

Once you have read important information on pages 20–22, 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.

Insurance qualifications application form

ICI005 (2/15)

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/
Family name

Forename/
Given name(s)

Gender Male Female (Please tick)

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. Email address must be included when ordering ebooks Learn, audio revision, question packs and coursework assessment.

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:

- | | | | | |
|--|---|---|---|--|
| <input type="checkbox"/> Award for the Foundation Insurance Test | <input type="checkbox"/> Award in London Market Insurance | <input type="checkbox"/> Certificate in Insurance | <input type="checkbox"/> Diploma in Insurance | <input type="checkbox"/> Advanced Diploma in Insurance |
|--|---|---|---|--|

Please turn over

Insurance qualifications application form – ICI005 (2/15)

Enter your name

Section B – Associated or affiliated institute membership

If you are a member of an institute affiliated or associated with the CII (see **page 21**) you are able to enter CII exams and purchase study materials at the same price as those charged to members of the CII. If you wish to benefit from these discounts, please confirm details of your institute membership below for validation.

Name of institute

Current membership no

Important notes:

1. These discounts are only available to current associated or affiliated members and false applications may result in exclusion from future CII exams.
2. You must provide these details with each application. Failure to do so, will result in you being charged member rates.

Section C – CII membership

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

Membership is included with FIT enrolments – to be completed by **ALL** FIT candidates who are **NOT** already members.

I wish to apply for membership of the CII Yes No

Your CII membership level will be allocated based on your qualification history with the CII. Please tick the relevant box below:

- | | |
|--|---|
| <input type="checkbox"/> Ordinary – I do not currently hold a CII insurance qualification. | <input type="checkbox"/> Cert CII (Customer Service) – I hold the Certificate in Insurance, including the unit (IF9) Customer service in insurance |
| <input type="checkbox"/> CII (Award) – I hold the Award in General Insurance. | <input type="checkbox"/> 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. |
| <input type="checkbox"/> Cert CII – I hold the Certificate in Insurance. | <input type="checkbox"/> Dip CII – I hold the Diploma in Insurance or equivalent. |
| <input type="checkbox"/> Cert CII (Claims) – I hold the Certificate in Insurance including one of: (IF4) Insurance claims handling process, (P85) Claims practice or (820) Advanced claims. I also wish to join the Claims Faculty. | <input type="checkbox"/> Dip CII (Claims) – I hold the Diploma in Insurance, including one of: (P85) Claims practice, or (820) Advanced claims. |
| <input type="checkbox"/> Cert CII (London Market) – I hold 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. | |

I wish to join the following local institute – UK only (See **page 21**)

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)

Membership fees

1. An admission fee of £37 is payable by **ALL** applicants except those buying a blended learning package or FIT enrolment at the point of joining.
- 2(a). Please then select the appropriate member fee.

Insurance Broking Faculty

Claims Faculty

London Market Faculty

Underwriting Faculty

Life & Pensions Faculty

Enter your name

Section C – CII membership (cont)

Membership fees

1. An admission fee of £37 is payable by ALL applicants except those buying a blended learning package or FIT enrolment 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)	Non-UK subscription (Annual fee)	Low GDP [†] subscription (Annual fee)
Ordinary member	£6.12	£73	£53	£37
Cert CII*	£9.75	£117	£79	£47
Dip CII **	£12.99	£155	£93	£60
ACII	£13.75	£165	£95	£70

* 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 18 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:

(to include the £37 admission fee)

- 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**
- 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.**

Sub total £

Section D – Study options and revision aids

Please indicate when you will be sitting the exam(s)/submitting coursework or mixed assessment as this will determine which version of study/option(s)/ revision aids we send you: Pre 01 Jan 2016 Post 01 Jan 2016 (Please refer to the study option guidance notes on page 11 for unit enrolment periods.)

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 12)	LP	£274 (membership payable separately)	Member only		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
Award in London Market Insurance	UD	£298	£304		+		<input type="checkbox"/>			£
• LM1+ LM2		£146	£188		<input type="checkbox"/>					£
• LM1 only		£214	£275		<input type="checkbox"/>					£
• LM2 only										£
Sub total £										
Study options	CII use	Member	Non-member	Unit codes and ebook requirement						Total
Continuous assessment (See pg 12 for information on units available)	CA	£253	£285		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
Coursework assessment	UD	£430	£504		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
• 530, 820, 930, 945, 960, 990 and 992		£1,077	£1,317							£
• 993		£1,077	£1,317							£
Dissertation assessment 991,994										£
Mixed assessment		£396	£472		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
Study text with updates	UD									
• Diploma/Advanced Diploma units (except M05, M80, M81, M85, M92, 991, 992 and 993)		£138	£158		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
• IF1–IF9, I10		£119	£145		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
• FIT (membership included in non-member price)		£44	£77		<input type="checkbox"/>					£
Study text renewal										
• Diploma/Advanced Diploma units (except 991, 992 and 993)		£57	£73		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
• Certificate units (except LM1 and LM2)		£53	£70		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
• FIT		£41	£48		<input type="checkbox"/>					£
• LM1		£33	£40		<input type="checkbox"/>					£
• LM2		£57	£68		<input type="checkbox"/>					£
Upgrade to continuous assessment (See pg 12 for information on units available)		£115	£127							£
Sub total £										

Sub total £

Sub total £

Please turn over

Insurance qualifications application form – ICI005 (2/15)

Enter your name

Section D – Study options and revision aids (cont)

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 14)	KF	£26	£29		£
Question packs (See pg 14)	QP	£26	£29		£
Learn (See pg 14)	EL	£58	£64		£
Revision workshops (See pg 15) • (LM2)	WS	£385	£450		£
• P05/M05, P92/M92, P97		£420	£500		£
• 590, 820, 930, 960, 990		£440	£520		£
	Date			Venue	£
Revision days (See pg 15) • FIT, IF1-IF4, IF7, IF9, LM1	R	£220	£260		£
• P05/M05, P21, P63, P64, P66, P67, P80/M80, P81/M81, P85/M85, P86, P90, P91, P92/M92, P93, P94, P96, P97, P98		£255	£295		£
• 530, 590, 820, 945, 960, 990		£285	£330		£
	Date			Venue	£
Evening classes (See pg 15) • Six week course LM1+LM2, P05/M05, P92/M92, P97	EC	£395	£470		£
	Date				
					Sub total £

Postage fee (not applicable to ebooks, training courses, upgrade to continuous assessment, Learn or enrolment for units 991, 993 and 994 which do not include a study text):

- **£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 2015 (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

<input type="text"/>	£79 for LM1 resit or £102 for all other units	£105 for LM1 resit or £140 for all other units		£
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Diploma

<input type="text"/>	£121	£164		£
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Advanced Diploma

<input type="text"/>	£128	£174		£
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Sub total £

Additional late entry fee (See pg 15) £

Insurance qualifications application form – IC1005 (2/15)

Enter your name

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 assessment record and accreditation, including all attempts and future entries, along with your CII permanent identity number, unless you tick the following box.

Privacy and electronic communications regulations

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

Sharing your data with local institutes

The CII will share your data with your local institute (UK, Channel Islands and Isle of Man based members only) so they may communicate to you any local events, 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.

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 21.

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

See overleaf for total payable and method of payment.

Enter your name

Section G – Total payable and method of payment

Insert the total value of all items ordered in Sections C to E.

Total payable £

Note: Unless stated otherwise, all prices quoted are inclusive of VAT, where appropriate, at the current rates. Prices are subject to change without notice. Please ensure that where applicable you have included the appropriate postage fee – see Section D.

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 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 8530 3052 or send with your cheque to Customer Service, CII, 42–48 High Road, South Woodford, London E18 2JP. In the interests of data security we do not recommend you send credit or debit card details by email.

If you have a UK bank account you can spread the cost of membership by paying via monthly Direct Debit at no extra charge.

Please call CII Customer Service on +44 (0)20 8989 8464 to set up a monthly Direct Debit over the phone or complete the Direct Debit mandate below, complete and sign the declarations in Sections C and F and return to CII Customer Service.

Instructions to your Bank or Building Society to pay by Direct Debit (Please complete all fields)



1. Name and full postal address of your Bank or Building Society branch

To: The Manager	(Bank/Building Society)
Address	
<input type="text"/>	
Postcode	
<input type="text"/>	

Please complete this Direct Debit instruction if you have a **UK Bank account**.
Post only to: CII, Customer Service, 42–48 High Road, South Woodford, London E18 2JP

Originator's identification no.

2. Name(s) of account holder(s)

3. Bank or Building Society account number

4. Branch sort code

5. Reference number (CII PIN)

I wish to pay my subscription by **monthly** Direct Debit payments I wish to pay my subscription by **annual** Direct Debit payment

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.