

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/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 or LEARN.

Tick address to be used for postal correspondence Home Work

Please tick one box per category

Type of organisation

- | | | | | |
|--|--|---|--|--------------------------------|
| <input type="checkbox"/> Bank/Building Society | <input type="checkbox"/> Broker/Intermediary | <input type="checkbox"/> Consultancy | <input type="checkbox"/> Insurance company | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Lloyd's | <input type="checkbox"/> Loss adjuster/Loss assessor | <input type="checkbox"/> Reinsurance company/broker | <input type="checkbox"/> Other | |

Area of work

- | | | | | |
|--|--|--|---------------------------------------|----------------------------------|
| <input type="checkbox"/> Administration/Processing | <input type="checkbox"/> Broking | <input type="checkbox"/> Claims/Loss adjusting | <input type="checkbox"/> Compliance | <input type="checkbox"/> Finance |
| <input type="checkbox"/> HR/Training | <input type="checkbox"/> Risk management/Surveying | <input type="checkbox"/> Sales/Marketing | <input type="checkbox"/> Underwriting | <input type="checkbox"/> Other |

Job category

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

Area(s) of specialism

(Commercial)

- | | | | | |
|--|-----------------------------------|---------------------------------------|--------------------------------------|------------------------------------|
| <input type="checkbox"/> Accident and health | <input type="checkbox"/> Aviation | <input type="checkbox"/> Construction | <input type="checkbox"/> Engineering | <input type="checkbox"/> Liability |
| <input type="checkbox"/> Marine | <input type="checkbox"/> Motor | <input type="checkbox"/> Property | <input type="checkbox"/> Travel | <input type="checkbox"/> Other |

(Personal)

- | | | | | |
|--|-------------------------------|--------------------------------|---|---------------------------------|
| <input type="checkbox"/> Accident and health | <input type="checkbox"/> Home | <input type="checkbox"/> Motor | <input type="checkbox"/> Pecuniary loss | <input type="checkbox"/> Travel |
| <input type="checkbox"/> 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 in Insurance Diploma in Insurance Advanced Diploma in Insurance

Please turn over

Certificate/Diploma/Advanced Diploma in Insurance application form – ICI005 (11/13)

Enter your name

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

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 Yes 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:

Ordinary – I do not currently hold a CII insurance qualification.

Cert CII – I have passed the Certificate in Insurance or equivalent.

Cert CII (Claims) – I have passed the Certificate in Insurance including one of: (IF4) Insurance claims handling process, (P85) Claims practice or (820) Advanced claims, and I also wish to join the Claims Faculty.

Cert CII (London Market) – I have passed the Certificate in Insurance, including the Award in London Market Insurance (or LLMIT prior to 01 July 2010) and I also wish to join the London Market Faculty.

Cert CII (Customer Service) – I have passed the Certificate in Insurance including the unit (IF9) Customer service in insurance

Cert CII (Health and Protection) – I hold the Certificate in Insurance, including the compulsory unit IF1 and two of the specified health and protection units. I am also employed in the health and protection market.

Dip CII – I have passed the Diploma in Insurance or equivalent.

Dip CII (Claims) – I have passed the Diploma in Insurance, including units either (P85) Claims practice or (820) Advanced claims; and I also wish to join the Claims Faculty.

I wish to join the following local institute – UK only (See page 28)

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. 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, 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 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.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

Membership fees

1. 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.

CII membership level	UK subscription (Monthly fee)	UK subscription (Annual fee)	International subscription (Annual fee)	Low GDP† subscription (Annual fee)
Ordinary member	£6.00	£72	£52	£36
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:

- 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**
- 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.**

(to include the £37 admission fee)

Sub total £

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Enter your name

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 use	Member	Non-member	Unit codes and ebook requirement						Total
				code	e	code	e	code	e	
Certificate in Insurance blended learning programme (units IF1–IF8) (See pg 14)	LP	£270 <small>(membership payable separately)</small>	Member only		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
Award in London Market Insurance • LM1+ LM2	UD	£294	£297		+		<input type="checkbox"/>			£
• LM1 only		£144	£183		<input type="checkbox"/>					£
• LM2 only		£211	£268		<input type="checkbox"/>					£
Sub total										£

Non-EU candidates: where applicable, an ex.VAT price is listed on p.18–21. When ordering outside the EU, include the ex.VAT price below.

Study options	CII use	Member	Non-member	Unit codes and ebook requirement						Total
				code	e	code	e	code	e	
Continuous assessment (See pg 16 for information on units available)	CA	£249	£278		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
Coursework assessment • 820, 930, 960, 990 and 992 • 993	UD	£424	£492		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
		£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) • units IF1–IF9	UD	£136	£154		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
		£117	£141		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
Study text renewal • Diploma/Advanced Diploma units • Certificate units (except LM1 and LM2) • LM1 • LM2		£56	£71		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
	£52	£68		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£	
	£33	£39		<input type="checkbox"/>					£	
	£56	£66		<input type="checkbox"/>					£	
Upgrade to continuous assessment (See pg 16 for information on units available)		£113	£124							£
Sub total										£

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

Please turn over

Certificate/Diploma/Advanced Diploma in Insurance application form – ICI005 (11/13)

Enter your name

Section D – Study options and revision aids (cont)

Postage fee (not applicable to ebooks, 991 dissertation enrolment, training courses, upgrade to continuous assessment or LEARN):

- **£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 – please contact Customer Service.

Sub total £

Section E – Exam entry

I wish to enter the following exams in April/October 2014 (delete session which is not applicable) at the centre in:

First choice Centre code

Second choice Centre code

Unit codes	Member	Non-member	No of units	Entry fee
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Certificate:

- Only complete this section if you are planning to sit Certificate exams **outside of the UK**. To sit an exam in the UK, you must enter online at www.cii.co.uk/online or by calling Customer Service
- If you have bought the blended learning programme or an Award in London Market Insurance study package **do not** include the exam fee

Unit codes	Member	Non-member	No of units	Entry fee
<input type="text"/>	£78 for LM1 resit or £100 for all other units	£102 for LM2 resit or £137 for all other units	<input type="text"/>	£ <input type="text"/>

Diploma

Unit codes	Member	Non-member	No of units	Entry fee
<input type="text"/>	£119	£160	<input type="text"/>	£ <input type="text"/>

Advanced Diploma

Unit codes	Member	Non-member	No of units	Entry fee
<input type="text"/>	£126	£170	<input type="text"/>	£ <input type="text"/>

Sub total £

Additional late entry fee (See pg 26) £

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

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 29.

