



Chartered Insurance Institute  
Standards. Professionalism. Trust.

Reference: (CII use only)

# Retired membership scheme

**Important notes:**

This scheme is suitable for members who have fully retired from active business life in the insurance or financial planning profession. See note 1 for further details.

Please complete all sections of this form in **BLOCK CAPITALS** and return to: **CII Customer Service, 42-48 High Road, South Woodford, London E18 2JP**

If you require any assistance or advice when completing this form please call Customer Service on **+44 (0)20 8989 8464** or email **customer.serv@cii.co.uk**

## Section A – Personal details

(Please complete all fields. Your name should be entered as you wish it to appear on all CII official documents.)

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

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

Forename/ Given name(s)

Preferred name

(Please enter the name you would like to be addressed by for all correspondence)

Gender (Please tick)  Male  Female  Prefer not to say  Other

Tel       Ext    Mobile

Home address

Postcode       Country

Mandatory - please take care to enter this correctly as we will be unable to process your application without a valid email address.

Primary email

Alternative email

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

## Section B – Scheme options

Please tick the option you are applying for:

If you are unsure how long you have been a member you can call Customer Service on +44 (0)20 8989 8464 (CII) or on +44 (0)20 8530 0852 (PFS), who will be able to help.

I have been a member for less than 20 years from the date of this application - £40.00 a year

I have been a member for 20 years or more from the date of this application - £20.00 a year

If the Insurance Institute of London is your local institute, an additional fee of £3.00 a year is payable.

## Section C - Payment details

Bank transfer via Bacs (using the CII account details below and including the required information).

### CII account details:

HSBC Bank plc, 60 Queen Victoria Street, London EC4N 4TR  
Account number: 50114723  
Sort code: 40-11-60  
BIC: HBUKGB4194R  
IBAN: GB94HBUK40116050114723

Please include the following information so that we can identify your payment:

Date of submission  Amount in sterling transferred £

Transaction reference number (if applicable)  PIN

**Important note:** Transfers can take up to two weeks to process, therefore please ensure that you submit this in sufficient time to meet any relevant closing dates. You must include any bank charges in the transfer.

### Making your payment:

- **By Bacs** - once your payment has been made, please email all pages of this completed application form, together with your remittance advice, to [revenue.team@cii.co.uk](mailto:revenue.team@cii.co.uk)

### Direct Debit

If you do not currently pay by Direct Debit and have a UK bank account, you can spread the cost of membership by paying via monthly Direct Debit at no extra cost.

If the Insurance Institute of London is your local institute, an additional fee of £3.00 a year is payable.



### 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)	Please only complete this Direct Debit instruction if you have a UK bank account. Post only to: <b>CII Customer Service, 42-48 High Road, South Woodford, London E18 2JP</b> Originator's identification no. <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Address	
Postcode	

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

3. Bank or Building Society account number

4. Branch sort code

5. Reference number (PIN)

I wish to pay my subscription by monthly Direct Debit payments

I wish to pay my subscription by annual 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:

- 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.

## Section D – Declarations

The Chartered Insurance Institute (CII) is a professional body dedicated to building public trust in the insurance and financial planning professions. Suitability for membership is assessed based on completion of the below declarations. This is part of our commitment to high professional standards.

I have been a member of the CII/PFS for at least one year from the date of this application.

I have fully retired from active business life in the insurance or financial planning profession and would like to become a retired member of the CII/PFS.

In continuing my membership of the CII/PFS, I agree to be immediately bound by the CII's Charter, Bye-laws, 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. Full details of these obligations of membership can be found online at [cii.co.uk/memberobligations](http://cii.co.uk/memberobligations)

I acknowledge that as a member of the Retired Membership Scheme I retain the right to use any designation and or Chartered title previously awarded. I agree, however, that I will not use my designation or Chartered title to indicate to the public or otherwise that I am a practising professional in the insurance or financial services industry.

### 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 judgment debt.  Yes  No

Been subject to an adverse judgment of any court (or been charged but not yet tried with) any criminal 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 whilst a member of the 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.

### Data protection and privacy

The CII will ensure that your personal data is processed in line with Data Protection legislation and the CII Data Protection and Privacy Statement (available at [cii.co.uk/dataprotection](http://cii.co.uk/dataprotection)). **To process this application, I consent to the CII processing my data.**

Use the CII website to update your contact details and preferences, selecting the types of information and services you wish to receive and to opt in or out of mailings: [cii.co.uk/mycii](http://cii.co.uk/mycii)

**Please note:** if you choose not to receive marketing emails, you will still receive transactional communications relating to your membership, qualifications, event bookings and voting rights, as well as important operational notifications relating to the CII. Where applicable, you can choose to receive these by post by logging in to [cii.co.uk/mycii](http://cii.co.uk/mycii) and updating your preferences.

### Privacy and electronic communications regulations

In order to keep you informed in a timely and cost-effective manner, the CII uses email as our principal method of communication. From time to time, we may wish to electronically draw your attention to other CII products and services which are likely to be of interest to you. **I consent to receiving marketing communications from the CII by email.**  Yes  No

To opt out of postal marketing communications from the CII and your local institute please send a request to Customer Service at [customer.serv@cii.co.uk](mailto:customer.serv@cii.co.uk)

### Sharing your data with local institutes

CII local institutes provide access to a programme of services including CPD events, training and networking opportunities designed to support you and complement your CII membership. We will share your data with your local institute (UK, Channel Islands and Isle of Man based members only) so they may send you relevant email communications. **I consent to the CII sharing my data with my local institute.**  Yes  No

### Your right to cancel

In accordance with The Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 ("the Regulations"), you have a right of cancellation in respect of your membership. This right (subject to the Regulations) expires 14 calendar days from the day on which your membership application is accepted or where written confirmation of your membership is received by you (please note that no refunds will be provided for cancellations made after these specified dates). Reimbursement for any monies paid by you which relate to the cancellation will be sent to you within 14 calendar days of receiving the notice of cancellation. Should you wish to cancel, notice should be sent to CII Customer Service at [customer.serv@cii.co.uk](mailto:customer.serv@cii.co.uk)

I am aware, that members of this scheme are not eligible to hold or to apply for a Statement of Professional Standing.

I have read all the notes and agree to abide by the rules of this scheme.

Signature

Date

## Notes

1. **Retired Membership** is open to all members (provided they have been a member for at least one year prior to the date of this application), who have **fully retired** from active business in the insurance or financial planning profession. Members wishing to apply for the retired membership scheme can submit an application at any time, from when their membership is due until their membership lapses. Members retiring during a subscription period must pay the full subscription for that period and the rate for retired membership will change to start at the beginning of the next subscription period unless membership is paid by monthly direct debit, in which case future payments will be adjusted accordingly.

Qualified members are reminded that if they allow their membership to lapse or decide to resign it, they would no longer be entitled to use any designatory letters or Chartered title.

2. **Continuing Professional Development:** Retired members are not required to comply with the CII CPD scheme. If you have an outstanding request from the CII for the submission of your CPD record, you must either submit this or provide evidence that you were in fact retired during the period in question in order to be accepted onto the Retired Membership Scheme. For full details on the CII CPD scheme please visit [cii.co.uk/cpd](http://cii.co.uk/cpd)

### The Chartered Insurance Institute

CII Customer Service, 42-48 High Road, South Woodford, London E18 2JP  
Tel: +44 (0)20 8989 8464

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[cii.co.uk](http://cii.co.uk)