

Reference:  
(CII use only)

## Important notes:

Please complete all sections of this form in BLOCK CAPITALS and return to:  
CII Customer Service, 42-48 High Road, South Woodford, London E18 2JP

If you require any assistance or advice when completing this form please call  
Customer Service on +44 (0)20 8989 8464 or email [customer.serv@cii.co.uk](mailto:customer.serv@cii.co.uk)

# Application for Chartered Financial Planner status

## Section A – Personal details

(Please complete all fields. Your name should be entered as you wish it to appear on all CII official documents).

Have you ever had previous contact with the CII? (Please tick)  Yes  No

If yes, please provide your CII/PFS permanent identity number (PIN) if known

PIN

Mr/Mrs/Miss/ Ms/Other  Surname/ Family name

Forename/ Given name(s)

Gender (Please tick)  Male  Female

Date of birth

Employer's name

Tel  Ext  Mobile

Work address

Postcode  Country

Home address

Postcode  Country

Email

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

Address to be used for postal correspondence (Please tick)  Home  Work

Please tick one box per category

### Type of organisation

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Accountant                      | <input type="checkbox"/> Appointed representative – Network | <input type="checkbox"/> Appointed representative – Other                | <input type="checkbox"/> Bank/Building Society |
| <input type="checkbox"/> Directly authorised advice firm | <input type="checkbox"/> Mortgage broker                    | <input type="checkbox"/> Product provider/ Fund manager/Service provider | <input type="checkbox"/> Other                 |

### Area of work

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> Actuarial             | <input type="checkbox"/> Administration/Processing | <input type="checkbox"/> Advising clients | <input type="checkbox"/> Business Development |
| <input type="checkbox"/> Compliance/Regulation | <input type="checkbox"/> Finance                   | <input type="checkbox"/> HR/Training      | <input type="checkbox"/> Marketing            |
| <input type="checkbox"/> Paraplanning          | <input type="checkbox"/> Technical                 | <input type="checkbox"/> Other            |   |

### Job category

- |   |   |   |   |
|---|---|---|---|
| <input type="checkbox"/> Trainee                              | <input type="checkbox"/> Technician/Co-ordinator      | <input type="checkbox"/> Supervisory/Controller | <input type="checkbox"/> Middle management (Branch, Office, Dept) |
| <input type="checkbox"/> Senior management (General, Head of) | <input type="checkbox"/> Board member (CEO, Director) | <input type="checkbox"/> Business owner         | <input type="checkbox"/> Other                                    |

### Area(s) of specialism

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Discretionary investment management | <input type="checkbox"/> Employee benefits       | <input type="checkbox"/> Equity release | <input type="checkbox"/> Estate planning     |
| <input type="checkbox"/> Ethical investments                 | <input type="checkbox"/> General insurance       | <input type="checkbox"/> Life planning  | <input type="checkbox"/> Long term care      |
| <input type="checkbox"/> Mortgages                           | <input type="checkbox"/> Offshore investments    | <input type="checkbox"/> Pensions       | <input type="checkbox"/> Personal protection |
| <input type="checkbox"/> Retirement planning                 | <input type="checkbox"/> Savings and investments | <input type="checkbox"/> Stockbroking   | <input type="checkbox"/> Tax planning        |
| <input type="checkbox"/> Other                               |  |   |  |

## Section B – Declarations

In applying to become a member of the Personal Finance Society (PFS), I agree to be immediately bound by the PFS Articles of Association and Bye-laws. PFS members automatically become members of the Chartered Insurance Institute (CII). I therefore also agree to be immediately bound by the CII's Charter, Code of Ethics, rules, regulations and requirements of membership. I also agree to be bound by the constitution and bye-laws of any local institute of which I become a member. Full details of these obligations of membership can be found online at [www.thepfs.org/memberobligations](http://www.thepfs.org/memberobligations)

Please tick the relevant box to confirm whether you have:

Been made bankrupt or been subject to an individual voluntary arrangement (or similar procedure) or any judgement debt.  Yes  No

Been convicted for (or been charged but not yet tried with) any offence other than a monetary fixed penalty for a motoring offence. Please note, if the conviction is considered spent under the Rehabilitation of Offenders Act you should select 'No'.  Yes  No

Been subject to any disciplinary sanctions (or are currently the subject of any investigation) by the CII/PFS or any other professional and/or membership body or regulatory authority.  Yes  No

If you have answered 'yes' to any of these questions, please also provide any relevant details on a separate sheet of paper.

Please note that, as a member of the CII/PFS, you are required to let us know if and when, at any point in the future, your circumstances are such that you would have to answer 'yes' to any of the above.

### Data protection and privacy

The CII will ensure that your personal data is processed in line with Data Protection legislation and the CII Data Protection and Privacy Statement (available on the CII's website). To process this application, I am deemed to have consented to the CII processing my data.

### Sharing information with your employer

The CII/PFS will, upon request, provide it with details of your assessment record and accreditation, including all attempts and future entries, along with your CII/PFS permanent identity number. If you **DO NOT** wish for us to provide these details to your employer, please tick the following box.

Signed

Date

### Privacy and electronic communications regulations

The CII/PFS may from time to time wish to draw your attention to other CII/PFS products and services electronically which are likely to be of interest to you. If you **DO NOT** consent to the CII/PFS using your data in this way, please tick the following box.

### Sharing your data with local institutes

The CII/PFS will share your data with your local institute (UK, Channel Islands and Isle of Man based members only) so they may communicate to you, electronically, any local events, products and services that complement those offered by the CII/PFS. If you **DO NOT** consent to the CII/PFS using your data in this way, please tick the following box.

To opt out of postal marketing communications from the CII/PFS and your local institute please send a request to Customer Service at [customer.serv@thepfs.org](mailto:customer.serv@thepfs.org)

### Your right to cancel

In accordance with The Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 ("the Regulations"), you have a right of cancellation in respect of your membership. This right (subject to the Regulations) expires 14 calendar days from the day on which your membership application is accepted or where written confirmation of your membership is received by you (please note that no refunds will be provided for cancellations made after these specified dates). Reimbursement for any monies paid by you which relate to the cancellation will be sent to you within 14 calendar days of receiving the notice of cancellation. Should you wish to cancel, notice should be sent to PFS Customer Service at [customer.serv@thepfs.org](mailto:customer.serv@thepfs.org)

### Chartered title requirements

I confirm that I understand and will abide by the regulations for the use of Chartered title requirements (Section C).

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.

## Section C – Notes

### 1. General regulations for the use of Chartered titles

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

- have applied for a descriptive title that applies to their occupation, and;
- have five years professional experience in the industry (not necessarily post-qualification) of a kind satisfactory to the Institute, and;
- have passed their examinations with a combination of subjects as may be specified from time to time by the PFS or approved in any individual case by the PFS, and;
- are up to date with 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 whose occupation or employment changes so as to cause them to cease to be eligible shall notify the PFS and return their certificate. Such notification shall not be required in the event of a temporary period of unemployment. The PFS may, at its discretion, issue an appropriate new certificate, or might require further details or a renewed application for this purpose.

### 2. Qualification requirements

To be eligible for Chartered Financial Planner status an individual must hold the CII Advanced Diploma in Financial Planning.

### 3. Notes for applicants to Chartered status

- This Chartered title is available exclusively to members who have reached PFS Associate or Fellowship level.
- Its use is conditional on due application to, and authorisation by, the PFS.
- The annual membership subscription for the Chartered Financial Planner title is payable at your next renewal. For information on fees please see [www.thepfs.org/memberpricing](http://www.thepfs.org/memberpricing)
- 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

CII Customer Service, 42-48 High Road, South Woodford, London E18 2JP  
Tel: +44 (0)20 8989 8464 Fax: +44 (0)208 530 3052

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 Chartered Insurance Institute

 @CIIGroup

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