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.

Certificate/Diploma/Advanced Diploma in Insurance Application form

ICI005 (11/13)

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)

Please give your CII/F	PFS pe	rman	ent	iden	tity	/ nu	mbe	er (Pl	IN)	if kno	own												PIN										
Mr/Mrs/Miss/ Ms/Other									S	urna	me																						
Forenames																																	
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* Please take care who ebooks or LEARN.	en pro	vidin	g yo	ur ei	nai	l ad	dres	is as	mo	ost co	rres	ond	enc	e wi	ll be	sen	t ele	ectro	onica	lly. E	mail	add	ress	mus	t be i	nclu	ded	whe	n orc	derin	g		
Tick address to be use	ed for	posta	al co	rres	роі	ndei	nce		H	lome	. [١	Voi	ĸ																			
Please tick one box p Type of organisation	er cat	egor	у																														
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Lloyd's				Loss	adj	uste	r/Lo	ss as	ses	sor		Rein	sura	ance	comp	pany/	brok	ær		Othe	er												
Area of work																																	
Administration/Proc	essing			Brok	ing							Clair	ns/	Loss	adju	usting				Com	pliar	ice					Fi	nance	е				
HR/Training				Risk	maı	nage	emen	t/Su	irvey	/ing		Sale	s/N	Marke	ting					Und	erwr	iting					01	ther					
Job category																																	
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Technician/Co-ordin	ator		-	Train	ee							Othe	er																				
Area(s) of specialism (Commercial)																																	
Accident and health				Aviat	ion							Cons	stru	ction						Engi	neer	ing					Li	abilit	y				
Marine				Moto	or							Prop	ert	y						Trav	el						01	ther					
(Personal)																										_	_						
Accident and health				Hom	e							Mot	or							Pecu	ıniar	y loss	5			L	_ Tr	ravel					
Other																																	

Study path

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

Award in London Market Insurance

Certificate/Diploma/A	Advanced Diploma i	n Insurance a	application form -	- ICI005 ((11/13)
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Enter your name																																	
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Section B – Associated or affiliated institute membership

Current members of an associated or affiliated institute of the CII (see pg 28) may enter CII exams and purchase study materials at the same prices as those charged to members of the CII. If you wish to benefit from this discount, please provide details of your institute membership here. Please note: this discount is only available to current associated or affiliated institute members. False applications may result in being barred from future CII exams.

Name of institute				ĺ												
Current membership no																

Section C – CII membership

Remember, membership not only gives you useful discounts on learning material and exam entry, you'll also receive exclusive benefits to help you in your studies and working life. And once qualified, you may be able to use an industry recognised designation.

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

I wish to apply for membership of the CII Ves No

Please choose from one of the following membership levels. If you hold any CII qualifications you must join the CII at the correct member level:

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 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 arragement (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 - 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 - 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 - Been conviction is considered spent under the Rehabilitation of Offenders Act you should select 'no'. Yes No - Beae conviction site of yes' to any of these questions, please also provide any relevant details on a separate sheet of paper. Please nose below which faculty you	 Ordinary – I do not control of the con	ed the Certificate in nave passed the Certi ce claims handling pr aims, and I also wish r ket) – I have passed in London Market Ins Iso wish to join the L	Insurance or equival ificate in Insurance i ocess, (P85) Claims to join the Claims F the Certificate in Ins surance (or LLMIT pr ondon Market Facul	lent. including practice aculty. surance, ior to	includin Cert CII includin protecti Dip CII Units ei	g the unit (IF9) Customer serv (Health and Protection) – I ho g the compulsory unit IF1 and on units. I am also employed i – I have passed the Diploma (Claims) – I have passed the	ld the Certificate in Insurance, two of the specified health and n the health and protection market.
- 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 - 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 - Bean subject 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. Facultise Please choose below which faculty you would like to join. These provide access to market-relevant CPD and career support. You should select the faculty that will best support your personal career development needs. More information can be found at www.cli.co.uk/faculties 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) Insurance Broking Faculty Life & Pensions Faculty Life & Pensions Faculty<	agree to be bound by the found online at www.cii.c	constitution and Bye o.uk/memberobliga	e-laws of any local ir tions				
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 - 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 - 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 - 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 - Bean 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 are regulatory authority. Yes No - Bean converted by authority. Yes To any off the above. Personal career support. You should select the faculty that wou would have to answer 'yes' to any of the above. Faculties Please choose below which faculty you would like to join. These provide access to market-rele			•				
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will best support your personal career development needs. More information can be found at www.cii.co.uk/faculties 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) Insurance Broking Faculty Claims Faculty London Market Faculty Underwriting Faculty Life & Pensions Faculty I. An admission fee of £37 is payable by ALL applicants except those buying a blended learning package at the point of joining. 2(a). Please then select the appropriate member fee. ClI membership level UK subscription (Annual fee) International subscription (Annual fee) Ordinary member £6.00 £72 £52 £36 Cert CII* £9.62 £115 £75 £47	Faculties						
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	Ordinary member	£6.00	£72	£52		£36	
Dip Cll ** f12.50 f150 f90 f60	Cert CII*	£9.62	£115	£75		£47	
	Dip CII **	£12.50	£150	£90		£60	

* Same fee applies to Cert CII (Claims)/(London Market)/(Customer Service)/(Health and Protection)

** Same fee applies to Dip CII (Claims)

† A discounted membership fee is available for individuals resident in low GDP countries. See page 26 for details.

Important note: An additional £3 subscription fee is payable for membership of the Insurance Institute of London.

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

i) by monthly Direct Debit. 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. The admission fee will be spread across your 12 monthly payments

(to include the £37 admission fee)

Sub total f

ii) by cheque or debit/credit card. If you choose this option please enter the correct amount in the sub total box, including the admission fee.

	Enter your name																																		
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Section D – Study options and revision aids

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 Jan 2015
Post 01 Jan 2015



To order your study text 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 for details and availability before ordering.

I wish to order the following learning materials:

Study packages (exam entry included)	CII	Member	Non-member	Unit	codes	and eboo	ok req	uirement	V	Total	Non-EU candidates: where applicable, an
	use			code	е	code	е	code	е		ex.VAT price is listed on p.18–21. When
Certificate in Insurance blended learning programme (units IF1–IF8)	LP	£270	Member								ordering outside the EU, include the ex.VAT
(See pg 14)		(membership payable separately)								£	price below.
Award in London Market Insurance											-
• LM1+ LM2		£294	£297		+					£	
• LM1 only	UD	£144	£183							£	
• LM2 only		£211	£268							£	Sub total f

Study options	CII	Member	Non-member	Unit	codes	and ebo	ok req	uirement		Total
	use			code	е	code	е	code	е	
Continuous assessment (See pg 16 for information on units available)	CA	£249	£278							£
Coursework assessment • 820, 930, 960, 990 and 992	UD	£424	£492							£
• 993		£1,061	£1,285							£
991 Dissertation assessment		£1,061	£1,285							£
Mixed assessment pilot (unit M92)		£390	£460							£
 Study text with updates Diploma/Advanced Diploma units (except M92, 991, 992 and 993) 		£136	£154							£
• units IF1–IF9		£117	£141	1 1						£
Study text renewal • Diploma/Advanced Diploma units	UD	£56	£71							£
• Certificate units (except LM1 and LM2)		£52	£68							£
• LM1		£33	£39							£
• LM2		£56	£66							£
Upgrade to continuous assessment (See pg 16 for information on units available)		£113	£124							£

ub total £

Revision aids	CII use	Member	Non-member	Unit code	Total
Specimen/past examination guides	avail	able online a	at www.cii.co .	uk /qualifications	
Key fact booklets (See pg 20)	KF	£26	£28		f
Question packs (See pg 20)	QP	£26	£28		f
LEARN (See pg 20)	EL	£57	£62		£
Revision workshops (See pg 20) • (LM2)		£380	£440		£
• (P05, P92, P97)	WS	£415	£490		£
• (590, 820, 930, 960, 990)		£435	£505		£
	Date			Venue	£
Revision days (See pg 20) • (IF1–IF4, IF7, IF9, LM1)		£215	£255		f
• (P05, P21, P63, P64, P66, P67, P80, P81, P85, P86, P90, P91, P92, P93, P94, P96, P97, P98)	R	£250	£290		f
• (530, 590, 820, 945, 960, 990)		£280	£320		£
	Date			Venue	f
Evening classes (See pg 20) • Six week course	EC	£390	£460		f
(LM1+LM2, P05, P92, P97)	Date				
• Six week course 992	EC	£440	£510		£

Sub total £

Please turn over

Certificate/Diploma/Adv	anced Diploma in	i insurance appi			U)								
Enter your name													
Section D – Study	options and	revision aid	ls (cont)										
Postage fee (not applicable t £7 per order: UK, Channel £15 per order: All other co	Islands, Isle of Man,	-			nuous as	sessm	ent or l	_EARN)	:				
Please note: These postage nore than one item). Separa						ontain				Su	ıb tol	tal _	£
Section E – Exam	ontry												
wish to enter the following	-	ber 2014 (delete se	ssion which is	not applicable) a	at the cer	tre in:							
First choice				Centre co									
second choice				Centre co	de								
				Centre co	de								
Unit codes	Member	Non-member	No of units	Centre co	de								
Unit codes Certificate: • Only complete this section	n if you are planning to	o sit Certificate exam	is outside of the	Entry fee	de								
Unit codes Certificate: • Only complete this section exam in the UK, you must	n if you are planning to enter online at www.c	o sit Certificate exam i i.co.uk/online or by	ts outside of the calling Custom	Entry fee E UK. To sit an er Service	de								
Certificate: • Only complete this section	n if you are planning to enter online at www.c nded learning prograr	o sit Certificate exam i i.co.uk/online or by	ts outside of the calling Custom	Entry fee E UK. To sit an er Service	de								
Unit codes Certificate: • Only complete this section exam in the UK, you must • If you have bought the ble	n if you are planning to enter online at www.c nded learning prograr	o sit Certificate exam i i.co.uk/online or by	ts outside of the calling Custom	Entry fee E UK. To sit an er Service	de								
Unit codes Certificate: • Only complete this section exam in the UK, you must • If you have bought the ble	n if you are planning to enter online at www.c nded learning prograr e exam fee £78 for LM1 resit or £100 for	o sit Certificate exam ii.co.uk/online or by nme or an Award in I £102 for LM2 resit or £137 for	ts outside of the calling Custom	Entry fee E UK. To sit an ler Service Insurance study	de								
Unit codes Certificate: • Only complete this section exam in the UK, you must • If you have bought the ble package do not include the	n if you are planning to enter online at www.c nded learning prograr e exam fee £78 for LM1 resit or £100 for	o sit Certificate exam ii.co.uk/online or by nme or an Award in I £102 for LM2 resit or £137 for	ts outside of the calling Custom	Entry fee E UK. To sit an ler Service Insurance study	de								
Unit codes Certificate: • Only complete this section exam in the UK, you must • If you have bought the ble package do not include the	n if you are planning to enter online at www.c nded learning prograr e exam fee £78 for LM1 resit or £100 for all other units	o sit Certificate exam ii.co.uk/online or by nme or an Award in I £102 for LM2 resit or £137 for all other units	ts outside of the calling Custom	Entry fee E UK. To sit an ler Service Insurance study	de								
Unit codes Certificate: • Only complete this section exam in the UK, you must • If you have bought the ble package do not include the Diploma	n if you are planning to enter online at www.c nded learning prograr e exam fee £78 for LM1 resit or £100 for all other units	o sit Certificate exam ii.co.uk/online or by nme or an Award in I £102 for LM2 resit or £137 for all other units	ts outside of the calling Custom	Entry fee E UK. To sit an ler Service Insurance study	de					Sub to	_ tal	f	

Section F – 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

Signed

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

If ordering learning materials, please ensure you have read the important information regarding delivery on page 29.

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

Date

	· · ·
Enter your name	
Section G – Total payable and method of paya	ment
Insert the total value of all items ordered in Sections C to E.	Total payable f
Note: Unless stated otherwise, all prices quoted are inclusive of VAT, when subject to change without notice. Please ensure that where application fee – see Section D.	
If you would like to receive a payment receipt, please tick one of the follow on the first page of the form): Email Post	ving delivery options (if selecting email be sure to provide your email address
Tick method of payment and, if applicable, complete the card details.	
Cash/cheque payable to The Chartered Insurance Institute (please wri	•
Note: All remittances must be in Sterling. Cash should only be sent by reco Payment from countries outside the UK must be made by banker's draft, p (Visa, Mastercard, Maestro, Solo or Delta).	orded delivery. No liability can be accepted by the CII for cash sent via post. ayable in Sterling to the CII drawn on a UK bank, or by credit/debit card
Credit/debit card: Please debit my/our account with the total cost of t	he goods and services ordered on this form.
Type of card (please tick) VISA MASTERCARD DELTA	MAESTRO SOLO
Valid from* Expiry date*	Issue number* (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	Date
Please fax the completed form if paying by credit/debit card on +44 (0)20 Customer Service, CII, 42–48 High Road, South Woodford, London E18 2JP	
If you have a UK bank account you can spread the cost of membe Please call CII Customer Service on +44 (0)20 8989 8464 to set up a month complete and sign the declarations in Sections C and F and return to CII Cu	hly Direct Debit over the phone or complete the Direct Debit mandate below,
Instructions to your Bank or Building Society to pay by Direct 1. Name and full postal address of your Bank or Building Society b	
	Please complete this Direct Debit instruction if you have a UK Bank account .
For the manager (Dame) Society)	Post only to: CII, Customer Service, 42–48 High Road, South Woodford,
	London E18 2JP
Postcode	Originator's identification no.
2. Name(s) of account holder(s)	9 9 6 6 4 5
3. Bank or Building Society account number 4. Branch sort co	de 5. Reference number (CII PIN)
I wish to pay my subscription by monthly Direct Debit payments	
Signature	Date

Banks and Building Societies may decline to accept instructions to pay Direct Debits from some types of accounts.

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 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 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 CII.