

Once you have read important entry information on pages 20–21, you can either:

- complete and submit your application online at [www.cii.co.uk/qualifications](http://www.cii.co.uk/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.

# Financial services qualifications application form

ICF014 (03/16)

**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? (Please tick)  Yes  No

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

PIN

Mr/Mrs/Miss/ Ms/Other  Surname/ Family name

Forename/ Given name(s)

Gender  Male  Female (Please tick) Date of birth

Employer's name

Tel  Ext  Mobile

Work address

Postcode  Country

Home address

Postcode  Country

email

Please take care when providing your email address as most correspondence will be sent electronically. Email address must be included when ordering ebooks Learn, audio revision and question packs.

Tick address to be used for postal correspondence (Please tick)  Home  Work

Please tick one box per category

### Type of organisation

(Financial services)

- |  |   |   |  |  |
|--|---|---|--|--|
| <input type="checkbox"/> Directly authorised advice firm | <input type="checkbox"/> Appointed representative – Network | <input type="checkbox"/> Appointed representative – Other | <input type="checkbox"/> Product provider/ Fund manager/Service provider | <input type="checkbox"/> Bank/Building Society |
| <input type="checkbox"/> Mortgage broker                 | <input type="checkbox"/> Accountant                         | <input type="checkbox"/> Other                            |  |  |

### (Mortgages)

- |  |   |  |  |  |
|--|---|--|--|--|
| <input type="checkbox"/> Mortgage intermediary | <input type="checkbox"/> Network          | <input type="checkbox"/> Packager              | <input type="checkbox"/> Independent adviser | <input type="checkbox"/> Estate agent                        |
| <input type="checkbox"/> Accountant            | <input type="checkbox"/> Insurance broker | <input type="checkbox"/> Bank/Building Society | <input type="checkbox"/> Specialist lender   | <input type="checkbox"/> Insurance company/ Product provider |
| <input type="checkbox"/> Other                 |   |  |  |  |

### Area of work

- |  |                                       |   |  |                                      |
|--|---------------------------------------|---|--|--------------------------------------|
| <input type="checkbox"/> Advising clients      | <input type="checkbox"/> Paraplanning | <input type="checkbox"/> Actuarial            | <input type="checkbox"/> Administration/Processing | <input type="checkbox"/> HR/Training |
| <input type="checkbox"/> Compliance/Regulation | <input type="checkbox"/> Finance      | <input type="checkbox"/> Business Development | <input type="checkbox"/> Technical                 | <input type="checkbox"/> Marketing   |
| <input type="checkbox"/> Other                 |                                       |   |  |                                      |

### Job category

- |   |  |   |   |   |
|---|--|---|---|---|
| <input type="checkbox"/> Trainee                      | <input type="checkbox"/> Technician/Co-ordinator | <input type="checkbox"/> Supervisory/Controller | <input type="checkbox"/> Middle management (Branch, Office, Dept) | <input type="checkbox"/> Senior management (General, Head of) |
| <input type="checkbox"/> Board member (CEO, Director) | <input type="checkbox"/> Business owner          | <input type="checkbox"/> Other                  |   |   |

### Area(s) of specialism

- |  |  |  |  |  |
|--|--|--|--|--|
| <input type="checkbox"/> Tax planning        | <input type="checkbox"/> Personal protection | <input type="checkbox"/> Pensions          | <input type="checkbox"/> Savings and investments | <input type="checkbox"/> Estate planning                     |
| <input type="checkbox"/> Retirement planning | <input type="checkbox"/> Equity release      | <input type="checkbox"/> Long term care    | <input type="checkbox"/> Stockbroking            | <input type="checkbox"/> Discretionary investment management |
| <input type="checkbox"/> Mortgages           | <input type="checkbox"/> Life planning       | <input type="checkbox"/> Employee benefits | <input type="checkbox"/> Offshore investments    | <input type="checkbox"/> Ethical investments                 |
| <input type="checkbox"/> General insurance   | <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

## Financial services qualifications application form – ICF014 (03/16)

Enter your name

### Study path

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

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Award in Life and Pensions Foundations | <input type="checkbox"/> Award in Long Term Care Insurance            | <input type="checkbox"/> Award in Financial Administration                  |
| <input type="checkbox"/> Certificate in Investment Operations   | <input type="checkbox"/> Certificate in Financial Services            | <input type="checkbox"/> Certificate in Mortgage Advice                     |
| <input type="checkbox"/> Certificate in Equity Release          | <input type="checkbox"/> Certificate in Advanced Mortgage Advice      | <input type="checkbox"/> Certificate in Life and Pensions                   |
| <input type="checkbox"/> Certificate in Paraplanning            | <input type="checkbox"/> Certificate in Securities Advice and Dealing | <input type="checkbox"/> Certificate in Discretionary Investment Management |
| <input type="checkbox"/> Diploma in Financial Planning          | <input type="checkbox"/> Diploma in Regulated Financial Planning      | <input type="checkbox"/> Advanced Diploma in Financial Planning             |

## Section B – Personal Finance Society (PFS) and CII membership

Please ONLY complete this section if you are applying for membership. Go to Section C if you are already a member.

### Personal Finance Society membership

Choose PFS membership if you're studying towards investment operations, financial planning, securities, discretionary investment management or paraplanning qualifications.

I wish to become a student (CII unqualified) member of the PFS  Yes  No

I wish to become a qualified member of the PFS at either Certificate or Diploma-level  Yes  No

**Certificate-level** – I hold the CII's Certificate in Financial Planning/Financial Planning Certificate/Certificate in Discretionary Investment Management/Certificate in Paraplanning/Certificate in Securities Advice and Dealing.

**Diploma-level** – I hold the CII's Diploma in Financial Planning/AFPC/Diploma in Regulated Financial Planning.

The CII recognise equivalent non-CII qualifications – applicants must apply for recognition of prior learning. For more information visit [www.cii.co.uk/prior-learning](http://www.cii.co.uk/prior-learning) where you'll find full guidance on the rules, requirements, fees and an application form.

### CII membership

Choose CII membership if you're studying towards financial administration, life and pensions, mortgage advice, equity release or financial services qualifications.

I wish to become an ordinary (CII unqualified) member of the CII  Yes  No

I would like to join the **Society of Mortgage Professionals** at 'Member level' for free.  or I would like to join the Life and Pensions Faculty for free.

### To be completed by all membership applicants

The local institute I wish to join – UK only (See pg 20)

In applying to become a member of the CII (PFS members automatically become members of the CII) I agree to be immediately bound by the CII's Charter, Code of Ethics, rules, regulations and requirements of membership. I also agree to be bound by the constitution and Bye-laws of any local institute of which I become a member. Should I be joining the PFS, I agree to be bound by the PFS Articles of Association and Bye-laws. Full details of these obligations of membership can be found online at [www.thepfs.org/memberobligations](http://www.thepfs.org/memberobligations)

Please tick the relevant box to confirm whether you have:

– Been made bankrupt or been subject to an individual voluntary arrangement (or similar procedure) or any judgement debt.  Yes  No

– Been convicted for (or have you been charged but not yet tried with) any offence other than a monetary fixed penalty for a motoring offence. Please note, if the conviction is considered spent under the Rehabilitation of Offenders Act you should select 'no'.  Yes  No

– Been subject to any disciplinary sanctions (or are currently the subject of any investigation) by the CII/PFS or any other professional and/or membership body or regulatory authority.  Yes  No

If you have answered 'yes' to any of these questions, please also provide any relevant details on a separate sheet of paper.

Please note that, as a member of the PFS/CII, you are required to let us know if and when, at any point in the future, your circumstances are such that you would have to answer 'yes' to any of the above.

### Membership fees

1. An admission fee of £37 is payable by applicants (this is waived for student membership of the PFS and members joining when purchasing blended learning).

2(a). Please then select the appropriate member fee:

Membership level	London only*		UK and Channel isles	
	Annual subscription	Monthly direct debit	Annual subscription	Monthly direct debit
PFS student/CII ordinary	£76	£6.37	£73	£6.12
PFS qualified (CertPFS and DipPFS)	£187	£15.62	£184	£15.37
PFS qualified (APFS and Fellowship)	£197	£16.49	£194	£16.24
Chartered	£245	£20.49	£242	£20.24

**Important note:** \*This includes a £3 subscription fee for membership of the Insurance Institute of London.

**Sub total** £

2(b). Choose the method of payment. This can either be:

- by monthly Direct Debit. The admission fee of £37 will be spread across your 12 monthly payments. **If you choose this option do not complete the sub total box, but fill out the Direct Debit form at the back of this application form;**
- by cheque or debit/credit card. **If you choose this option please enter the correct amount in the sub total box.**

(to include the £37 admission fee for membership applicants.  
Note: This is waived for student membership of the PFS and those also purchasing blended learning).

Enter your name

## Section C – Study options and revision aids

For Certificate-level units, R01–R05, J10 and J12 please indicate when you will be sitting the exam(s) as this will determine which version of study/option(s)/revision aids we send you:  Pre 01 Sep 2016  Post 01 Sep 2016 (Please refer to the study option guidance notes on page 15 for unit enrolment periods.)



To order your study option as an ebook put a tick in the box under the 'e' icon. If left unticked, you will receive a printed book. Visit [www.cii.co.uk/ebooks](http://www.cii.co.uk/ebooks) for more information and to download free sample chapters before ordering.

I wish to order the following learning materials:

Study options	CII use	Member	Non-member	Unit codes and ebook requirement						Total
				Unit	e	Unit	e	Unit	e	
Study text with updates • CF1, CF6, CF8, ER1, FA1, FA2, FA4–FA7	UD	£56	£71		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
• GR1		£38	£44		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
• LF1*		£85*	£95*		<input type="checkbox"/>					£
• RB1		£154*	£178*		<input type="checkbox"/>					£
• R01, R02, R06, R07		£106	£152		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
• R03, R04		£64	£85		<input type="checkbox"/>		<input type="checkbox"/>			£
• R05		£38	£45		<input type="checkbox"/>					£
• R08*		£136*	£180*		<input type="checkbox"/>					£
• J02, J03, J05, J07, J10–J12		£113	£152		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
• AF6		£140	£169		<input type="checkbox"/>					£
Coursework assessment • J09		£415	£493		<input type="checkbox"/>					£
• AF6		£436	£517		<input type="checkbox"/>					£
Case study workbook with updates • AF1–AF4		£140	£169		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
Study option renewal • CF1, CF6, CF8, ER1, FA1, FA2, FA4–FA7		£38	£45		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
• GR1, RB1		£25	£31		<input type="checkbox"/>		<input type="checkbox"/>			£
• R01, R02, R06		£51	£75		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
• R03, R04		£31	£41		<input type="checkbox"/>		<input type="checkbox"/>			£
• R05		£16	£24		<input type="checkbox"/>					£
• J02, J03, J05, J07, J10–J12		£56	£73		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
• AF1–AF4, AF6		£70	£85		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£

**Non-EU candidates:** ebooks, Learn, exam guides question packs and audio revision all attract VAT in the EU and therefore prices shown include VAT at the current rate of 20%. Fees for non-EU candidates, which exclude VAT, can be found online at [www.cii.co.uk/ebooks](http://www.cii.co.uk/ebooks)

\* The LF1, RB1 and R08 study text enrolment fees includes first exam entry. You can book your exam by contacting Customer Service once your enrolment has been confirmed, or, if you want to purchase the study text and book an exam simultaneously, this can be done online at [www.cii.co.uk/shop/RB1](http://www.cii.co.uk/shop/RB1), [www.cii.co.uk/shop/R08](http://www.cii.co.uk/shop/R08) and [www.cii.co.uk/shop/LF1](http://www.cii.co.uk/shop/LF1)

Blended learning programme	CII use	Members only	Unit codes and ebook requirement				Total
			Unit	e	Unit	e	
Blended learning • CF1, CF6	LP	£220		<input type="checkbox"/>		<input type="checkbox"/>	£
• R01, R02		£274		<input type="checkbox"/>		<input type="checkbox"/>	£
• R03, R04		£198		<input type="checkbox"/>		<input type="checkbox"/>	£
• R05		£178		<input type="checkbox"/>			£
• R06		£270		<input type="checkbox"/>			£
<b>Sub total</b>							<b>£</b>

**Note:** If selecting R06 and you know when you want to sit the exam, please complete section D.

For all other units, please contact customer service to book the exam once your enrolment has been confirmed.





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 recorded delivery. 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, Maestro, Solo, Delta or American Express).

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  MAESTRO  SOLO  AMEX

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

Card number\*

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

Cardholder's name and address if different from those at the beginning of this application

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.

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	
<input type="text"/>	
Postcode	
<input type="text"/>	

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  I wish to pay my subscription by annual Direct Debit payment

Signature

Date

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

#### The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit the Chartered Insurance Institute will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request the Chartered Insurance Institute to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by the Chartered Insurance Institute or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when the Chartered Insurance Institute asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.