

Membership Notes

1. Code of ethics

All members must abide by the Charter and Bye-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

2. 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

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. 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.

8. Local Institutes

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

- Technical and regulatory seminars
- Career guidance and mentoring
- 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.)

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
website: www.cii.co.uk

© The Chartered Insurance Institute 2011

CMISC/018 Ref: CII_6375