

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 Insurance Application form

ICI002 (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"/> Insurance company           | <input type="checkbox"/> Broker/Intermediary   | <input type="checkbox"/> Lloyd's     | <input type="checkbox"/> Reinsurance company/broker |
| <input type="checkbox"/> Loss adjuster/Loss assessor | <input type="checkbox"/> Bank/Building Society | <input type="checkbox"/> Consultancy | <input type="checkbox"/> Legal                      |
| <input type="checkbox"/> Other                       |  |                                      |   |

- Area of work
- |  |  |                                     |  |
|--|--|-------------------------------------|--|
| <input type="checkbox"/> Underwriting              | <input type="checkbox"/> Claims/Loss adjusting     | <input type="checkbox"/> Broking    | <input type="checkbox"/> Sales/Marketing |
| <input type="checkbox"/> Risk management/Surveying | <input type="checkbox"/> Administration/Processing | <input type="checkbox"/> Compliance | <input type="checkbox"/> HR/Training     |
| <input type="checkbox"/> Finance                   | <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 Insurance  Diploma in Insurance  Advanced Diploma in Insurance

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Enter your name

### Section B – CII 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 and exam entry shown in Sections C and D.**

I wish to apply for membership of the CII Yes  No  (Please tick as appropriate)

I wish to join the following local institute – UK only (See pg 18)

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 CII know if you are convicted of any offence other than minor motoring offences in the future.

#### Faculties

Please choose below which faculty/faculties you would like to join. These are forums of the CII which provide a range of services in support of individuals working in specific industry sectors – further information can be found at [www.cii.co.uk/faculties](http://www.cii.co.uk/faculties)

In applying for CII membership you can join one faculty for free, with a £10 fee applying for each additional faculty you select.

	Free (Select one)	£10 (per additional faculty)
Insurance Broking	<input type="checkbox"/>	<input type="checkbox"/>
Claims	<input type="checkbox"/>	<input type="checkbox"/>
London Market	<input type="checkbox"/>	<input type="checkbox"/>
Underwriting (For general insurance company employees)	<input type="checkbox"/>	<input type="checkbox"/>
Life & Pensions	<input type="checkbox"/>	<input type="checkbox"/>

**Please note: You can only join a faculty if you are applying for membership or are already a member**

#### 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	International**
Annual subscription	£70	£67	£50

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

\*\* A discounted membership fee is available for individuals resident in countries categorised as 'low GDP per capita'. See page 16 for details.

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

- i) 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.**

Please indicate how you would like to pay your subscription (please tick appropriate box)  Monthly  Annually

- ii) by cheque or debit/credit card. **If you choose this option please enter the correct amount in the sub total box, including admission fee and faculty fees where appropriate.**

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
Correspondence course	PT	£145	£172	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Coursebook with update service	UD	£99	£116	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Update service beyond year one		£45	£56	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Upgrade service: (See pg 13 for options and pricing)		£46	£56	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
							Sub total £ <input type="text"/>

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Enter your name

### Section C – Continued

* Revision aids	CII use	Member	Non-member	Unit code			Total
Examination guides	available online at www.cii.co.uk						
Key facts booklets	KF	£20	£22	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Winning the brain game	WB	£27	£27				£ <input type="text"/>
ed.LEARN online tutorial	available at www.ed.cii.co.uk						
Computer based training CD-ROM	CBT	£69	£69	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
** Revision days (See pg 14)	R	£160	£185	<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"/>	
							<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  
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 – Non-UK exam entry

**Only complete this section if you are applying to sit Certificate in Insurance exams outside of the UK.** If you are intending to sit an exam in the UK you must enter online at www.cii.co.uk or by calling Customer Service.

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

Centre location  Centre code

Unit	2007 exam dates (please tick required dates)		Member*	Non-member*	Total
	Apr	Oct			
(IF1) Insurance, legal and regulatory	<input type="checkbox"/>	<input type="checkbox"/>	£74	£102	£ <input type="text"/>
(IF2) General insurance business	<input type="checkbox"/>	<input type="checkbox"/>	£74	£102	£ <input type="text"/>
(IF3) Insurance underwriting process	<input type="checkbox"/>	<input type="checkbox"/>	£74	£102	£ <input type="text"/>
(IF4) Insurance claims handling process	<input type="checkbox"/>	<input type="checkbox"/>	£74	£102	£ <input type="text"/>
(IF5) Motor insurance products	<input type="checkbox"/>	<input type="checkbox"/>	£74	£102	£ <input type="text"/>
(IF6) Household insurance products	<input type="checkbox"/>	<input type="checkbox"/>	£74	£102	£ <input type="text"/>
(IF7) Healthcare insurance products	<input type="checkbox"/>	<input type="checkbox"/>	£74	£102	£ <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.

TOTAL PAYABLE £

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

(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 CII, I agree to abide by the Charter, Bye-laws and Code of Ethics and Conduct of the Institute, and by the constitution and bye-laws of any local institute of which I may become a member.

#### 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 the 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 internationally 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**