



Personal Finance Society  
Standards. Professionalism. Trust.

Reference: (CII use only)

# Membership application

**Important notes:**

Please complete all sections of this form in **BLOCK CAPITALS** and return to: PFS 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 8530 0852 or email [customer.serv@thepfs.org](mailto:customer.serv@thepfs.org)

## 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

Employer's name

Tel  Ext  Mobile

Work address

Postcode  Country

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

Please tick one box per category

### Type of organisation

- Accountant
- Appointed representative - Network
- Appointed representative - Other
- Bank/Building society
- Directly authorised advice firm
- Mortgage broker
- Product provider/ Fund manager/Service provider
- Other

## Section A – Personal details continued

### Area of work

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

### Job category

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

### Area(s) of specialism

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

## Section B – Levels of membership

Your membership level will be allocated based on your qualification history with the Chartered Insurance Institute. [Please tick the relevant box below:](#)

- |  |   |
|--|---|
| <input type="checkbox"/> <b>Student</b> – I do not currently hold a CII qualification in Financial Planning.   | <input type="checkbox"/> <b>CertPFS (DM)</b> – I have completed the Certificate in Discretionary Investment Management.   |
| <input type="checkbox"/> <b>CertPFS</b> – I have completed the (withdrawn) Certificate in Financial Planning, FPC or equivalent.                       | <input type="checkbox"/> <b>DipPFS</b> – I have completed the Diploma in Financial Planning, Diploma in Regulated Financial Planning or equivalent.                 |
| <input type="checkbox"/> <b>CertPFS (Securities)</b> – I have completed the Certificate in Securities Advice and Dealing.                              | <input type="checkbox"/> <b>APFS</b> – I have completed the Advanced Diploma in Financial Planning or equivalent.   |
| <input type="checkbox"/> <b>CertPFS (Paraplanning)</b> – I have completed the Certificate in Paraplanning and my primary area of work is Paraplanning. | <input type="checkbox"/> <b>FPFS</b> – I have completed the Fellowship requirements and hold a minimum of 350 financial services credits.                           |
|  | <input type="checkbox"/> <b>Affiliate</b> – I am professionally qualified with another organisation and do not intend to pursue a financial planning qualification. |

## Section C – Local/regional options

Local institute membership provides you with access to a programme of services including CPD events, training and networking opportunities. A full listing of local institutes is provided within the additional notes at the end of this form. Please add your preference in the box provided below to ensure you join the institute most convenient to you. You will be allocated to a Personal Finance Society region relevant to your institute preference.

I would like to join

**Please note:** If you choose to leave this section blank you will be allocated a local institute based on your work address. If you choose to join the Insurance Institute of London your subscription fee will be £3.00 higher.

## Section D – Subscription fees

Please select the appropriate fee from the table provided within the additional notes at the end of this form and insert in the box provided below:

- |   |                                     |
|---|-------------------------------------|
| <input type="checkbox"/> Admission fee (payable by all new and reinstating members excluding Student members) | <input type="text" value="£37.00"/> |
| <input type="checkbox"/> Subscription fee   | <input type="text"/>                |
| <input type="checkbox"/> Insurance Institute of London fee (if applicable)                                    | <input type="text" value="£3.00"/>  |

## Section E – 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>PFS 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"/>
Address	
Postcode	

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

3. Bank or Building Society account number

4. Branch sort code

5. Reference number (PIN)

Please pay 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.

- 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 F - Declarations

In applying to become a member of the Personal Finance Society (PFS), I agree to be immediately bound by the PFS Articles of Association and Bye-laws. PFS members automatically become members of the Chartered Insurance Institute (CII). The 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 therefore also 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 [thepfs.org/memberobligations](http://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 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/PFS, 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 PFS 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: [thepfs.org/my-pfs](http://thepfs.org/my-pfs)

**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/PFS. Where applicable, you can choose to receive these by post by logging in to [thepfs.org/my-pfs](http://thepfs.org/my-pfs) and updating your preferences.

Signature

Date

### Privacy and electronic communications regulations

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

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

### 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/PFS sharing my data with my local institute.**  Yes  No

### Sharing information with your employer

The CII/PFS may receive a request from your employer to provide it with details of your assessment record and accreditation including all attempts and future entries, along with your CII/PFS permanent identity number. **I consent to the CII/PFS sharing this information with my employer.**  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 PFS Customer Service at [customer.serv@thepfs.org](mailto:customer.serv@thepfs.org)

## Additional notes

### Regions

The Personal Finance Society operates 26 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 & Cornwall; South Wales; Staffordshire & Shropshire; Stamford; Surrey; Sussex; Thames Valley; Tyne-Tees; Yorkshire

### Local institutes

A full listing of local institutes is provided below:

Aberdeen; Bedford & Milton Keynes; Birmingham; Blackburn & Burnley; Bolton; Bournemouth; Bradford; Bristol; Cambridge; Cardiff; Carlisle; Chelmsford & South Essex; Cheltenham & Gloucester; Chester & North Wales; Coventry; Edinburgh; Exeter; Glasgow; Guernsey; Guilford; Halifax; Hull; Inverness, The Highlands and Islands; Ipswich; Suffolk & North Essex; Isle of Man; Jersey; Kendal; Leeds; Leicester; Lincoln; Liverpool; London; Luton & Hertfordshire; Manchester; Mid Kent; Middlesbrough; Newcastle-upon-Tyne; Northampton; Northern Ireland; North Downs; Norwich; Nottingham; Perth & Dundee; Peterborough; Plymouth & Cornwall; Preston & Blackpool; Reading; Royal Tunbridge Wells; Sheffield; Shropshire & Mid Wales; Southampton; Stoke-on-Trent; Stratford-upon-Avon; Sussex; Swansea & West Wales; York.

Further details of all institutes can be found at [cii.co.uk/local](http://cii.co.uk/local)

### Subscription fees 2019

The following subscription fees are applicable from 01 January 2019 to 31 December 2019. In addition to these fees, a one-off admission fee of £37.00 applies to all new and reinstating members

\*Same fee applies to CertPFS, CertPFS (DM), CertPFS (Paraplanning) and CertPFS (Securities).

Member level	UK monthly fee	UK annual fee
PFS Student	£6.62	£79.00
Affiliate	£16.62	£199.00
CertPFS*	£16.62	£199.00
DipPFS	£16.62	£199.00
APFS	£17.50	£210.00
FPFS	£17.50	£210.00
Chartered Financial Planner	£21.87	£262.00

### Payment receipt

Payment receipts are not issued unless you specifically request one. They are not normally required for claiming UK income tax relief. If however, you do require a receipt, please call Customer Service on +44 (0)20 8530 0852 or email [customer.serv@thepfs.org](mailto:customer.serv@thepfs.org)

### Membership card

You will receive your new membership card within three weeks of payment being received. If you are paying by monthly direct debit, your card will be sent after the first payment has been made.

### Membership support schemes

A number of schemes are available to support you should your circumstances change throughout your membership. These are as follows:

#### Retired membership scheme

If you take full retirement from the insurance or financial planning profession you can apply to join this scheme to continue your involvement with the CII/PFS at a reduced rate.

#### Continued membership scheme

If you leave the industry and would like to maintain your relationship with the CII/PFS you can apply to join this scheme which offers continued membership at a reduced fee.

#### Membership support scheme

This scheme is designed to support you if you are experiencing a significant change in your circumstances. If you find yourself temporarily out-of-work through redundancy or unemployment, are on maternity leave/shared parental leave, or are unable to work through ill-health or other special circumstances, this scheme enables you to continue your membership at a reduced rate.

For further information on membership support schemes or to access an application form, visit: [thepfs.org/membership/support-schemes](http://thepfs.org/membership/support-schemes)

### Code of ethics

All CII/PFS members are required to uphold clearly defined and objectively measured standards of behaviour. These standards are contained within the CII/PFS Code of Ethics which all members are required to uphold as a condition of membership. This can be found at [thepfs.org/code](http://thepfs.org/code)

**Personal Finance Society**  
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London E18 2JP

Tel: **+44 (0)20 8989 8464**

 **PFS President's Thinktank**

 **@PFSCConf**

**thepfs.org**