

Once you have read important entry information on pages 20–21, 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.

Financial services qualifications application form

ICF014 (05/15)

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 and question packs.

Tick address to be used for postal correspondence Home Work

Please tick one box per category

Type of organisation

(Financial services)

- Directly authorised advice firm Appointed representative – Network Appointed representative – Other Product provider/ Fund manager/Service provider Bank/Building Society
- Mortgage broker Accountant Other

(Mortgages)

- Mortgage intermediary Network Packager Independent adviser Estate agent
- Accountant Insurance broker Bank/Building Society Specialist lender Insurance company/ Product provider
- Other

Area of work

- Advising clients Paraplanning Actuarial Administration/Processing HR/Training
- Compliance/Regulation Finance Business Development Technical Marketing
- Other

Job category

- Trainee Technician/Co-ordinator Supervisory/Controller Middle management (Branch, Office, Dept) Senior management (General, Head of)
- Board member (CEO, Director) Business owner Other

Area(s) of specialism

- Tax planning Personal protection Pensions Savings and investments Estate planning
- Retirement planning Equity release Long term care Stockbroking Discretionary investment management
- Mortgages Life planning Employee benefits Offshore investments Ethical investments
- General insurance Other

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

If yes, please specify

Financial services qualifications application form – ICF014 (05/15)

Enter your name

Study path

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 | |

Section B – Personal Finance Society (PFS) and CII membership

(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.

Personal Finance Society membership

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 (CII unqualified) member of the PFS Yes No

I wish to become a qualified member of the PFS at either Certificate or Diploma-level Yes No

Certificate-level – 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.

Diploma-level – I hold the CII's Diploma in Financial Planning/AFPC/Diploma in Regulated Financial Planning.

The CII recognise equivalent non-CII qualifications – applicants must apply for recognition of prior learning. For more information visit www.cii.co.uk/prior-learning where you'll find full guidance on the rules, requirements, fees and an application form.

CII membership

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 (CII unqualified) member of the CII Yes No

I would like to join the **Society of Mortgage Professionals** at 'Member level' for free. or I would like to join the Life and Pensions Faculty for free.

To be completed by all membership applicants

The local institute I wish to join – UK only (See pg 20)

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

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.

Membership fees

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	£76	£6.37	£73	£6.12
PFS qualified (CertPFS and DipPFS)	£185	£15.49	£182	£15.24

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:

- 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;**
- by cheque or debit/credit card. **If you choose this option please enter the correct amount in the sub total box.**

(to include the £37 admission fee for membership applicants.
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 2015 Post 01 Sep 2015 (Please refer to the study option guidance notes on page 15 for unit enrolment periods.)



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 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–FA7	UD	£55	£69		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
• CF4, GR1		£37	£43		<input type="checkbox"/>		<input type="checkbox"/>			£
• RB1		£152 *	£174 *		<input type="checkbox"/>					
• R01, R02, R06, R07		£104	£148		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
• R03, R04		£63	£83		<input type="checkbox"/>		<input type="checkbox"/>			£
• R05		£37	£44		<input type="checkbox"/>					£
• R08*		£134*	£176*		<input type="checkbox"/>					
• J02, J03, J05, J07, J10–J12		£111	£148		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
• AF6	£138	£165		<input type="checkbox"/>					£	
Coursework assessment including study text with updates (J09)	UD	£409	£481		<input type="checkbox"/>					£
Case study workbook with updates • AF1–AF4	CS	£138	£165		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
Study option renewal • CF1, CF2, CF5, CF6, CF8, ER1, FA1, FA2, FA4–FA7	UD	£37	£44		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
• CF4, GR1		£25	£30		<input type="checkbox"/>		<input type="checkbox"/>			£
• R01, R02, R06		£50	£73		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
• R03, R04		£31	£40		<input type="checkbox"/>		<input type="checkbox"/>			£
• R05		£16	£23		<input type="checkbox"/>					£
• J02, J03, J05, J07, J10–J12		£55	£71		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£
• AF1–AF4, AF6		£69	£83		<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

* The RB1 and R08 study text enrolment fees includes first exam entry. You can book your exam by contacting customer service once your enrolment has been confirmed, or, if you want to purchase the study text and book an exam simultaneously, this can be done online at www.cii.co.uk/shop/RB1 and www.cii.co.uk/shop/R08

Blended learning programme	CII use	Members only	Unit codes and ebook requirement				Total
			Unit	e	Unit	e	
Blended learning • CF1, CF6	LP	£217		<input type="checkbox"/>		<input type="checkbox"/>	£
• R01, R02		£270		<input type="checkbox"/>		<input type="checkbox"/>	£
• R03, R04		£195		<input type="checkbox"/>		<input type="checkbox"/>	£
• R05		£175		<input type="checkbox"/>			£
• R06		£266		<input type="checkbox"/>			£
Sub total							£

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.

Financial services qualifications application form – ICF014 (05/15)

Enter your name

Section C – Study options and revision aids (cont)

Revision aids	CII use	Member	Non-member	Unit code	Total
Exam guides	Available to buy online at www.cii.co.uk/qualifications or to download for free from www.revisionmate.com if you have a live study option enrolment.				
Key fact booklets • CF1, CF6, ER1, FA1, FA2, R01–R06	KF	£26	£29		£
Question packs • Pack 1 (CF1, CF6, R01–R05, R08 Jul 15)	QP	£26	£29		£
• Pack 2 (R01, R02)		£26	£29		£
Audio revision • CF1, CF6, R01–R06, R08 Jul 15	ADJ	£42	£46		£
• AF1, AF3, AF4		£68	£80		£
Learn interactive tutorial • R01–R06, CF1, CF6, CF8, ER1, FA1, FA2	EL	£58	£64		£
Revision workshops • CF5	WS	£385	£450		
	Date			Venue	
• J02, J03, J05, J07, R01–R04, R06, R08	WS	£410	£485		£
	Date			Venue	
• AF1–AF6	WS	£440	£520		£
	Date			Venue	
Revision days • J02, J03, J05, J07, J10–J12, R01–R06, R08	R	£255	£295		£
	Date			Venue	
• CF1, CF2, CF5, CF6	R	£220	£260		£
	Date			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.

Postage fee £

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 – Exam entry

I wish to enter the following exams at the centre in (refer to **pg 20** for the list of available centres):

First choice Centre code

Second choice Centre code

2015 exam dates (please tick required box)

Unit	Jan	Apr	Jul	Oct	Member	Non-member	Total
(R06) Financial planning practice					£141	£183	£

- 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 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		£105	£113		£
Diploma units J02, J03, J05, J07, J11	please tick when you intend to sit the exam		£118	£160		£
Advanced Diploma units AF1–AF6	please tick when you intend to sit the exam		£128	£174		£

Additional late entry fee £
(See pg 19)

Enter your name

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 assessment record and accreditation, including all attempts and future entries, along with your CII Personal Identification Number, unless you tick the following box.

Privacy and electronic communications regulations

The CII/PFS may from time to time wish to draw your attention to other CII/PFS products and services electronically which are likely to be of interest to you. The CII/PFS 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 20.

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 F – Total payable and method of payment

Insert the total value of all items ordered in Sections B to D.

Total payable £

Note: 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 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, according to the CII's prices at the time of processing.

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

<input type="text"/>
<input type="text"/>

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 CII, Customer Service, 42-48 High Road, South Woodford, London E18 2JP

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 PFS Customer Service on +44 (0)20 8530 0852 to set up a monthly Direct Debit over the phone or complete the Direct Debit mandate below, sign the declaration in Section E and return to PFS 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
Postcode

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.

9	9	6	6	4	5
---	---	---	---	---	---

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 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.