

## Direct Debit Mandate

### Spread your payments by paying via monthly Direct Debit.

It is recommended that all members who have a UK current account should pay their membership by monthly Direct Debit. Please complete the Direct Debit mandate below and send to Customer Service.



I wish to pay my fees by monthly Direct Debit payments

I wish to pay my fees by annual Direct Debit payments.

### 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 <small>(Bank/Building Society)</small>	Please complete this Direct Debit instruction if you have a <b>UK Bank account.</b> <b>Post only to: CII, Customer Service, 42-48 High Road, South Woodford, London E18 2JP</b>
Address	
Postcode	

Originator's identification no.  
9 9 6 6 4 5

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


#### 3. Bank or Building Society account number

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#### 4. Branch sort code

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#### 5. Reference number (CII PIN)

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Please pay CII 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.

Signature

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Date

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#### The Chartered Insurance Institute

42-48 High Road, South Woodford, London E18 2JP

tel: +44 (0)20 8989 8464

fax: +44 (0)20 8530 3052

email: [customer.serv@cii.co.uk](mailto:customer.serv@cii.co.uk)

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

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# And now for the small print...

## Notes and Fees for Membership 2010/11

Switch to Direct Debit – see inside



CII

## Membership Notes & Direct Debit Guarantee

### 1. Faculties

As a CII member you are able to join a faculty for free. Please give your faculty preference in the appropriate section.

Insurance Broking Faculty – If you work for an insurance broker

Claims Faculty – If you work in claims

London Market Faculty – If you work for Lloyds's brokers, Lloyd's and London company underwriters and others practitioners

Underwriting Faculty – If you work for a general insurance company

Life & Pensions Faculty – If you work for a life and pensions company.

### 2. Local Institutes (UK Only)

The network of 60 UK local institutes offers a range of key local benefits, including:

- Technical and regulatory seminars and training courses
- Career guidance, mentoring and knowledge services
- Social and networking activities
- Community engagement initiatives
- Local news and information

Aberdeen; Bedford & Milton Keynes; Belfast; Birmingham; Blackburn & Burnley; Bolton; Bournemouth; Bradford; Brighton; Bristol; Cambridge; Cardiff; Carlisle; Chelmsford & South Essex; Cheltenham & Gloucester; Chester & North Wales; Coventry; Croydon; Edinburgh; Exeter; Folkestone, Canterbury & East Kent; Glasgow; Guernsey; Guilford; Halifax; Harrow & Ealing; Hull; Inverness & the Highlands; Ipswich, Suffolk & North Essex; Isle of Man; Jersey; Kendal; Leeds; Leicester; Lincoln; Liverpool; London; Luton & St Albans; Manchester; Middlesbrough; Mid Kent; Newcastle-upon-Tyne; Northampton; Norwich; Nottingham; Perth & Dundee; Peterborough; Plymouth & Cornwall; Preston & Blackpool; Reading; Royal Tunbridge Wells; Sheffield; Shropshire & Mid Wales; Southampton; Stoke-on-Trent; Stratford-upon-Avon; Swansea & West Wales; Swindon; Watford; York.

If you come within the Insurance Institute of London area your subscription is in all instances £3 higher. (The area covered by the Insurance Institute of London 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, SE25, SE30.)

### 3. Payment date

Please make your payment within three months of the due date (Bye-law 21).

### 4. Membership card

Your membership card for the forthcoming year will be sent once your subscription has been received. If you are paying by monthly direct debit, your card will be sent after the first payment has been made.

### 5. Receipts

Receipts for subscriptions are not issued unless you specifically ask for one. They are not normally required for claiming UK income tax relief.

### 6. Members' liability

You are liable for payment of your subscription for the forthcoming year unless you notify the CII Group one month before your renewal date that you wish to discontinue membership (Section VI Reg).

### 7. Continuing Professional Development

All qualified members are expected to follow a programme of Continuing Professional Development (CPD) to help them to keep their knowledge up to date and raise the standards of the industry as a whole. For more information please visit [www.cpd.cii.co.uk](http://www.cpd.cii.co.uk)

### 8. Code of ethics

All members must abide by the Charter and By-laws and Code of ethics of the Institute and by the Constitution and Bye-laws of any local institute of which they become a member.

The Code sets down the principles which all members should follow in the course of their professional duties.

**You must therefore:**

1. Comply with this Code and all relevant laws and regulations.
2. Act with the highest ethical standards and integrity.
3. Act in the best interests of each client.
4. Provide a high standard of service.
5. Treat people fairly regardless of:
  - race or racial group; sex or sexual orientation;
  - religion or belief; age; and disability.

Failure to comply with the Code may result in disciplinary action against you and risk adverse publicity for yourself and your organisation.

For further details visit [www.cii.co.uk/code](http://www.cii.co.uk/code)

### 9. Direct Debit Guarantee

**Banks and Building Societies may decline to accept instructions to pay Direct Debits from some types of accounts.**



#### The Direct Debit Guarantee

The 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 The CII will notify you 10 working days in advance of your account being debited or as otherwise agreed.

If an error is made by The CII 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 your letter to The CII.

**Please retain this guarantee for your reference.**

## Fees 2010/11

### CII member level subscription\*. Please note fees will be reviewed on 1 January 2012.

	UK Monthly fee	UK Annual fee	International Annual fee	Low GDP* Annual fee
<b>CII Ordinary</b>	£5.84	£70.00	£50.00	£35.00
<b>CII (Award)</b>	£6.25	£75.00	£55.00	£40.00
<b>Cert CII**</b>	£8.75	£105.00	£69.00	£45.00
<b>Dip CII***</b>	£11.17	£134.00	£80.00	£55.00
<b>ACII</b>	£11.67	£140.00	£80.00	£62.00
<b>FCII</b>	£13.09	£157.00	£103.00	£82.00
<b>Chartered Insurance Broker, Practitioner and Insurer</b>	£14.00	£168.00	£119.00	£93.00

### SMP member UK subscription

	Monthly fee	Annual fee
Member level	£5.84	£70.00
Cert CII(MP)	£9.58	£115.00
Certs CII (MP & ER)	£9.58	£115.00

\* A discounted membership fee is available for individuals residing in the following countries which have been categorised as 'low income' or 'lower middle income' countries by The World Bank Country Income Classification List (as of July 2010) with the exception of those marked with †. Afghanistan, Angola, Armenia, Azerbaijan, Bangladesh, Belize, Benin, Bhutan, Bolivia, Burkina Faso, Burundi, Cambodia, Cameroon, Cape Verde, Central African Republic, Chad, China, Comoros, Congo (Dem. Republic of), Cote d'Ivoire, Djibouti, Ecuador, Egypt, El Salvador, Eritrea, Ethiopia, Georgia, Ghana, Guatemala, Guinea, Guinea-Bissau, Guyana, Haiti, Honduras, India, Indonesia, Iraq, Jordan, Kenya, Kiribati, Korea (Dem. Peo. Rep. of), Kosovo, Kyrgyzstan, Lao, People's Democratic Rep., Lesotho, Liberia, Madagascar, Malawi, Maldives, Mali, Marshall Islands, Mauritania, Micronesia, Mongolia, Morocco, Mozambique, Myanmar, Nepal, Nicaragua, Niger, Nigeria, Pakistan, Papua New Guinea, Paraguay, Philippines, Republic of Moldova, Rwanda, Samoa, Sao Tome and Principe, Senegal, Sierra Leone, Solomon Islands, Somalia, Sri Lanka, Sudan, Swaziland, Syrian Arab Republic, Tajikistan, Tanzania (United Rep. of), Thailand, Timor Leste, Togo, Tonga, Tunisia, Turkmenistan, Tuvalu, Uganda, Ukraine, Uzbekistan, Vanuatu, Vietnam, West Bank and Gaza, Yemen, Zambia, Zimbabwe.

\*\* Same fee applies to Cert CII (Claims), (London Market) and (L&P).

\*\*\* Same fee applies to Dip CII (Claims).

† There is a one off admission fee of £36 for new and reinstating members.

# Switch to Direct Debit

and be in with a chance to win a year's FREE membership!



If you live in the UK, you can spread the cost of membership by paying via monthly Direct Debit at no extra cost. By switching your payment to Direct Debit you will automatically be entered into a prize draw to win a year's free subscription to the CII. Please complete and return the Direct Debit mandate on the reverse.

Make the most of your membership  
visit [www.cii.co.uk/directdebit](http://www.cii.co.uk/directdebit)

