Once you have read the notes on completing your application, you can either:

- complete and submit your application online at www.cii.co.uk/qualifications
- phone through your order to Customer Service on +44 (0)20 8989 8464 ensuring that you have your credit/debit card details ready
- complete the form below and post or fax +44 (0)20 8530 3052 to Customer Service.

Important note: To ensure that your application is processed correctly 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 all official CII documents.) Have you ever had previous contact with the CII? Yes No (Please tick) PIN Please give your CII permanent identity number (PIN) if known Mr/Mrs/Miss/ Surname Ms/Other Forenames Date of birth Gender Male Female (Please tick) Employer's name Tel Ext Mobile email\* Work address Postcode Country Home address Postcode Country \* Please take care when providing your email address as most correspondence will be sent electronically. Email address must be included when ordering ebooks or LEARN. Tick address to be used for postal correspondence Work Home Please tick one box per category Type of organisation Bank/Building Society Broker/Intermediary Consultancy Insurance company Investment house Legal Lloyd's Other Loss adjuster/Loss assessor Reinsurance company/broker Area of work Administration/Processing Claims/Loss adjusting Compliance Finance Broking HR/Training Risk management/Surveying Sales/Marketing Underwriting Other Job category Board member Middle management Senior management Business owner Supervisory/Controller (Branch, Office, Dept) (CEO, Director) (General, Head of) Trainee Other Technician/Co-ordinator Area(s) of specialism (Commercial)

Where you are studying in order to complete a higher qualification p	please indicate by ticking the appropriate box:
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Aviation

Motor

Home

Accident and health

Accident and health

Marine

(Personal)

Other

Study path

Diploma in Insurance Adva

Engineering

Pecuniary loss

Travel

Construction

Property

Motor

Liability

Other

Travel

FIT application form

ICI001 (11/12)

Enter your name																		

## Section B – CII membership

Membership is included with your FIT enrolment. To be completed by **ALL** candidates who are **NOT** already a member. Go to Section C if you are already a member.

I wish to join the following local institute – UK only (See pg 6)

By becoming a member of the CII, I agree to be bound by the CII's Charter, Bye-laws, 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.cii.co.uk/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 have you 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.

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, 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.

#### Faculties

Please choose below which faculty 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** 

In applying for CII membership you can **join one faculty for free**. If you wish to join additional faculties please contact CII Customer Service on +44 (0)20 8989 8464. (select one)



## Section C – Study options and revision aids

To order your study text as an ebook put a tick in the box showing the 'e' icon. If left unticked, you will receive a printed book. This option will be available from July 2013. Please check www.cii.co.uk/ebooks for availability before ordering.

I wish to order the following learning materials:

Please indicate when you will be sitting the test as this will determine which version of the study option we send you:

pre 01 Sep 13	post 01 Sep 13
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Study option	CII use	Existing member	Non-member	е	Total
Study text and CII membership	FIT	£42	£75		£

Sub total £

Enter your name

# Section C – continued

Revision aids	CII use	Member	Non-member	Unit code	Total
Specimen test guide	availabl	e online at <b>w</b>	ww.cii.co.uk/qı	ualifications	
Key fact booklet	FITKF	£25	£27		f
LEARN	EL	£88	£93		£
Revision days (See pg 4)	R	£210	£245		£
	Date				

**Postage fee** (not applicable to revision days, ebooks or LEARN):

• **£7 per order:** UK, Channel Isles, Isle of Man, Republic of Ireland, Malta and Gibraltar.

• **£15 per order:** All other countries.

**Please note:** These postage rates are flat fees applicable to orders from individual candidates (orders may contain more than one item). Separate fees apply to corporate bulk orders – contact Customer Service for details.

Section D – Test entry

To enter for the FIT test you need to enter online at www.cii.co.uk/online or by calling Customer Service.

### **Section E – Declarations**

I declare that all information provided by me on this form is true and correct to the best of my knowledge.

#### 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 will, upon request, provide your employer with details of your examination record and accreditation, including all attempts and future entries, along with your CII Personal Identification Number, unless you tick the following box.

#### Sharing your data with third parties

The CII Group will never sell your data to third parties for commercial gain. We may, however, share your data with third parties who provide products and services that complement those offered by the CII. The CII will assume that you consent to us using your data in this way, unless you tick the following box.

#### Privacy and electronic communications regulations

The CII and, where relevant, your Local Institute (LI) may from time to time wish to draw your attention to other CII or LI products and services electronically which are likely to be of interest to you. The CII and your LI will assume you consent to us using your data in this way unless you tick the following box.

#### 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.

#### Terms, conditions and cancellation

I have read and agree to the terms and conditions contained in this brochure, including my right of cancellation.

Signed		Date		
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### 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

Postage fee £

Enter your name		
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### Section F – Total payable and method of payment

#### Insert the total value of all items ordered in Section C.

Note: All prices quoted are inclusive of VAT, where appropriate, at the current rates. Prices are subject to change **Total payable f** without notice. Please ensure that where applicable you have included the appropriate postage fee – see Section C.

If you would like to receive a payment receipt, please tick one of the following delivery options (if selecting email be sure to provide your email address on the first page of the form): Email Post

Tick method of payment and, if applicable, complete the card details.

Cash/cheque payable to The Chartered Insurance Institute (please write CII PIN number if known on the back of the cheque).

**Note:** All remittances must be in Sterling. Cash should only be sent by recorded delivery. No liability can be accepted by the CII for cash sent via post. Payment from countries outside the UK must be made by banker's draft, payable in Sterling to the CII drawn on a UK bank, or by credit/debit card (Visa, Mastercard, Maestro, Solo or Delta).

Credit/debit card: Please debit my/our account with the total cost of the goods and services ordered on this form.

Type of card (please tick)	VISA	MASTERCARD DE	LTA MAESTRO	SOLO						
Valid from*		Expiry date*	lssue n	umber*	(Solo/Maestro only)					
Card number*										
*Please complete according to the information on your credit/debit card.										
Cardholder's name and address if different from those at the beginning of this application										
Cardholder's signature										
caranotaer 5 Signature			Date							
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Please fax the completed form if paying by credit/debit card on +44 (0)20 8530 3052 or send with your cheque to CII, Customer Service, 42–48 High Road, South Woodford, London E18 2JP.