

Your last step to Chartered insurance status

Admission fee waived



CII

Please read the notes below, complete this application form in BLOCK CAPITALS, and post to CII, Customer Service 42–48 High Road, South Woodford, London E18 2JP or fax +44 (0)20 8530 3052.



CII

Application for authorisation to use a Chartered title

Section A – Personal details (Please complete all fields)

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

PIN

Mr/Mrs/Miss/Ms Surname

Forename Date of birth

Home address

Postcode Country

Daytime tel Mobile

email*

* For every email address we receive, we will donate 10p towards Trees for Life reforestation programme in the Scottish Highlands.

Section B – Employment history (Please complete all fields alternatively, please provide your CV)

Current job title

Main duties & responsibilities _____

Employer's name

Work address

Postcode Country

Date of start of employment

Tick address to be used for postal correspondence Home Work

Section B – Continued (Please complete all fields alternatively, please provide your CV)

Previous employment details (most recent positions to be shown first)

Previous job title

Main duties & responsibilities _____

Employer's name

Work address

Postcode Country

Dates of employment –

Previous job title

Main duties & responsibilities _____

Employer's name

Work address

Postcode Country

Dates of employment –

Section D – Declarations

I wish to apply to become a:

- Chartered Insurer
- Chartered Insurance Practitioner
- Chartered Insurance Broker.

Changes to occupation

- I confirm that I will inform the Institute of any change in my occupation which would entail a change in the Chartered title.

Continuing Professional Development (CPD)

- As an existing member I confirm that my CPD is up to date and that I will continue to comply with the CII's CPD requirements.
- As a newly qualified member I confirm I will comply with the CII's CPD requirements.

CII Code of Ethics, Charter and Bye-laws

- I confirm that I have familiarised myself with and will abide by the CII Code of Ethics, Charter and Bye-laws and the Constitution and Bye-laws of any local institute of which I am a member.

Bankruptcy and Individual Voluntary Arrangements

- Have you ever been made bankrupt or been the subject of an individual voluntary arrangement (or any such similar procedure)?
Yes No If yes please give details on a separate sheet of paper.

Criminal convictions

- Do you have any convictions for any offence other than a monetary fixed penalty for a motoring offence which are not yet spent under the Rehabilitation of Offenders Act or have you been charged with (but not yet tried with) any offence other than a monetary fixed penalty for a motoring offence? Yes No If yes please give details on a separate sheet of paper.

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 (and its business associates) will process your personal data fairly. By submitting this application, I consent to the CII processing my data. Full details are included in the CII Data Protection and Privacy statement which is available on the CII's website.

Where your employer pays for any of your tuition including e-learning, examination entries, course books 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.

The CII will assume that you consent to us using your data in this way, unless you tick the following box.

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.

Your right to cancel

I recognise that in accordance with The Consumer Protection (Distance Selling) Regulations 2000 I have a right of cancellation in respect of Services, listed in this brochure, which right shall (subject to the Regulations) expire seven working days from the day after the date on which my order for services is accepted by the CII. In the event I wish to cancel I will send notice to Customer Service. I accept that reimbursement for any monies paid by me which relate to the cancellation will be sent to me within 30 days of CII receiving the notice of cancellation.

You must answer the questions on this form truthfully, including the declarations you make. Any information you provide which is misleading or untrue may result in your membership being cancelled. It may also lead to disciplinary or criminal proceedings.

If there are any questions or any parts of the declaration which you do not understand then you can refer to the CII website www.cii.co.uk/explanatorynotes although the CII do not accept any liability for information or clarification given.

Chartered title requirements

- I confirm that I understand and will abide by the regulations for the use of Chartered title requirements (Section E).
- I confirm that, if at any time I cease to be a member of the CII, I will return any certificate of membership to the CII.

Signed

Date

Section E – Notes

1. General regulations for the use of Chartered titles

Fellows and Associates of the CII group can apply provided they:

- (a) have five years professional experience in the industry (not necessarily post-qualification) of a kind satisfactory to the Institute, and
- (b) in their examinations have passed such combination of subjects as may be specified from time to time by the CII or approved in any individual case by the CII, and
- (c) are up to date with the Continuing Professional Development (CPD) requirements in accordance with CII rules.

Chartered title holders should only use the title in an individual capacity. It should not be used in a manner applying to firms, partnerships or corporate bodies. The titles must be used in full without abbreviation.

Fellows and Associates whose applications are approved will be issued with a certificate of entitlement. Any Chartered title holder holding such a certificate whose occupation or employment changes so as to cause them to cease to be eligible shall notify the CII and return their certificate. Such notification shall not be required in the event of a temporary period of unemployment. The CII may, at its discretion, issue an appropriate new certificate, or might require further details or a renewed application for this purpose.

All holders of certificates of entitlement must, as a condition of retaining such a certificate, comply with the Charter, Bye-laws and regulations of the CII including the CII Code of Ethics and with the programme of continuing professional development (CPD) operated by the CII. Inappropriate use of a title or failure to comply with the regulations in any respect may result in the forfeiture of the entitlement to use a title and could result in disciplinary proceedings being started against the Chartered title holder in line with the CII Disciplinary Regulations and Procedure Rules.

The CII will maintain a register of those holding certificates of entitlement and may monitor the use of titles in any manner it sees fit. You must answer the questions on this form truthfully, including the declarations you make. Any information you provide which is misleading or untrue may result in your membership being cancelled. It may also lead to disciplinary or criminal proceedings. If there are any questions or any parts of the declaration which you do not understand then you can refer to the CII website www.cii.co.uk although the CII do not accept any liability for information or clarification given.

2. Notes for applicants to Chartered status

- These Chartered titles are available exclusively to members who have reached CII Associate or fellowship level.
- Their use is conditional on due application to, and authorisation by, the CII.
- The application fee has been waived but only until 31 December 2010. The normal admission fee of £140 applies after this date.
- The annual membership subscription for Fellows and Associates who are granted a Chartered Insurer, Chartered Insurance Practitioner or Chartered Insurance Broker title will be £163. This fee applies until 31 December 2010.
- Five years professional experience must include at least three years employed full-time in the industry. For the purposes of this application, employment can include self-employment or working on a consultancy, contractual or voluntary basis provided the employment is full-time and is in the industry relevant to the Chartered title for which the person is applying. Professional experience for the remaining two years can include being a full time student where the primary focus of the study relates to the Chartered title for which the applicant wishes to apply.

The Chartered Insurance Institute 42–48 High Road, South Woodford, London E18 2JP
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Mixed Sources
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