

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](http://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.

# Financial services qualifications Application form

ICF014 (07/14)

**Important note:** To ensure that your application is processed correctly can you 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 your certificate.)

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

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

PIN

Mr/Mrs/Miss/ Ms/Other  Surname

Forenames

Gender ☐ Male ☐ Female (Please tick) Date of birth

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 LEARN, audio revision and question packs.**

Tick address to be used for postal correspondence ☐ Home ☐ Work

**Please tick one box per category**

### Type of organisation

(Financial services)

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

(Mortgages)

- |  |   |  |  |  |
|--|---|--|--|--|
| <input type="checkbox"/> Mortgage intermediary | <input type="checkbox"/> Network          | <input type="checkbox"/> Packager              | <input type="checkbox"/> Independent adviser | <input type="checkbox"/> Estate agent                        |
| <input type="checkbox"/> Accountant            | <input type="checkbox"/> Insurance broker | <input type="checkbox"/> Bank/Building Society | <input type="checkbox"/> Specialist lender   | <input type="checkbox"/> Insurance company/ Product provider |
| <input type="checkbox"/> Other                 |   |  |  |  |

### Area of work

- |  |                                       |   |  |                                      |
|--|---------------------------------------|---|--|--------------------------------------|
| <input type="checkbox"/> Advising clients      | <input type="checkbox"/> Paraplanning | <input type="checkbox"/> Actuarial            | <input type="checkbox"/> Administration/Processing | <input type="checkbox"/> HR/Training |
| <input type="checkbox"/> Compliance/Regulation | <input type="checkbox"/> Finance      | <input type="checkbox"/> Business Development | <input type="checkbox"/> Technical                 | <input type="checkbox"/> Marketing   |
| <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"/> Tax planning        | <input type="checkbox"/> Personal protection | <input type="checkbox"/> Pensions          | <input type="checkbox"/> Savings and investments | <input type="checkbox"/> Estate planning                     |
| <input type="checkbox"/> Retirement planning | <input type="checkbox"/> Equity release      | <input type="checkbox"/> Long term care    | <input type="checkbox"/> Stockbroking            | <input type="checkbox"/> Discretionary investment management |
| <input type="checkbox"/> Mortgages           | <input type="checkbox"/> Life planning       | <input type="checkbox"/> Employee benefits | <input type="checkbox"/> Offshore investments    | <input type="checkbox"/> Ethical investments                 |
| <input type="checkbox"/> General insurance   | <input type="checkbox"/> Other               |  |  |  |

Is your employer a member of a network or does it work with a compliance services provider? ☐ Yes ☐ No

If yes, please specify

**Please turn over**

Enter your name

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

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Award in Long Term Care Insurance            | <input type="checkbox"/> Award in Financial Administration                  | <input type="checkbox"/> Certificate in Investment Operations |
| <input type="checkbox"/> Certificate in Financial Planning            | <input type="checkbox"/> Certificate in Mortgage Advice                     | <input type="checkbox"/> Certificate in Equity Release        |
| <input type="checkbox"/> Certificate in Advanced Mortgage Advice      | <input type="checkbox"/> Certificate in Life and Pensions                   | <input type="checkbox"/> Certificate in Paraplanning          |
| <input type="checkbox"/> Certificate in Securities Advice and Dealing | <input type="checkbox"/> Certificate in Discretionary Investment Management | <input type="checkbox"/> Diploma in Financial Planning        |
| <input type="checkbox"/> Diploma in Regulated Financial Planning      | <input type="checkbox"/> Advanced Diploma in Financial Planning             |   |

(Please **ONLY** complete this section if you are applying for membership. Go to Section C if you are already a member.)

For details of our exclusive membership benefits turn to the inside front cover.

Choose PFS membership if you're studying towards investment operations, financial planning, securities, discretionary investment management or paraplanning qualifications.

I wish to become a student member of the PFS ☐ Yes ☐ No

I wish to become a member of the PFS at CertPFS level\* ☐ Yes ☐ No

- ☐ I hold the CII's Certificate in Financial Planning/Financial Planning Certificate/Certificate in Discretionary Investment Management/Certificate in Paraplanning/  
Certificate in Securities Advice and Dealing; or
- ☐ I hold another equivalent qualification, e.g. CeFA, entitling me to register.

In respect of non-CII qualifications I enclose photocopies of my certificates, authenticated by a member of the Personal Finance Society or the CII, or a local associated or affiliated institute official, whose CII PIN should also be given (where applicable).

I wish to become a member of the PFS at DipPFS level \* ☐ Yes ☐ No

- ☐ I hold the CII's Diploma in Financial Planning/AFPC (3 credits including unit (G10) Taxation and trusts)/Diploma in Regulated Financial Planning.

**\* If this is not the case, please contact Customer Service to discuss the other membership options.**

Choose CII membership if you're studying towards financial administration, life and pensions, mortgage advice, equity release or financial services qualifications.

I wish to become an ordinary member of the CII ☐ Yes ☐ No

I would like to join the Society of Mortgage Professionals at 'Member level' for free. ☐

I would like to join the Life and Pensions Faculty for free. ☐

The local institute I wish to join – UK only (See pg 32)

By becoming a member of the CII (PFS members automatically become members of the CII) I agree to be 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. Should I be joining the PFS, I agree to be bound by the PFS Articles of Association and Bye-laws. 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 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. ☐ 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 PFS/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.

1. An admission fee of £37 is payable by applicants (this is waived for student membership of the PFS and members joining when purchasing blended learning).

2(a). Please then select the appropriate member fee:

Membership level	London only*		UK and Channel isles	
	Annual subscription	Monthly direct debit	Annual subscription	Monthly direct debit
PFS student/CII ordinary	£75	£6.25	£72	£6
PFS qualified (CertPFS and DipPFS)	£182	£15.24	£179	£14.99

**Important note:** \*This includes a £3 subscription fee for membership of the Insurance Institute of London.

Sub total £

2(b). Choose the method of payment. This can either be:

- i) by monthly Direct Debit. The admission fee of £37 will be spread across your 12 monthly payments. **If you choose this option do not complete the sub total box, but fill out the Direct Debit form at the back of this application form;**
- ii) by cheque or debit/credit card. **If you choose this option please enter the correct amount in the sub total box.**

**Note:** This is waived for student membership of the PFS and those also purchasing blended learning).

Enter your name

## Section C – Study options and revision aids

For Certificate-level units, R01–R05, J10 and J12 please indicate when you will be sitting the exam(s) as this will determine which version of study/option(s)/revision aids we send you: ☐ Pre 01 Sep 2014 ☐ Post 01 Sep 2014



To order your study option as an ebook put a tick in the box under the 'e' icon. If left unticked, you will receive a printed book. Please check [www.cii.co.uk/ebooks](http://www.cii.co.uk/ebooks) for further details, availability and to download free sample chapters before ordering.

I wish to order the following learning materials:

Study options	CII use	Member	Non-member	Unit codes and ebook requirement						Total
				Unit	e	Unit	e	Unit	e	
Study text with updates • CF1, CF2, CF5, CF6, CF8, ER1, FA1, FA2, FA4–FA6, FA7	UD	£54	£67		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
• CF4, GR1		£36	£42		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
• RB1		£150 *	£170 *		<input type="checkbox"/>					
• R01, R02, R06, R07		£102	£144		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
• R03, R04		£62	£81		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
• R05		£36	£43		<input type="checkbox"/>					£
• J02, J03, J05, J07, J10–J12		£109	£144		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
• AF6		£136	£161		<input type="checkbox"/>					£
Coursework assessment including study text with updates (J09)	UD	£403	£469		<input type="checkbox"/>					£
Case study workbook and update service (AF1–AF4)	CS	£136	£161		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
Study option renewal • CF1, CF2, CF5, CF6, CF8, ER1, FA1, FA2, FA4–FA7	UD	£36	£43		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
• CF4, GR1		£25	£29		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
• R01, R02, R06, R07		£49	£71		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
• R03, R04		£31	£39		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
• R05		£16	£22		<input type="checkbox"/>					£
• J02, J03, J05, J07, J10, J11, J12		£54	£69		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
• AF1–AF4, AF6		£66	£78		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£

**Non-EU candidates:** ebooks, LEARN, exam guides question packs and audio revision all attract VAT in the EU and therefore prices shown include VAT at the current rate of 20%. Fees for non-EU candidates, which exclude VAT, can be found online at [www.cii.co.uk/ebooks](http://www.cii.co.uk/ebooks)

\* The RB1 study text enrolment fee includes first exam entry. Candidates can book their exam by contacting customer service once their enrolment has been confirmed.

**Sub total** £

Blended learning programme	CII use	Members only	Unit codes and ebook requirement						Total
			Unit	e	Unit	e	Unit	e	
Blended learning • CF1, CF6, CF8, ER1, FA1, FA2	LP	£240		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
• R01, R02		£266		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
• R03, R04		£192		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
• R05		£172		<input type="checkbox"/>					£
• R06		£262		<input type="checkbox"/>					£

**Note:** If selecting R06 and you know when you want to sit the exam, please complete section D. For all other units, please contact customer service to book the exam once your enrolment has been confirmed.

**Sub total** £

Revision aids	CII use	Member	Non-member	Unit code						Total
Specimen/past examination guides	available online at <a href="http://www.cii.co.uk/qualifications">www.cii.co.uk/qualifications</a>									
Key fact booklets (CF1, CF6, ER1, FA1, FA2, R01–R06)	KF	£26	£28							£
Question packs	QP	£26	£28							£
• Pack 1 (CF1, CF6, R01–R05)										
• Pack 2 (R01, R02)		£26	£28							£
Audio revision	ADJ	£41	£45							£
• CF1, CF6, R01–R06										
• AF1, AF3, AF4		£67	£78							£
LEARN interactive tutorial (R01–R06, CF1, CF6, CF8, ER1, FA1, FA2)	EL	£57	£62							£
Revision workshops	WS	£405	£475							£
• J02, J03, J05, J07, J10, J11, R01–R04, R06	Date			Venue						£
• AF1–AF6	WS	£435	£505							£
	Date			Venue						£

**Sub total** £

## Financial services qualifications application form – ICF014 (07/14)

Enter your name

Revision aids	CII use	Member	Non-member	Unit code	Total
Revision days • J02, J03, J05, J07, J10–J12 R01–R04, R06	R	£250	£290	<input type="text"/>	£
	Date	<input type="text"/>	<input type="text"/>	Venue	
• CF1, CF2, CF5, CF6	R	£215	£255	<input type="text"/>	
	Date	<input type="text"/>	<input type="text"/>	Venue	

Sub total £

**Postage fee** (not applicable to ebooks, training courses, question packs, LEARN or MP3 audio revision):

• **£7 per order:** UK, Channel Islands, 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.

Postage fee £

## Section D – Exam entry

I wish to enter the following exams at the centre in (refer to pg 33 for the list of available centres):

First choice  Centre code

Second choice  Centre code

2014 exam dates (please tick required box)

Unit	Jan	Apr	Jul	Oct	Member	Non-member	Total
(R06) Financial planning practice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	£139	£179	£

**Notes:** • To sit R01–R05, J10 and J12 and Certificate-level exams in the UK, you must enter online at [www.cii.co.uk/online](http://www.cii.co.uk/online) or by calling Customer Service  
• If you have bought the ‘blended learning programme’ option for CF5 or R06 **do not** include the exam fee.

Unit codes	Apr	Oct	Member	Non-member	No of units	Entry fee
(CF5) Integrated financial planning	please tick when you intend to sit the exam		£103	£110		£
	<input type="checkbox"/>	<input type="checkbox"/>				
Diploma units J02, J03, J05, J07, J11	please tick when you intend to sit the exam		£116	£156		£
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Advanced Diploma units AF1–AF6	please tick when you intend to sit the exam		£126	£170		£
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Additional late entry fee £  
(See pg 31)

## 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/PFS 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/PFS 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/PFS 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/PFS and, where relevant, your Local Institute (LI) may from time to time wish to draw your attention to other CII/PFS or LI products and services electronically which are likely to be of interest to you. The CII/PFS 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

If ordering learning materials, please ensure you have read the important information regarding delivery on page 33.

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

**Total payable**    £

Card number\*

[illegible]

Date \_\_\_\_\_



9	9	6	6	4	5
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[illegible]

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Signature

**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 PFS/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 PFS/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 PFS/CII.