Solo/Maestro only)

Card number\*

\*Please complete according to the information on your credit/debit card.

Cardholder's name and address if different from above

Cardholder's Signature  Date

Please fax the completed form if paying by credit/debit card on +44 (0)20 8530 3052 or send with your cheque to CII, Customer Service, 42-48 High Road, South Woodford, London E18 2JP

**If you have a UK bank account you can spread the cost of membership by paying via monthly Direct Debit at no extra charge.**

By paying via monthly Direct Debit, you will automatically be entered into a prize draw to win a year's free subscription to the PFS. Please call PFS Customer Service on +44 (0)20 8530 0852 to set up a monthly Direct Debit over the phone or complete the Direct Debit mandate below, sign the declaration in Section E and return to PFS Customer Service.

**Instructions to your Bank or Building Society to pay by Direct Debit** (Please complete all fields)



1. Name and full postal address of your Bank or Building Society branch

To: The Manager (Bank/Building Society)
Address
Postcode

Please complete this Direct Debit instruction if you have a **UK Bank account**.  
**Post only to: CII, Customer Service, 42-48 High Road, South Woodford, London E18 2JP**

Originator's identification no.

2. Name(s) of account holder(s)

3. Bank or Building Society account number

4. Branch sort code

5. Reference number (CII PIN)

I wish to pay my subscription by monthly Direct Debit payments

Signature

Date

Banks and Building Societies may decline to accept instructions to pay Direct Debits from some types of accounts.

The Direct Debit Guarantee: The Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society. If the amounts to be paid or the payment dates change The PFS/CII will notify you 10 working days in advance of your account being debited or as otherwise agreed. If an error is made by The PFS/CII or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid. You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to The PFS/CII.

**Important notes:**

- Before completing this form please read the full guidance notes at [www.cii.co.uk/individual-accreditation](http://www.cii.co.uk/individual-accreditation) Failure to read the guidance notes, or in supplying all the information requested, may result in a delay in processing your application.
- To ensure that your application is processed correctly, please enter your name at the top of each page in the space provided.

**Section A – Personal details** (Please complete all fields. Your name should be entered as you wish it to appear on all CII official documents.)

Have you ever had previous contact with the CII?  Yes  No (Please tick)

Please give your CII/PFS permanent identity number (PIN) if known PIN

Mr/Mrs/Miss/Ms  Surname

Forenames  Date of birth

Employer's name

Tel  Ext  Mobile

email\*

Work address

Postcode  Country

Home address

Postcode  Country

**\* Please take care when providing your email address as most correspondence will be sent electronically.**

Tick address to be used for postal correspondence  Home  Work

**Please only tick one box per category**

- |                             |   |  |  |  |
|-----------------------------|---|--|--|--|
| <b>Type of organisation</b> | <input type="checkbox"/> Independent financial adviser            | <input type="checkbox"/> Independent financial adviser – Network | <input type="checkbox"/> Whole of market                   | <input type="checkbox"/> Multi-tied                  |
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|                             | <input type="checkbox"/> Investment house                         | <input type="checkbox"/> Other                                   |  |  |
| <b>Area of work</b>         | <input type="checkbox"/> Advising clients                         | <input type="checkbox"/> Underwriting                            | <input type="checkbox"/> Claims                            | <input type="checkbox"/> Administration/Processing   |
|                             | <input type="checkbox"/> HR/Training                              | <input type="checkbox"/> Compliance                              | <input type="checkbox"/> Finance                           | <input type="checkbox"/> Product selling to advisers |
|                             | <input type="checkbox"/> Technical adviser                        | <input type="checkbox"/> Other                                   |  |  |
| <b>Job category</b>         | <input type="checkbox"/> Administrative                           | <input type="checkbox"/> Technical                               | <input type="checkbox"/> Advisory                          | <input type="checkbox"/> Supervisory/Controller      |
|                             | <input type="checkbox"/> Middle management (Branch, Office, Dept) | <input type="checkbox"/> Senior management (General, Head of)    | <input type="checkbox"/> Executive (CEO, Director)         | <input type="checkbox"/> Business owner              |
|                             | <input type="checkbox"/> Other                                    |  |  |  |

Is your employer a member of a network or does it work with a compliance services provider?  Yes  No

If yes, please specify

## Diploma/Advanced Diploma qualifications for the advice sector Individual prior learning accreditation form – ICF014 (06/10)

Enter your name

### Section B – Qualifications held

Please note that in order to be eligible for CII accreditation of prior learning, your non-CII qualification must match at least 80% of the syllabus and 70% of the assessment format of a current CII qualification/examination unit. For accreditation to be awarded towards the Regulated Diploma in Financial Planning there is a regulatory requirement for the exam to have a 100% syllabus match against a Diploma R0 unit and have an equivalent assessment standard. All syllabuses for CII units can be found at [www.cii.co.uk](http://www.cii.co.uk) under the relevant qualification sections.

In line with other professional bodies, academic qualifications (e.g. university degrees, HNDs, etc.) completed more than 10 years ago will not be considered for Accreditation. Please refer to the CII website [www.cii.co.uk/individual-accreditation](http://www.cii.co.uk/individual-accreditation) for further details of the accreditation rules and requirements.

Please complete this section with the details of the examination units you are seeking prior learning credits for.

Qualifications/examinations held	Awarding body	Date of award	CII unit(s) in respect of which you are seeking to claim credits	Certified copy of your qualification/examination certificate	Certified copy of transcript of individual modules completed as part of an overall qualification, e.g. university degree
<ul style="list-style-type: none"> <li>Please use exact wording as it appears on your certificate(s)</li> <li>Please state your qualification title, not just your professional designation. Accreditation cannot be awarded for exemptions made by another awarding body.</li> </ul>				Copy Enclosed <input type="checkbox"/> <i>tick</i>	Copy Enclosed <input type="checkbox"/> <i>tick</i>
				Copy Enclosed <input type="checkbox"/> <i>tick</i>	Copy Enclosed <input type="checkbox"/> <i>tick</i>
				Copy Enclosed <input type="checkbox"/> <i>tick</i>	Copy Enclosed <input type="checkbox"/> <i>tick</i>
				Copy Enclosed <input type="checkbox"/> <i>tick</i>	Copy Enclosed <input type="checkbox"/> <i>tick</i>

#### Important notes:

- Applications cannot be considered without evidence of qualifications. All photocopies must be certified as true copies of the originals by a current member of the Personal Finance Society or the CII, or a local, associated or affiliated institute official, whose CII PIN should also be provided (where applicable). Alternatively, a public notary may certify these documents as true copies, providing their full name and company address.
- They should confirm by: signing the photocopy; printing their name; including their permanent identity number (PIN) where applicable; **indicating the capacity in which they are signing; and confirming they have inspected the original and the photocopy is a true representation of the same.**
- Self-certified documents will not be accepted.

### Section C – Fees

Please refer to [www.cii.co.uk/individual-accreditation](http://www.cii.co.uk/individual-accreditation) for a guide to fees, however please do not send payment at this time. If you are granted any credits you will be advised of the fee payable.

### Section D – Declarations

I apply for accreditation in the unit(s) indicated above.

#### Terms and conditions

I have read and agree to the terms and conditions (contained in this brochure) in applying for accreditation of prior learning as indicated above.

#### Data Protection and Privacy

The CII is registered under the Data Protection Act 1998 and will ensure that in providing products and services to you, it (and its business associates) will process your personal data fairly. By submitting this application, I consent to the CII processing my data. Full details are included in the CII Data Protection and Privacy statement which is available on the CII's website.

We may from time to time wish to draw your attention to other CII products and services which are likely to be of interest to you. The CII will assume that you consent to us using your data in this way, unless you tick the following box.

We may also share your data with third parties who will use this for similar purposes, but will never sell your personal data to third parties. The CII will assume that you consent to us using your data in this way, unless you tick the following box.

Signed

Date

Please send this form to CII, Customer Service, 42–48 High Road, South Woodford, London E18 2JP