

- Once you have read the notes on completing your application, you can either:
- phone through your order to Customer Service on +44 (0)20 8989 8464 ensuring that you have your credit/debit card details ready
  - complete and submit your form online at www.cii.co.uk or
  - complete the form below and post or fax (+44 (0)20 8530 3052) to Customer Service.

# Certificate in Financial Planning Application form

ICF008 (10/06)

**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? Yes  No  (Please tick)

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

PIN

Mr/Mrs/Miss/Ms  Surname

Forenames  Date of birth

Employer's name

Tel  Ext  Mob

email\*

Work address

Postcode  Country

Home address

Postcode  Country

\* Please take care when providing your email address as most correspondence will be sent electronically.

Tick address to be used for correspondence  Home  Work

### Please only tick one box per category

- |                      |   |  |  |  |
|----------------------|---|--|--|--|
| Type of organisation | <input type="checkbox"/> Independent financial adviser            | <input type="checkbox"/> Independent financial adviser – Network | <input type="checkbox"/> Whole of market                   | <input type="checkbox"/> Multi-tied                  |
|                      | <input type="checkbox"/> Tied agent (Sole agent)                  | <input type="checkbox"/> Company (insurer/assurer) back office   | <input type="checkbox"/> Bank/Building Society back office | <input type="checkbox"/> Mortgage adviser            |
|                      | <input type="checkbox"/> Investment house                         | <input type="checkbox"/> Other                                   |  |  |
| Area of work         | <input type="checkbox"/> Advising clients                         | <input type="checkbox"/> Underwriting                            | <input type="checkbox"/> Claims                            | <input type="checkbox"/> Administration/Processing   |
|                      | <input type="checkbox"/> HR/Training                              | <input type="checkbox"/> Compliance                              | <input type="checkbox"/> Finance                           | <input type="checkbox"/> Product selling to advisers |
|                      | <input type="checkbox"/> Technical adviser                        | <input type="checkbox"/> Other                                   |  |  |
| Job category         | <input type="checkbox"/> Administrative                           | <input type="checkbox"/> Technical                               | <input type="checkbox"/> Advisory                          | <input type="checkbox"/> Supervisory/Controller      |
|                      | <input type="checkbox"/> Middle management (Branch, Office, Dept) | <input type="checkbox"/> Senior management (General, Head of)    | <input type="checkbox"/> Executive (CEO, Director)         | <input type="checkbox"/> Business owner              |
|                      | <input type="checkbox"/> Other                                    |  |  |  |

## Study path

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

Certificate in Financial Planning  Certificate in Mortgage Advice  Certificate in Financial Planning and Lifetime Mortgage Activities

Certificate in Financial Planning and Long Term Care Insurance  Diploma in Financial Planning  Advanced Diploma in Financial Planning

## Certificate in Financial Planning application form – ICF008 (10/06)

Enter your name

### Section B – Personal Finance Society membership

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

**Important note: applying for membership now entitles you to the reduced member rates for study materials shown in Section C.**

I wish to become a student member of the Society Yes  No

The local institute I wish to join – UK only (See pg 19)

Have you ever been convicted of, or charged with (but not yet tried for), any offence other than minor motoring offences? Yes  No

If yes, please attach a separate letter giving details. You are required to let the Society know if you are convicted of any offence other than minor motoring offences in the future.

#### Faculty of Life and Pensions

In applying for Personal Finance Society membership, I would like to join the Faculty of Life and Pensions for free

#### Membership fees

1. An admission fee of £36 is payable by **ALL** applicants.

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

|                     | London only* | UK and Channel Isles |
|---------------------|--------------|----------------------|
| Annual subscription | £70          | £67                  |

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

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

- by Direct Debit. **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, including the admission fee of £36.**

Sub total

### Section C – Study options and revision aids

I wish to order the following learning materials (please ensure you enter the unit code):

| * Study options                                       | CII use | Member | Non-member | Unit code            |                      |                      | Total                  |
|---|---------|--------|------------|----------------------|----------------------|----------------------|------------------------|
| Coursebook and update service                         |         |        |            |                      |                      |                      |                        |
| • all units except CF3 and CF4                        | UD      | £59    | £69        | <input type="text"/> | <input type="text"/> | <input type="text"/> | £ <input type="text"/> |
| • units CF3 and CF4                                   | UD      | £49    | £57        | <input type="text"/> | <input type="text"/> | <input type="text"/> | £ <input type="text"/> |
| Coursebook only                                       |         |        |            |                      |                      |                      |                        |
| • all units except CF3 and CF4                        | TB      | £32    | £37        | <input type="text"/> | <input type="text"/> | <input type="text"/> | £ <input type="text"/> |
| • units CF3 and CF4                                   | TB      | £22    | £25        | <input type="text"/> | <input type="text"/> | <input type="text"/> | £ <input type="text"/> |
| Update service beyond year one                        |         |        |            |                      |                      |                      |                        |
| • all units except CF3 and CF4                        | TB      | £29    | £34        | <input type="text"/> | <input type="text"/> | <input type="text"/> | £ <input type="text"/> |
| • units CF3 and CF4                                   | TB      | £19    | £22        | <input type="text"/> | <input type="text"/> | <input type="text"/> | £ <input type="text"/> |
| Upgrade service<br>(See pg 12 for option and pricing) |         | £27    | £32        | <input type="text"/> | <input type="text"/> | <input type="text"/> | £ <input type="text"/> |

Sub total

**Certificate in Financial Planning application form – ICF008 (10/06)**

Enter your name

**Section C – Continued**

| * Revision aids  | CII use  | Member               | Non-member           | Unit code            |                      |                      | Total                                   |
|--|--|----------------------|----------------------|----------------------|----------------------|----------------------|---|
| Examination guides   | available online at <a href="http://www.cii.co.uk">www.cii.co.uk</a> |                      |                      |                      |                      |                      |   |
| Key facts booklets (See pg 12)                               | KF   | £20                  | £22                  | <input type="text"/> | <input type="text"/> | <input type="text"/> | £ <input type="text"/>                  |
| Winning the brain game (CD-ROM)                              | WB   | £27                  | £27                  |                      |                      |                      | £ <input type="text"/>                  |
| Audio CDs • CF1  | CDCF1  | £45                  | £52                  |                      |                      |                      | £ <input type="text"/>                  |
| • CF2  | CDCF2  | £45                  | £52                  |                      |                      |                      | £ <input type="text"/>                  |
| • CF5  | CDCF5  | £29                  | £32                  |                      |                      |                      | £ <input type="text"/>                  |
| Case study workbook (CF5 only)                               | CS   | £45                  | £51                  |                      |                      |                      | £ <input type="text"/>                  |
| ed.LEARN online tutorial                                     | available at <a href="http://www.ed.cii.co.uk">www.ed.cii.co.uk</a>  |                      |                      |                      |                      |                      |   |
| Computer-based training CD-ROM (See pg 13)                   | CBT  | £69                  | £69                  | <input type="text"/> | <input type="text"/> | <input type="text"/> | £ <input type="text"/>                  |
| ** Intensive revision courses (CF1, CF2 and CF5) (See pg 14) | IT   | £825                 | £955                 | <input type="text"/> | <input type="text"/> | <input type="text"/> | £ <input type="text"/>                  |
|  | Date   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |   |
| ** Revision workshops (CF6) (See pg 14)                      | WS   | £445                 | £515                 |                      |                      |                      | £ <input type="text"/>                  |
|  | Date   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |   |
| ** Revision workshops (CF3 and CF4) (See pg 14)              | WS   | £345                 | £405                 | <input type="text"/> | <input type="text"/> | <input type="text"/> | £ <input type="text"/>                  |
|  | Date   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |   |
| ** Revision days (See pg 14)                                 | RD   | £170                 | £195                 | <input type="text"/> | <input type="text"/> | <input type="text"/> | £ <input type="text"/>                  |
|  | Date   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |   |
|  |  |                      | Venue                | <input type="text"/> |                      |                      |   |
|  |  |                      |                      |                      |                      |                      | <b>Sub total</b> £ <input type="text"/> |

**Important notes:** Materials sent within the UK require a signature; please ensure there will be someone to accept delivery at the specified address shown on the form.

\* With the exception of training courses all prices apply from 01 October 2006 to 30 September 2007.

\*\* Prices shown for training courses apply from 01 January 2007. For training courses in 2006, please use a 2006 booking form, available from Customer Service or online at [www.cii.co.uk](http://www.cii.co.uk). All course bookings are made on the terms and conditions listed within the Training Directory.

Postage fee (not applicable to training courses):  
 UK and EU £4 per order.  
 All other countries £14 per study option and £8 per revision aid purchased.

Postage fee £

**Section D – Unit CF5 exam entry**

Only complete this section if you are applying to sit unit CF5. If you are intending to sit any of the other Certificate exams you must enter online at [www.cii.co.uk](http://www.cii.co.uk) or over the phone by calling Customer Service.

I wish to enter the following exam at the centre in:

First choice  Centre code

Second choice  Centre code

**2007 exam dates**  
(please tick required dates)

| Unit                                | Jan                      | Apr                      | Jul                      | Oct                      | Member* | Non-member* | Total                                   |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|---------|-------------|---|
| (CF5) Integrated financial planning | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | £86     | £90         | £ <input type="text"/>                  |
|                                     |                          |                          |                          |                          |         |             | <b>Sub total</b> £ <input type="text"/> |

\*Important note: Exam fees applicable to 2007 exam sittings.

Additional late entry fee (See pg 16) £

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Enter your name

### Section E – Total payable and method of payment

Insert the total value of all items ordered in Sections B to D.

*Note: All prices quoted are inclusive of VAT, where appropriate, at the current rates.  
Prices are subject to change without notice.*

TOTAL PAYABLE

£

(NOTE: Please ensure that where applicable you have included the appropriate postage fee - see Section C.)

Tick method of payment and, if applicable, complete the card details.

Cash/cheque payable to the Chartered Insurance Institute, and drawn on a UK bank, enclosed.  
Your name and permanent identity number (PIN) or address must be written on the back of the cheque.

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  SWITCH/MAESTRO  SOLO

Valid from\*

Expiry date\*

Issue number\*

Card number\*

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

Cardholder's name and address if different from personal details

  
  

Cardholder's signature

Date

### Section F – Declarations

#### Application for study materials

I undertake to use them for my own purposes and not to sell, copy, lend or give them to anyone else.

#### Membership

In applying for admission to membership of the Personal Finance Society I acknowledge that in so doing I assume a commitment to pay £1 in the event of the Society subsequently being wound-up and there being a shortfall in assets. I also agree to abide by the regulations of the Society as laid out in the Articles of Association, Bye-laws and Code of Ethics and Conduct.

#### Exam prizes

Organisations other than the CII sponsor prizes and awards based on CII exam performance. If you do not wish any information to be passed on to these organisations, please tick this box.

#### Terms, conditions and cancellation

I have read and agree to the terms and conditions contained in this brochure, including my right of cancellation.

#### Data Protection and Privacy

The CII is registered under the Data Protection Act 1998 and will ensure that in providing products and services to you, it will process your personal data fairly.

Where your employer pays for any of your tuition including e-learning, examination entries, coursebooks or membership fees, the CII will upon the employer's request provide your employer with details of your membership status and/or examination record including attempts, unless you tick this box.

We may from time to time wish to draw your attention to other CII products and services which are likely to be of interest to you. We may also share your data with third parties who will use this for similar purposes, but will never sell your personal data to third parties. The CII will assume that you consent to us using your data in this way unless you tick the following box.

Signed

Date

**Important note:** Please allow 10 days for delivery in the UK and 21 days outside the UK from receipt of your correctly completed application form.

**Materials sent within the UK require a signature; please ensure there will be someone to accept delivery at the specified address shown on the form.**

Study options and revision aids are provided by the Education and Training Trust of the Chartered Insurance Institute (a company limited by guarantee)  
Registered office: 20 Aldermanbury, London EC2V 7HY. Registered Charity no. 1021017

Please fax the completed form if paying by credit/debit card on +44 (0)20 8530 3052 or send with your cheque to  
**Customer Service, CII, 42 - 48 High Road, South Woodford, London E18 2JP**