

# Membership Notes



Detailed below are explanatory notes to assist with applications for membership of the Personal Finance Society.

## 1. Code of ethics

All members must abide by the Charter and Bye-laws and Code of ethics of the Chartered Insurance Institute and by the Constitution and Bye-laws of any local institute of which they become a member.

The Code sets down the principles which all members should follow in the course of their professional duties.

### You must therefore:

1. Comply with this Code and all relevant laws and regulations.
2. Act with the highest ethical standards and integrity.
3. Act in the best interests of each client.
4. Provide a high standard of service.
5. Treat people fairly regardless of:  
race or racial group; sex or sexual orientation; religion or belief; age; and disability.

Failure to comply with the Code may result in disciplinary action against you and risk adverse publicity for yourself and your organisation.

Members of the PFS are also required to comply with the Articles of Association and Bye-laws of the PFS.

For further details visit [www.thepfs.org/code](http://www.thepfs.org/code)

## 2. Continuing Professional Development

All qualified members are expected to follow a programme of Continuing Professional Development (CPD) to help them to keep their knowledge up to date and raise the standards of the profession as a whole. For more information please visit [www.thepfs.org/cpd](http://www.thepfs.org/cpd)

## 3. Payment date

Please make your payment within three months of the due date (Bye-law 21).

## 4. Membership card

Your membership card for the forthcoming year will be sent once your subscription has been received. If you are paying by monthly direct debit, your card will be sent after the first payment has been made.

## 5. Receipts

Receipts for subscriptions are not issued unless you specifically ask for one. They are not normally required for claiming UK income tax relief.

## 6. Members' liability

You are liable for payment of your subscription for the forthcoming year unless you notify the CII Group one month before your renewal date that you wish to discontinue membership (Section VI Reg).

## 7. Regions

The Personal Finance Society operates 27 local regions throughout the UK, each run by Committees made up of member volunteers. Involvement with their region can provide members with the following benefits:

- Free quarterly regional conferences covering hot topics, case studies, best practice and dedicated CPD
- Study support and mentoring
- Networking
- Social activities
- Community engagement initiatives
- Local news and information

Birmingham; Bristol and Cheltenham; Central Scotland; East Midlands; Essex; Exeter & North Devon; Hants & Dorset; Haydock; Herts & Middlesex; Isle of Man; Jersey; Kent; London; Manchester; Norfolk; North Scotland; Northern Ireland; Plymouth & Truro; South Wales; Staffordshire & Shropshire; Stamford; Surrey; Sussex; Thames Valley; Tyne-Tees; Yorkshire

## 8. Local Institutes

The network of 60 UK local institutes also offering a range of benefits to PFS members, including:

- Technical and regulatory seminars
- Career guidance and mentoring
- Social and networking activities
- Community engagement initiatives
- Local news and information

Aberdeen; Bedford & Milton Keynes; Belfast; Birmingham; Blackburn & Burnley; Bolton; Bournemouth; Bradford; Brighton; Bristol; Cambridge; Cardiff; Carlisle; Chelmsford & South Essex; Cheltenham & Gloucester; Chester & North Wales; Coventry; Croydon; Edinburgh; Exeter; Folkestone, Canterbury & East Kent; Glasgow; Guernsey; Guilford; Halifax; Harrow & Ealing; Hull; Inverness & the Highlands; Ipswich, Suffolk & North Essex; Isle of Man; Jersey; Kendal; Leeds; Leicester; Lincoln; Liverpool; London; Luton & St Albans; Manchester; Middlesbrough; Mid Kent; Newcastle-upon-Tyne; Northampton; Norwich; Nottingham; Perth & Dundee; Peterborough; Plymouth & Cornwall; Preston & Blackpool; Reading; Royal Tunbridge Wells; Sheffield; Shropshire & Mid Wales; Southampton; Stoke-on-Trent; Stratford-upon-Avon; Swansea & West Wales; Swindon; Watford; York.

If you come within the Insurance Institute of London area your subscription is in all instances £3 higher. (The area covered by the Insurance Institute of London is defined as all London postal districts except the following: N9, N11, N14, N21, NW9, E4, E6, E7, E10, E11, E12, E13, E15, E16, E17, E18, W3, W4, W5, W6, W7, W12, W13, SW20, SE25, SE30.)

### Membership Notes (continued)

## 9. Membership schemes

The PFS provides a number of schemes to help members if and when their circumstances change.

**Retired members' scheme:** All members who have retired from active business life in the insurance and financial services industries may apply to join the retired members' scheme. The scheme was created to encourage experienced members to continue their involvement with the PFS by offering membership at a reduced rate.

**Continued membership scheme:** This scheme is available to members who leave the insurance and financial services sector, but wish to continue their PFS membership and to keep in touch and up to date with the industry. This is available to current members at a reduced annual fee.

**Membership support scheme:** All members who are experiencing a significant change in their circumstances during their career are entitled to apply for the Membership support scheme offered by the PFS. Applications will be considered from members that are planning on working part-time, are going on a career break or maternity leave, are unemployed, have been made redundant, are experiencing long term ill health or have special circumstances that they feel should be considered.

If you require any more information call  
PFS on +44(0)20 8530 0852 or visit  
**[www.thepfs.org/membership](http://www.thepfs.org/membership)**

## Direct Debit Guarantee

**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 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 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 CII.

**Please retain this guarantee for your reference.**

Please read the notes below, complete this application form in BLOCK CAPITALS, and post to PFS, Customer Service 42-48 High Road, South Woodford, London E18 2JP or fax +44 (0)20 8530 3052.

## Direct Debit Mandate



**Spread your payments by paying via monthly Direct Debit.**

It is recommended that all members who have a UK bank account should pay their membership by monthly Direct Debit. Please complete the Direct Debit mandate below and send to Customer Service.

- ☐ I wish to pay my fees by monthly Direct Debit payments
- ☐ I wish to pay my fees by annual Direct Debit payments.

**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: PFS, Customer Service,**  
**42-48 High Road, South Woodford,**  
**London E18 2JP**

Originator's identification no.

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## Fees 2014

**PFS member UK subscription\*** Please note fees are effective from 01 January 2014.

	Monthly fee	Annual fee
PFS Student	£6.00	£72.00
Affiliate	£14.99	£179.00
CertPFS	£14.99	£179.00
DipPFS	£14.99	£179.00
APFS	£15.75	£189.00
FPFS	£15.75	£189.00
Chartered Financial Planner	£19.62	£235.00

\* There is a one off £37 admission fee for new or ex members. PFS student members do not have to pay this admission fee.

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

[illegible]

3. Bank or Building Society account number

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- #### 4. Branch sort code

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5. Reference number (CII PIN)

[illegible]

Please pay CII Direct Debits from the account detailed in this instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with the CII and, if so, details will be passed electronically to my Bank/Building Society.

Signature

\_\_\_\_\_

Date

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**The Personal Finance Society**  
42 –48 High Road, South Woodford, London E18 2JP  
tel: +44 (0)20 8530 0852  
fax: +44 (0)20 8530 3052  
email: [customer.serv@thepfs.org](mailto:customer.serv@thepfs.org)  
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