

Advanced Financial Planning Ce (P)
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Advanced

examination handbook '99

- Taxation and trusts
- Personal investment planning
- Business financial planning
- Pensions
- Investment portfolio management
- Long-term care, life and health protection
- Supervision and sales management
- Holistic financial planning



ENQUIRIES

Administrative matters including

- membership applications
 - examination entries
 - study course enrolment
 - information on continuing professional development
 - short courses and revision courses
 - intensive exam courses
 - in-house training
 - CII distance learning courses and study methods
 - course availability at local colleges
- please contact by post or telephone:

Purchasing course books and handing in forms in person at:

Enquiries on the structure or syllabus content of the examinations covered in this handbook:

Technical enquiries on the content of course materials

Enquiries about

- in-house training
- the technical content of training courses:

Computer-based training packages and videos should be ordered from:

Information about SOFA membership, qualifications awarded by SOFA and training facilities:

Information about LIA membership, qualifications awarded by the LIA and training facilities:

CUSTOMER SERVICES CENTRE

31 Hillcrest Road, South Woodford
London E18 2JP
Tel: 0181-989 8464 ◦ Fax: 0181-530 3052

Opening hours:
9am to 5pm, Monday to Thursday
9am to 4.45pm, Friday

BOOKSHOP

20 Aldermanbury, London EC2V 7HY
Tel: 0181-989 8464 ◦ Fax: 0171-726 0131

or at the
CUSTOMER SERVICES CENTRE

EXAMINATIONS DIVISION

20 Aldermanbury, London EC2V 7HY
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PUBLISHING

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CII COLLEGE OF INSURANCE

19-21 Billiter St, London EC3M 2RY
Tel: 0171-702 9997 ◦ Fax: 0171-702 9996

UNICORN TRAINING

2nd Floor, 26 Poole Hill, Bournemouth
Dorset BH2 5PS
Tel: 01202 316643 ◦ Fax: 01202 316642

THE SOCIETY OF FINANCIAL ADVISERS

20 Aldermanbury, London EC2V 7HY
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THE LIFE INSURANCE ASSOCIATION

LIA House, Chorleywood, Rickmansworth,
Hertfordshire WD3 5PF
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Visit the CII's web site at
www.cii.co.uk

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STUDY OPTIONS

A separate AFPC study options brochure gives details of the following:

- Coursebooks and update service
- Correspondence course
- Examination guides and examiners' reports
- Case study workbooks
- Computer-based training and CD-ROM packages
- Audio tapes
- Intensive courses and revision days.

SYLLABUSES AND EXEMPTIONS

A separate AFPC syllabuses and exemptions guide gives details of the following:

- the full syllabus for each AFPC subject, with a reading list
- exemption rules and exemption application form.

If you do not have a copy of *AFPC study options* with this handbook, or you would like a copy of the syllabuses and exemptions guide, please complete the form on page 19 or ring the customer services centre on 0181-989 8464.

SPECIAL NOTE

This edition is intended for candidates entering for the 1999 examinations.

The handbook for candidates entering for the examinations in 2000 will be published in July 1999.

HOW TO USE THIS HANDBOOK

You will find everything you should need to know about entering for the AFPC examinations in this handbook. When you enter for an examination, you acknowledge by signing the entry form that you have read this handbook and agree to abide by the regulations contained in it. It is therefore in your interests that you are familiar with the contents of the handbook.

IMPORTANT DATES

	<i>January 1999 G60 exam only</i>	<i>April 1999 exams</i>	<i>October 1999 exams</i>
ORDER STUDY COURSES	Please allow 21 days for delivery in the UK		
LAST DATE TO APPLY FOR CONTINUOUS ASSESSMENT	26 October 1998 (G60 only)	18 January 1999 (G10 and G60 only)	26 July 1999 (G10 and G60 only)
CLOSING DATE FOR YOUR EXAM ENTRY TO REACH THE CII <i>at normal fees</i> £65† for each paper (members) £85† for each paper (non-members)	14 December 1998	11 February 1999	19 August 1999
	(changes to exam entries, etc. not accepted after these dates)		
<i>at late entry fee*</i> £115† for each paper (members) £135† for each paper (non-members)	8 January 1999	26 March 1999	1 October 1999
	(exam entries cannot be accepted after this date)		
RECEIVE EXAM ENTRY CONFIRMATION	Up to 28 days after sending in application		
LAST DATE FOR CONTINUOUS ASSESSMENT ASSIGNMENTS TO BE SUBMITTED TO TUTORS	7 December 1998 (G60 only)	1 March 1999 (G10 and G60 only)	6 September 1999 (G10 and G60 only)
RECEIVE YOUR EXAM ADMISSION PERMIT	Two weeks before the exams begin		
SIT EXAMS	22 January 1999	13–16 April 1999	19–22 October 1999
EXAM RESULTS DESPATCHED Results are sent by 1st class post on the date shown. Please allow 5 days for delivery to a UK address and 14 days for an international address.	19 March 1999	25 June 1999 (UK, CI, IoM exam centres) 2 July 1999 (International exam centres)	7 January 2000 (UK, CI, IoM exam centres) 14 January 2000 (International exam centres)
ENTER FOR THE NEXT EXAMS	You do not have to wait for your results before entering for an exam in the next session		

† The fees for the January 1999 G60 examination only are:

members—£60; non-members—£80; members' late entry—£110; non-members late entry—£130.

* If your entry for H25 Holistic financial planning is received after the closing date at normal fees, the CII cannot guarantee that you will receive the pre-released examination material two weeks before the exam.

ADVANCED FINANCIAL PLANNING CERTIFICATE

AIM

The principal aim of the AFPC is to offer a qualification which demonstrates that the holder is capable of advising clients whose overall levels of income and capital require a more sophisticated scheme of investment than is normally prepared by an FPC-level adviser.

STRUCTURE OF THE CORE AFPC

The core AFPC consists of three papers. You may gain exemption from a maximum of two papers.

To complete the core AFPC, and subject to passing at least one of the three papers by examination, you must pass or be exempted from the compulsory paper:

G10 Taxation and trusts

and pass or be exempted from two more papers from:

G20 Personal investment planning
G30 Business financial planning
G60 Pensions*
G70 Investment portfolio management
G80 Long-term care, life and health protection
H25 Holistic financial planning

* the Pensions paper (G60) is also available on a stand-alone basis for candidates wishing to demonstrate specialist knowledge of pensions and pensions transfers.

H15 Supervision and sales management does not count towards the core AFPC.

THE CORE AFPC PAPERS

Each paper is of three hours' duration and carries 200 marks. All except H25 have three sections.

Section A—45 marks: compulsory short-answer questions to test knowledge across the syllabus.

Section B—75 marks: compulsory case study requiring the display of analytical and application skills.

Section C—80 marks: a choice of two out of three structured questions requiring discursive answers.

The H25 exam paper consists of a single three-hour case study based on pre-released material.

Tax tables are printed in each exam paper.

REGULATORY REQUIREMENTS

G60 PENSIONS

The Personal Investment Authority (PIA) rules specify that all member firms that carry out pensions transfer and opt-out business must have a nominated pension transfer specialist within the firm and this person must hold an appropriate qualification by 31 March 1999. G60 is listed by the PIA as an appropriate qualification.

G70 INVESTMENT PORTFOLIO MANAGEMENT

The PIA has approved G70 as an alternative qualification to the Investment Management Certificate for individuals who act as broker fund advisers or discretionary managers.

SYLLABUSES

The exams are based on the detailed syllabuses printed in the AFPC syllabuses and exemptions guide. You can order a copy using the form on page 19. The exams are not based on any specific coursebook, textbook or manual. You should familiarise yourself with the detailed syllabuses as an integral part of your studying.

Here are summaries of the syllabuses for each subject.

G PREFIX PAPERS AND H25

These count towards all of the core AFPC, ASFA and FSFA, and towards ALIA (dip) and FLIA (dip).

G10 Taxation and trusts

Personal taxes; tax planning aspects; investments; inheritance tax; calculation of tax liabilities; the essentials of a trust; statutory trusts; non-statutory trusts; trustees; trust assets; suitable trusts for different circumstances; tax implications of trusts; tax calculations for trusts; insurance policies under trust; pensions; unit trusts.

You are advised to study G10 before tackling other AFPC papers as its syllabus contains subject matter that the other papers build on.

G20 Personal investment planning

Fundamental principles of portfolio construction; investments; collecting and analysing client data; practical application of personal investment planning.

G30 Business financial planning

The legal forms of business; taxation; business accounting; corporate finance; protection insurance; individual pension planning; group pension planning and

employee benefits; bankruptcy and insolvency; practical applications.

G60 Pensions

Pensions planning; compliance; investment; legislation and practice notes; personal pensions/retirement annuities; phased retirement/personal pension fund withdrawal; self-invested personal pensions (SIPP); executive pension plans (EPP); small self-administered schemes (SSAS); occupational pension schemes (OPS); additional voluntary contributions/free standing additional voluntary contributions (AVC/FSAVC); personal equity plans (PEP)/individual savings accounts (ISA); unapproved schemes; options for the leaver; overseas aspects of OPSs; State benefits and transfer values; superannuation schemes; assessment of transfer values; transfer value analysis; bulk transfers; money purchase schemes; scheme reconstruction and management buy-outs; particular occupations.

G70 Investment portfolio management

The economic environment; direct financial investments; collective investments and investment trusts; other investments; interpretation of accounts; dealing in investment markets; portfolio design; fund management services; performance assessment and financial calculations; regulatory environment.

You are advised to study G20 before tackling G70 as G70 builds on knowledge in G20.

G80 Long-term care, life and health protection

Client needs; State and local authority benefits; long-term care and other protection products; solutions and recommendations; monitoring a client's circumstances; underwriting; product claims.

H25 Holistic financial planning

Tax planning aspects; retirement planning; financial protection in the event of disability, ill health or death;

savings and investments; client analysis; financial planning solutions and recommendations; reviewing the client's financial position.

H15

This paper counts towards ASFA and FSFA, but not core AFPC (MSFA). It also counts towards FLIA (dip).

H15 Supervision and sales management

Role of the supervisor; leadership and motivation; communication and involvement; overview of training and competence (T & C) schemes; planning a T & C scheme; recruitment and selection; the sales and business cycle; training; coaching, assessment and monitoring; standard setting; management information and quality standards.

H15 is available on a stand-alone basis for candidates wishing to demonstrate specialist supervisory knowledge and skills in the regulatory environment. The LIA accept this subject as a basis for the award of additional designations. The format of the exam paper is similar to the G prefix papers, except that no tax tables are printed.

STUDYING FOR SAFPC EXAMS

Each paper is at a level equivalent to university honours degree finals, so you need to set aside enough time for study. If you have only studied financial planning to FPC standard, you should allow at least 120 hours of study for each subject, spread over six months. Your study options are detailed in the AFPC study options brochure: to order a copy see page 19.

DESIGNATIONS AWARDED BY THE SOCIETY OF FINANCIAL ADVISERS (SOFA)

The table below summarises the examination requirements for award of professional membership (MSFA), Associateship (ASFA) and Fellowship (FSFA) of the Society of Financial Advisers (SOFA). There are also

experience and CPD requirements that must be met before the designatory letters may be used. Full details of syllabus content and exemptions are contained in a separate guide, which you can order using the form on page 19. You can become a registered member if you hold the FPC. Further details for all SOFA qualifications are available from SOFA (see page 19).

Number of papers	Designation	Papers required	Minimum papers by examination	Papers available
1	MSFA (core AFPC—three papers)	G10 (compulsory unless exempted) and either two more G papers or one more G paper and H25	One paper	G papers and H25
2				
3				
4	ASFA (six papers)	Three additional G or H papers, or designated ACII papers	Two papers	G or H papers and up to five of the following ACII papers: 555, 570, 735, 740, 935, 945
5				
6				
7	FSFA (ten papers)	Four additional G or H papers or designated ACII papers. H15 or H25 must be held	Three papers; must include H15 or H25	
8				
9				
10				

DESIGNATIONS AWARDED BY THE LIFE INSURANCE ASSOCIATION (LIA)

The table below summarises the examination requirements for award of Membership—MLIA (dip), Associateship—ALIA (dip), and Fellowship—FLIA (dip) of the LIA by diploma. Special designations adding the initials 'Mgt' to the above descriptions are awarded by

the LIA for those who have passed subject H15. Further details of all LIA qualifications are available from the LIA—see page 19.

Members of the LIA enjoy the same fee rates for examination entry and tuition materials as CII/SOFA members.

Designation	Papers required
MLIA (dip)	FPC
ALIA (dip)	MLIA (dip) plus AFPC
FLIA (dip)	ALIA (dip) plus three further AFPC/ACII* subjects. * The following ACII papers are accepted: 555 Life and disability underwriting 570 Financial aspects of long-term business 735 Life assurance 740 Pensions law, taxation and administration 935 Principles and practice of management in insurance 945 Marketing

CONTINUOUS ASSESSMENT

CONTINUOUS ASSESSMENT FOR THE AFPC

Continuous assessment is a scheme to encourage you to undertake systematic study over a period of time. Under this scheme you send in to a tutor assignments based on your study of a subject, including a final examination-standard assignment. If these assignments reach the required standard and in the final exam your score is in the X (narrow fail) band, you will receive a fixed adjustment to your score, which will be sufficient to change your narrow fail into a pass.

Continuous assessment is available for subjects G10 and G60 in 1999.

Past results have indicated significantly higher success rates for candidates who complete continuous assessment: they benefited from the fixed adjustment to their score if they were in the narrow-fail band, but often the extra preparation gained from continuous assessment helped them to achieve a clear pass.

HOW TO APPLY FOR CONTINUOUS ASSESSMENT

You must either purchase the CII course on the continuous assessment basis or upgrade to that basis.

If you have purchased just the coursebook (with or without updating service), you can upgrade to continuous assessment on payment of a fee.

If you purchased the course on a correspondence but not a continuous assessment basis, you can write in to upgrade to continuous assessment. There may be an additional charge: please refer to the separate AFPC study options brochure.

You must not start sending in assignments for marking until you have been upgraded, otherwise they cannot be counted for continuous assessment purposes.

Please see page ii for the last dates to apply for continuous assessment.

Once you have started continuous assessment towards a particular exam sitting, you must submit your assignments before the closing date for receipt of assignments for that sitting. If you decide to defer your exam entry to the next sitting and do so before the closing date at normal fees for the original sitting, you may complete any outstanding assignments by the closing

date for receipt of assignments for that next sitting or by the date on which your course expires, whichever is sooner, and still qualify for the continuous assessment adjustment. The same applies if you have to defer an exam owing to illness and can produce medical evidence.

SUBMITTING ASSIGNMENTS

You must submit at least eight assignments: seven of those in the separate work book and the compulsory final exam-standard assignment. The compulsory final exam-standard assignment will be sent to you when you apply for continuous assessment, **but you should complete it as your last assignment**. All eight assignments must be received by your tutor before the closing date for receipt of assignments. Assignments received after that closing date are marked but do not count towards continuous assessment. The closing dates are given on page ii. Each assignment will be marked and graded and returned to you with your tutor's comments.

To be eligible for the continuous assessment adjustment, you must achieve grade B or above in the compulsory final exam-standard assignment; this grade, together with your five best grades from the work book assignments, must also result in at least an average grading of B.

Assignments will be graded on the following scale:

- A 75% and over
- B 60-74%
- C 55-59%
- D 54% and below

CARRYING FORWARD A CONTINUOUS ASSESSMENT ADDITION

If you have met the necessary prerequisites for a continuous assessment adjustment but your exam score is outside the narrow-fail band, the adjustment will automatically be re-used at the next exam session only. This does not apply to candidates who are absent from an exam, except for those absent because of illness, in which case medical evidence is required within two months of the exam.

For the extra January 1999 sitting of G60 you will be able to carry forward the continuous assessment adjustment to EITHER the April 1999 or October 1999 exams but you must use it at the FIRST sitting for which you enter.

ENTERING FOR THE EXAMINATIONS

ENTRY STANDARDS

Before you can enter for any paper with a G or H prefix (with the exception of the stand-alone papers G60 Pensions and H15 Supervision and sales management) you must either have completed the Financial Planning Certificate (FPC) or hold one of the qualifications accepted by regulation as its equivalent, eg:

- Investment Advice Certificate
- Investment Management Certificate
- Certificate for Financial Advisers (full certificate must be held)
- any other qualification approved by the Personal Investment Authority as being equivalent to the FPC (this includes ACII/FCII, life and pensions route only, and certain financial services degrees).

Alternatively, you may enter directly for any G or H prefix paper if you are authorised to conduct investment business by your recognised professional body, eg, 'qualified person' status granted by the Law Society.

There is no extra charge for registering eligibility for direct entry through the above qualifications, but if you wish to obtain the FPC itself, you will have to pass the FPC exams in the normal way.

TRANSITIONAL ARRANGEMENTS

Candidates who have passed AFPC papers (or who have been granted exemptions) under the pre-October 1995 syllabuses will be granted credits in the current scheme as follows.

If you have passed (or have been exempted from) any of the old syllabus AFPC papers F10, F20 or F30, you will be credited with the corresponding core syllabus AFPC paper G10, G20 or G30 respectively.

If you have passed (or have been exempted from) either AFPC paper F40 or F50, you will be granted one non-specific credit towards the core AFPC. If you have passed (or have been exempted from) both AFPC papers F40 and F50, you will still be granted only one non-specific credit towards the core AFPC, but each paper will count separately towards ASFA/FSFA. These arrangements, in respect of the core AFPC, are shown in the table.

Special arrangements apply to LIA members wishing to complete their FLIA (dip) by taking papers additional to those required to complete the AFPC. Details are available from the LIA.

Credits awarded towards the core AFPC for AFPC passes (or exemptions) under the old syllabuses

<i>Old syllabus paper</i>	<i>Current syllabus credit</i>
F10	G10
F20	G20
F30	G30
Either F40 or F50 (or both)	One non-specific credit

EXEMPTIONS

You may be eligible for exemption from one or more AFPC papers if you hold a relevant qualification from a recognised professional or academic body obtained by exam.

Full details are given in the syllabuses and exemption guide. To obtain a copy, please see page 19.

EXAMINATION TIMETABLE

The timetable on page 6 shows when the exams are held and the closing dates. Exam centres are listed on page 9. You will find the exam entry form on page 12.

EXAMINATION ENTRY FEES

£65 for each paper (members of CII/SOFA/LIA).
£85 for each paper (non-members).

If a late entry fee of £50 is payable, this is in addition to the exam entry fee. See page ii for the total fees payable for a late entry.

ACKNOWLEDGEMENT OF ENTRY

When the CII receives your entry form you will be sent an acknowledgement. This will give your permanent identity number (PIN) which you should use in all subsequent correspondence with the CII. If you already have a CII PIN you should quote it with your initial enquiry or application.

ADMISSION PERMIT

About 14 days before the exam you will be sent an admission permit and instructions giving the exact location of the exam centre. If you have not received your permit ten days before the exam, contact the customer services centre, giving your PIN and the centre where you are sitting.

CHANGES AND WITHDRAWALS

The closing date referred to in this section is the closing date for accepting entries at normal fees.

BEFORE THE CLOSING DATE

If you withdraw completely from the exam before the closing date, we will refund 50% of your entry fee. If you wish to defer your entry from one session to another, or change exam centre or paper, your request, accompanied by an administration fee of £25, must be received before the closing date. You may only defer your entry to the next session. If you apply for more than one change to your exam entry at the same time, a single fee of £25 will cover all the changes.

AFTER THE CLOSING DATE

No changes (apart from your address) can be made to your entry after the closing date for the exam you have entered. If you wish to withdraw at this stage you will not receive a refund except in cases of illness (see page 7).

DISABILITY DISCRIMINATION ACT

EXAMINATION POLICY

The Chartered Insurance Institute carries its equal opportunities policy through to cover all exams it administers.

Provisions are made for candidates who are registered disabled, or certified as temporarily disabled or dyslexic, blind or partially sighted.

All other disabilities not mentioned above will be catered for on their individual merit and examined by a method approved by the Examiners Committee.

MEDICAL CONDITIONS

If you have a medical condition which you believe should be taken into consideration in assessing your exam performance, you should apply in writing, enclosing medical evidence, such as a doctor's letter. Applications without medical evidence will not be considered.

Your application should preferably accompany your exam entry, but in any case must be received by the CII no later than 14 days before the date of the exam in the session to which it relates. The CII will not consider applications received after that time.

LIABILITY OF THE CII

In all circumstances the CII's liability is limited to a complete refund of the exam fee paid for the exam concerned.

1999 EXAMINATION TIMETABLE				
<i>Subject</i>	<i>January</i>	<i>April</i>	<i>October</i>	<i>Time</i>
G10 Taxation and trusts	—	13 April	19 October	10 am
G20 Personal investment planning	—	13 April	19 October	2.30 pm
G30 Business financial planning	—	14 April	20 October	10 am
G60 Pensions	22 January*	14 April	20 October	2.30 pm
G70 Investment portfolio management	—	15 April	21 October	10 am
G80 Long-term care, life and health protection	—	15 April	21 October	2.30 pm
H15 Supervision and sales management	—	16 April	22 October	10 am
H25 Holistic financial planning	—	16 April	22 October	2.30 pm
<i>Closing date at normal fees</i>	<i>14 December 1998</i>	<i>11 February 1999</i>	<i>19 August 1999</i>	
<i>Closing date at late entry fees</i>	<i>8 January 1999</i>	<i>26 March 1999</i>	<i>1 October 1999</i>	

* The 22 January sitting of G60 will begin at 2 pm.

THE EXAMINATION DAY

PROOF OF IDENTITY

You must show proof of your identity (other than your admission permit) to any CII official who requests it. The following are acceptable as identification:

- current passport;
- company identification card containing your photograph and signature;
- full driving licence containing your photograph and signature;
- in countries where such documents exist, an identification card (with photograph).

If you do not currently hold one of these means of identification you are expected to obtain one before the date of the exam.

You will have to show this identification to the exam co-ordinator before the exam begins. You should arrive at the exam centre 30 minutes before the exam is due to start so that the checks can take place. If you do not comply with these requirements you will not be permitted to sit the exam and will not be entitled to a refund of the exam fee.

LEGISLATION

The exams are based on the legislative position in the UK **three months** before the date of the exam. The January 1999 (G60) and April 1999 exams are based on the 1998–99 tax year; the October 1999 exams on the 1999–2000 tax year.

On 28 October 1997, the Securities and Investments Board became the Financial Services Authority. The FSA will continue to exercise all the functions of the SIB under the Financial Services Act 1986. The Act that will form the FSA had not come into force when this handbook was printed and CII materials therefore continue to make reference to SIB.

TAX TABLES

You are not allowed to bring any tax guides or tables into the exam. Rates of tax, etc. are printed in all the exam papers except H15. No procedural or background information is provided, as you are expected to know this. The examiners' report on the previous session, which you will receive before the exam, includes a copy of tax tables exactly as they will be printed in the exam paper.

CALCULATORS

There will be questions in the exams which require

calculations to be made. You may use a silent battery or solar-operated non-programmable calculator in the exam room. The use of electronic equipment capable of being programmed to hold alphabetic or numerical data and/or formulae is prohibited. You may use a financial or scientific calculator provided that it meets this requirement. Marks are usually awarded for showing all steps in your calculations, so you will need to demonstrate an understanding of basic financial mathematics, eg, compound interest. You will be asked for information on the model of the calculator you use.

MOBILE TELEPHONES

You may not enter the exam room with a mobile telephone unless it has first been switched off. It must remain switched off throughout the exam period.

EXAMINATION PAPERS

You must hand the answer book and the question paper to the invigilator before you leave the exam room. If you do not, your answer book will not be marked and you may be prevented from entering this exam in future. Copies of the question papers will be available free of charge from the customer services centre after the last exam in each session has been held.

ILLNESS

If you are absent from the exam because of illness, you may apply for your entry to be transferred to the next session, provided that your application, supported by medical evidence, is received by the CII within two months of the date of the exam. Alternatively, and on the same conditions, you may claim a refund of 50% of your exam fee. Exam entry fees will not be refunded or credited for any other reason.

DISCIPLINARY ACTION

Under the provisions of bye-law 63, the CII's Disciplinary Committee will take action against any examination student or candidate, whether a CII member or not, who commits a breach of the examination regulations or is guilty of conduct which the committee considers warrants the imposition of a penalty. The committee will also take rigorous (and in some cases, legal) action against anyone who has falsified documents or misused the CII's designations.

The CII reserves the right to notify the relevant regulatory body of any disciplinary action taken.

AFTER THE EXAMINATION

MARKING

Examiners are selected for their relevant and up-to-date knowledge and experience, and have been specifically trained to mark papers in accordance with carefully laid down criteria.

There are no minimum marks that must be scored in any section of the papers to pass. You simply have to score enough marks in aggregate to reach the pass mark.

All candidates who reach the required standard for the appropriate exam will pass. The CII does not operate a policy of setting a quota of candidates who will be passed.

The best way to appreciate the standard required is to study the examination guides and examiners' reports. To order these, please use the separate AFPC study options brochure.

RESULTS

Your results will be despatched on the dates stated on page ii. Your results notification slip shows that you obtained either a distinction, a pass, failure by a narrow margin (within 10% of the pass standard), failure by a wider margin, failure by a considerable margin, or an ungraded result (less than 15% of the marks available).

Each exam paper (except H25) has three sections: A, B and C. If you fail your exam and attain fewer than 50% of the available marks in a section, this will be highlighted on your results notification slip. For example, if your result shows a Y grade with the letters 'B, C' after it, this means that you scored fewer than 50% of the available marks in section B, the case study, and section C, the structured questions. Paper H25 has only three questions so the letters A, B and C refer to questions 1, 2 and 3 respectively.

No further indication of your performance in the exams other than that shown on your results notification is available, with the following exception.

If you fail by a narrow margin, ie, with grade X, you can apply for your script to be re-marked and a report prepared indicating areas of weakness in your performance. A re-mark form is available from the

customer services centre. The completed form and your fee of £50 must be received by the CII within six weeks of the despatch of the results.

The re-mark takes six to eight weeks to complete, so if you wish to enter for the next sitting, you are advised to enter without waiting for the result of a re-mark. If the re-mark results in your grade being changed to a pass, you will be refunded your £50 re-mark fee. If you had already entered to re-sit at the next available sitting we would also refund that entry fee in full.

GENERAL

Results are not given over the telephone or by fax.

With your results slip you will receive forms to enter for further exams, to change any entries you may already have made for future sittings, to apply for resits and to order new course books, as appropriate.

In no circumstances will any of your answer books be returned to you.

The CII reserves the right to publish exam results, whether successes or failures. Pass lists are published only after results have been issued to candidates.

The decision of the Examiners Committee is in every case final.

COMPLETION OF THE EXAM REQUIREMENT

When you have qualified, you will be sent your Advanced Financial Planning Certificate.

If you pass G60 or H15 as stand-alone papers, you will receive a separate certificate.

PRIZE

The Worshipful Company of Insurers offers a prize to the most successful candidate completing the AFPC during the year. The award is only made when the standard of the best entry is sufficiently high to merit it.

EXAMINATION CENTRES

The examinations will be held in or close to the following towns in the UK, Channel Islands, and Isle of Man, provided that there are sufficient candidates and that suitable local arrangements can be made. It may be possible to arrange for a sitting outside the UK, Channel Islands and Isle of Man. Please contact the customer services centre for further details.

Choose the centre most convenient for you from the list below and write its name and code number in the space provided on the entry form. It is important that you also give a second choice of centre on the entry form.

Places are allocated on a first-come first-served basis. At some centres there may be more candidates than places available. Some centres may not be available in the October session.

If you should ask for a centre which is already full up or for which arrangements cannot be made, you will be offered a transfer to the nearest available centre. If this centre is not convenient, you will be able to choose an alternative (if available) or defer to the next session.

Centre name	Code	Centre name	Code	Centre name	Code
Aberdeen	010*	Guernsey	090*	Northampton	052
Ayr.....	011	Guildford.....	038	Norwich.....	007*
Belfast.....	015*	Halifax	079	Nottingham.....	053*
Birmingham	005*	Horsham	082	Oxford	054
Blackpool	017	Hull	041	Perth	055
Bolton	080	Ilford	042	Peterborough	056
Bournemouth	018	Inverness	043	Plymouth.....	057*
Brighton	020*	Ipswich	044	Portsmouth.....	058
Bristol	021*	Jersey	081*	Preston	059
Cambridge.....	022*	Kendal.....	076	Reading	060*
Cardiff.....	024*	Kingston	045	Sevenoaks	252
Carlisle	025*	Leeds	006*	Sheffield	062
Chelmsford	026	Leicester	046	Shrewsbury.....	063
Chester	028	Lerwick	218	Southampton	064*
Coventry	029	Lincoln	047	Southend-on-Sea	086
Croydon.....	030	Liverpool	002*	Stoke-on-Trent	065
Derby.....	031	Llandudno.....	077	Stornoway.....	250
Douglas (Isle of Man)	091*	London	001*	Stratford-upon-Avon	066
Dundee	034	Londonderry	048	Swansea	067
Ealing	088	Luton & St Albans	049	Swindon	089
Edinburgh.....	009*	Maidstone	050	Taunton	068
Exeter	035*	Manchester	003*	Truro	070
Folkestone.....	087	Middlesbrough	051	Watford	072*
Glasgow.....	004*	Newcastle upon Tyne	008*	York.....	075
Gloucester	036	Newport, Isle of Wight	253		

*** The January 1999 examination for G60 will be held in these centres ONLY.**

EXAMINATION ENTRY FORM

The following details can be found in the handbook. Please read them in conjunction with these notes:

- entry fees (see page 5)
- entry closing dates (see page ii)
- centres available and their codes (see page 9).

NOTES

- 1 On this form you may only enter for the exam sessions to be held in 1999.
- 2 Specify the papers you wish to enter by ticking the appropriate box(es).
- 3 Specify the centre at which you wish to sit the exam by writing both the centre name and its corresponding code number in the space provided. In case this centre is not available, please specify an alternative centre and code.
- 4 Add up the total number of papers for which you are entering, and the total of the entry fees payable, and insert the figures in the boxes provided. If you are required to pay an additional late fee (see page ii), insert the figure in the box provided.
- 5 Make sure that you have ticked one of the payment methods. Remittances must be in sterling. Cheques must be drawn on a UK bank, be made payable to The Chartered Insurance Institute, and be crossed 'Midland Bank plc'. Please write your name and permanent identity number (PIN), or address if you do not have a PIN, on the reverse.

If paying by credit/debit card, make sure that the details are correct and that the cardholder has signed the authority. Payment by credit card does not alter the terms and conditions of supply as indicated overleaf.
- 6 Sign and date the declaration in which you agree to abide by the regulations.
- 7 After completion, please send this form together with any remittance to:
**The Chartered Insurance Institute
Customer Services Centre
31 Hillcrest Road
South Woodford
London E18 2JP**
- 8 A faxed entry form is only acceptable if you are paying by credit/debit card.

STUDY OPTIONS

A separate AFPC study options brochure gives details of the following:

- Coursebooks and update service
- Correspondence course
- Examination guides and examiners' reports
- Case study workbooks
- Computer-based training and CD-ROM packages
- Audio tapes
- Intensive courses and revision days.

SYLLABUSES AND EXEMPTIONS

A separate AFPC syllabuses and exemptions guide gives details of the following:

- the full syllabus for each AFPC subject, with a reading list
- exemption rules and exemption application form.

If you do not have a copy of *AFPC study options* with this handbook, or you would like a copy of the syllabuses and exemptions guide, please complete the form on page 19 or ring the customer services centre on 0181-989 8464.

EXAMINATION ENTRY FORM

SURNAME	<input style="width:100%;" type="text"/>			
FORENAMES IN FULL	<input style="width:100%;" type="text"/>			PREVIOUS CONTACT
DATE OF BIRTH	<input style="width:150px;" type="text"/>	MR/MRS/MISS/MS	<input style="width:50px;" type="text"/>	Have you ever had previous contact with the CII?
JOB TITLE	<input style="width:100%;" type="text"/>			YES <input type="checkbox"/> NO <input type="checkbox"/>
ADDRESS FOR ALL CORRESPONDENCE	<input style="width:100%;" type="text"/>			Please give your CII permanent identity number (PIN) if known
	<input style="width:100%;" type="text"/>			<input style="width:100%;" type="text"/>
POSTCODE	<input style="width:100px;" type="text"/>	DAY-TIME TEL.	<input style="width:100px;" type="text"/>	
IS THIS YOUR	HOME <input type="checkbox"/>	OR OFFICE <input type="checkbox"/>	ADDRESS? (please tick)	ARE YOU AN LIA MEMBER?
EMPLOYER'S NAME	<input style="width:100%;" type="text"/>			YES <input type="checkbox"/> NO <input type="checkbox"/>
EMPLOYER REGISTERED WITH:	PIA <input type="checkbox"/>	IMRO <input type="checkbox"/>		If yes, please give your LIA membership number
OTHER (please specify)	<input style="width:100%;" type="text"/>			<input style="width:100%;" type="text"/>

Note 1 I wish to sit the following subjects in **1999**

	Jan	Apr	Oct
Note 2 G10 Taxation and trusts			
G20 Personal investment planning			
G30 Business financial planning			
G60 Pensions			
G70 Investment portfolio manag.			
G80 Long-term care, life...			
H15 Supervision and sales manag.			
H25 Holistic financial planning			

Note 3 at the **examination centre** in

<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
centre name	code
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>
alternative centre	code

Note 4 Total number of papers entered

Total entry fees at

£65* per paper (members of CII/SOFA/LIA)

£85† per paper (non-members)

* £60 for G60 January 1999; † £80 for G60 January 1999

Additional late fee(s), if applicable

£50 per paper

TOTAL ENCLOSED

I do not wish my results to be passed to my employers (please tick if applicable)

Note 5

METHOD OF PAYMENT (Tick method of payment and, if applicable, complete the card details.)

Cash/cheque payable to the Chartered Insurance Institute enclosed

Please debit my/our credit/debit card account with the total cost of the goods and services ordered on this form.

VISA MASTERCARD *Valid from

SWITCH DELTA *Expiry date

*Card number *Issue number

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

Card holder's name and address if different from above

Card holder's signature Date

Note 6

I have read this examination handbook and agree to abide by the regulations.

Signed:

Date:

The Institute reserves the right to publish examination results. Results may be disclosed to the appropriate regulatory body.

CII USE	
Batch	Folio
<input style="width:100%;" type="text"/>	<input style="width:100%;" type="text"/>

Please send this form to
CII, Customer Services Centre
31 Hillcrest Road, South Woodford
London E18 2JP

Candidates in the Republic of Ireland should send this form to:
 The Insurance Institute of Ireland
 39-45 Molesworth Street, Dublin 2.

CII MEMBERSHIP APPLICATION

NOTES ON COMPLETION

1 CII membership

Membership of the CII is open to anyone wholly or mainly employed or engaged in work connected with insurance. If your application does not make this clear, please include a note stating the nature of your work and what proportion of it is spent on insurance matters.

2 Local institutes

If you live in the UK, the Channel Islands or the Isle of Man and become a member of the CII, you can also join a local institute. Usually this is the local institute whose area includes your business address (see page 15).

If you would prefer to be allocated to another local institute, or if you live outside the areas named but want to be a member of a local institute in the UK, please indicate your preference on the form.

The area covered by the Insurance Institute of London (IIL) 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, SE20, SE25. The subscription is £2 higher for IIL members.

If you live in an area where an associated institute is established, you should apply to the secretary of the institute concerned for details of local membership. The institutes are listed on page 15 and addresses can be obtained from the customer services centre.

3 Fees

An admission fee of £25 is payable with all membership applications, in addition to the subscription fee.

The subscription year runs from 1 September to 31 August. The subscription you need to pay when you join depends on which month your application reaches the CII (see following table).

The full subscription amount is due on the following 1 September and annually thereafter, and will be invoiced in July of each year.

<i>Received by the CII</i>	<i>London area</i>	<i>UK & Channel Isles</i>	<i>Overseas</i>
June/July/Aug 1998	£41	£39	£27
Sept/Oct/Nov	£41	£39	£27
Dec/Jan/Feb	£31	£29	£20
March/April/May	£22	£20	£14

• the amount payable covers the subscription for a full year commencing 1 September

You must enclose with the form, payment by cheque or postal order, or sign the credit/debit card authorisation section.

Cheques or postal orders must be in sterling, payable to 'The Chartered Insurance Institute', crossed 'Midland Bank plc' and drawn on a UK bank. Please put your name and

address or permanent identity number on the reverse of the cheque. Where payment is by cheque or postal order, goods will not be sent if the payment does not cover the cost of goods ordered. If you do not have a sterling bank account then a banker's draft, in sterling, drawn on a UK bank is acceptable. Receipts are not issued unless specifically requested. Cash can only be accepted if presented in person at either the customer services centre or the CII bookshop at Aldermanbury, or if sent by registered post.

Where payment is made by Visa, Mastercard, Switch or Delta this does not alter the procedures or terms and conditions as indicated in this handbook. Your credit/debit card will be charged for the goods and services ordered according to the CII's prices current at the time of processing.

Payments from countries outside the UK must be made by banker's draft payable in sterling to the CII drawn on a British bank or by Visa, Mastercard, Switch or Delta.

4 Renewing your subscription

It is CII policy that all new members who have a UK current account should renew their subscriptions by direct debit. Please complete the mandate and enclose it with your application. Future subscriptions will be debited to your bank account automatically when due. **Your first subscription must, however, accompany your application.**

5 Syllabuses

You should read this handbook in conjunction with the AFPC exemption and syllabuses guide. If you do not have a copy please contact the customer services centre.

6 SOFA Registered Member/Affiliated Subscriber and LIA membership

To obtain information about membership of SOFA and the LIA, please complete the form on page 19 and return it to the appropriate body.

7 Make sure you have signed and dated the declaration on page 14 and ticked a payment method.

8 If paying by credit card, Switch or Delta, make sure that the details are correct and that the card holder has signed the authority.

9 After completion, please send the application form together with your remittance and direct debit mandate, to: **31 Hillcrest Road, South Woodford, London E18 2JP**

Candidates in the Republic of Ireland should send their application form to:

**The Insurance Institute of Ireland,
39-45 Molesworth Street, Dublin 2.**

CII MEMBERSHIP APPLICATION

M99

SURNAME	<input style="width: 100%;" type="text"/>		<div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> PREVIOUS CONTACT Have you ever had any previous contact with the CII? YES <input type="checkbox"/> NO <input type="checkbox"/> Please give your CII permanent identity number (PIN) if known <div style="border: 1px solid black; width: 100%; height: 20px; margin-bottom: 5px;"></div> Please give your LIA membership number if applicable <div style="border: 1px solid black; width: 100%; height: 20px;"></div>
FORENAMES IN FULL	<input style="width: 100%;" type="text"/>		
DATE OF BIRTH	<input style="width: 50%;" type="text"/>	MR/MRS/MISS/MS <input style="width: 50%;" type="text"/>	
JOB TITLE	<input style="width: 100%;" type="text"/>		
ADDRESS FOR ALL CORRESPONDENCE	<input style="width: 100%;" type="text"/>		
	<input style="width: 100%;" type="text"/>		
POSTCODE	<input style="width: 50%;" type="text"/>	DAY-TIME TEL. <input style="width: 50%;" type="text"/>	
IS THIS YOUR	HOME <input type="checkbox"/>	OR OFFICE <input type="checkbox"/> ADDRESS (please tick)	
EMPLOYER'S NAME	<input style="width: 100%;" type="text"/>		

Have you ever been convicted of, or charged with (but not yet tried) any offence other than motoring? YES NO
You are required to let the CII know if you are convicted of any offence (non-motoring) in the future.

I am applying for CII membership
 Type of work _____

 I wish to join the local institute at _____
 (see page 15).

FEES	
Admission (payable with all applications)	£25
Membership subscription (please refer to table on page 13)	£
Total amount enclosed	£

METHOD OF PAYMENT (Tick method of payment and, if applicable, complete the card details.)

Cash/cheque payable to the Chartered Insurance Institute enclosed

Please debit my/our credit/debit card account with the total cost of the goods and services ordered on this form.

VISA MASTERCARD *Valid from

SWITCH DELTA *Expiry date

*Card number *Issue number

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

Card holder's name and address if different from above

Card holder's signature Date

DECLARATION

I apply for admission to membership of the Chartered Insurance Institute and agree if admitted to abide by the charter, bye-laws and code of conduct of the Institute, and by the constitution and bye-laws of any local institute of which I am to become a member.

Signed _____

Date _____

CII USE
EQC
LII
ADM DATE
PREV MBR
DISP DATE

Please send this form to
CII, 31 Hillcrest Road, South Woodford London E18 2JP

Candidates in the Republic of Ireland should send this form to:
The Insurance Institute of Ireland, 39-45 Molesworth Street, Dublin 2

LIST OF LOCAL INSTITUTES

Aberdeen
Ayrshire
Bedford & Milton Keynes
Belfast
Birmingham
Blackburn & Burnley
Blackpool
Bolton
Bournemouth
Bradford
Brighton
Bristol
Cambridge
Canterbury & East Kent
Cardiff
Carlisle
Chelmsford
Cheltenham
Chester
Coventry
Croydon
Derby
Doncaster
Dundee
East Sussex
Edinburgh
Enfield & Hertford
Exeter
Folkestone & South Kent
Glasgow
Gloucester
Guernsey
Guildford
Halifax
Harrow & Ealing
Horsham & Crawley
Huddersfield
Hull
Ilford & South West Essex
Inverness
Ipswich, Suffolk and N. Essex
Isle of Man
Jersey
Kendal
Kingston-upon-Thames
Leeds

Leicester
Lincoln
Liverpool
London
Londonderry
Luton & St Albans
Manchester
Middlesbrough
Mid Kent
Newcastle upon Tyne
Northampton
North Wales
Norwich
Nottingham
Oxford
Perth
Peterborough
Plymouth
Preston
Reading
Sheffield
Shrewsbury
Southampton
Southend-on-Sea
Stoke-on-Trent
Stratford-upon-Avon
Swansea
Swindon
Taunton
Truro
Tunbridge Wells
Watford
Wolverhampton
Worthing & West Sussex
York

LIST OF ASSOCIATED INSTITUTES

Ireland
Cork
Dublin
Dundalk
Galway
Limerick
Sligo

DIRECT DEBITING MANDATE FOR FUTURE MEMBERSHIP SUBSCRIPTIONS

NOTES ON COMPLETION

Renewing your subscription. It is our policy that all new members who have a current account at a bank or building society in the UK should renew their subscriptions by direct debit. Please therefore complete the direct debiting mandate below if you have a UK bank or building society account and return it to the Institute with your application. Your future subscriptions will then be debited to your bank or building society

account automatically when due. **Your first subscription payment must accompany your application.**

The mandate conforms with the requirements of the clearing banks. Direct debits will be originated on **1 September** each year for your annual membership subscription only. Any change in the rate of subscription will appear in *The Journal* in sufficient time for you to cancel your mandate if you so wish.



Instruction to your bank or building society to pay Direct Debits

Originators'
Identification No.
9 9 6 6 4 5

Send this form to

**The Chartered Insurance Institute
31 Hillcrest Road, South Woodford, London E18 2JP.**

Name and full postal address of your bank or building society branch

To: The Manager
.....Bank or Building Society
Address.....
.....
..... Postcode

Name(s) of account holder(s)

Branch sort code (from the top right hand corner of your cheque)

	-		-	
--	---	--	---	--

Bank or building society account number

--	--	--	--	--	--	--	--

Permanent Identity Number

Instruction to your bank or building society

Please pay The Chartered Insurance Institute 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 Chartered Insurance Institute and, if so, details will be passed electronically to my bank/building society.

Signature(s) Date

Banks and building societies may not accept Direct Debit instructions from some types of account.

The Direct Debit Guarantee

- This 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, you will be told of this in advance by at least 14 days as agreed.
- If an error is made by The Chartered Insurance Institute 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 the letter to us.



PUBLICATIONS REQUEST FORM

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NAME AND ADDRESS BOX

Name

Address

Postcode

If you would like to order any of the following free publications or require further information, please complete the name and address box above and enter the number of copies required in the relevant spaces below.

PLEASE SEND ME

_____ copy(ies) of the AFPC examination handbook

_____ copy(ies) of the AFPC study options brochure

_____ copy(ies) of the AFPC syllabuses and exemption guide

I WOULD LIKE FURTHER INFORMATION ABOUT (please tick)

The Society of Financial Advisers

The Life Insurance Association

Please return your completed form to

**Customer Services Centre
The Chartered Insurance Institute
31 Hillcrest Road
South Woodford
London
E18 2JP**

or fax it on 0181-530 3052

Please return your completed form to

**The Life Insurance Association
LIA House
Chorleywood
Rickmansworth
Hertfordshire
WD3 5PF**

or fax it on 01923 285395

Additional study options for the AFPC

INTENSIVE TRAINING COURSES

G10/G60 (£500 per subject)

If you find it difficult to set aside regular time to study, you should consider our intensive three-day training programmes for G10 Taxation and trusts, and G60 Pensions. They concentrate on the key areas of the syllabus and on preparing you for the examination. During the programme you will work through a number of case studies and sit a mock exam. The intensive nature of the programme means that there may be additional work in the evenings.

The courses provide approximately 18 hours of study time. To maximise your chances of success, you should spend some additional time studying before attending the course.

REVISION DAYS

G10, G20, G30, G60, G70, G80, H15
(£110 per subject)

When you have completed your study programme, revision days provide you with an opportunity to

- clarify areas of concern;
- learn what the examiner is looking for;
- discuss the main mistakes made by candidates and how to avoid them;
- identify areas in which you may have a weakness.

The revision days are held in the three weeks leading up to the examination. During the day we concentrate on the key areas of the syllabus and examination techniques.

STUDY OPTIONS

Coursebooks

Coursebooks and update service

Correspondence courses

Computer-based training

Audio tapes (G10 and G60)

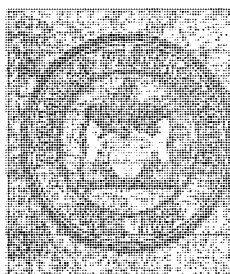
Case study workbooks

Examination guides

Examiners' reports

'Winning the brain game'

To order any of these items, please see the separate 'Study options' brochure



For more details of all the courses available contact

CIP College, 19-21 Billiter St, London EC3M 2RY

Tel: 0181-489 8161 • Fax: 0181-530 3052

or visit the CIP's Web site

at <http://www.cipfa.co.uk>

THE CLARENCE FUND FOR THE SCIENTIFIC RESEARCH SOCIETY

20 Aldermanbury, London EC2V 7HY
Telephone: 0181-9898464 • Fax: 0171-7260131