

# Corporate Chartered status application

Guide to submitting your application



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## Guide to submitting your corporate Chartered status application

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## The Chartered Insurance Institute (CII) Professionalism in practice

As the premier professional body for the financial services profession, the CII promotes higher standards of integrity, technical competence and business capability.

With over 115,000 members in more than 150 countries, the CII is the world's largest professional body dedicated to this sector.

Success in CII qualifications is universally recognised as evidence of knowledge and understanding. Membership of the CII signals a desire to develop broad professional capability and subscribe to the standards associated with professional status.

The CII works with businesses to develop bespoke, company-wide solutions that ensure competitive advantage by enhancing employees' technical and professional competence.

Individually, CII's members are able to drive their personal development and maintain their professional standing through an unrivalled range of learning services and by adhering to the CII's Code of Ethics.




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### Contacting the CII

If you have any queries regarding the information in this document please contact Customer Service.

The CII is committed to delivering a first-class service and, to this end, we welcome feedback on any aspect of your relationship with our organisation.

Please forward any views you may have on the service you receive, whether they are positive or otherwise.

We take all such comments seriously, answer them individually, and use them to help ensure that we continually improve the service we provide.

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

tel: +44 (0)20 8989 8464

fax: +44 (0)20 8530 3052

email: [customer.serv@cii.co.uk](mailto:customer.serv@cii.co.uk)

website: [www.cii.co.uk](http://www.cii.co.uk)



# Printing your application

If you wish to print your form, please ensure that you only print pages that are populated with data and not the blank pages (of which there will be many), once you have selected print you will need to amend the 'print range' option. You can then preview your form before printing.

The screenshot shows the Microsoft Excel Print dialog box. The 'Print' section is active, showing 'Copies: 1'. The printer selected is 'hp LaserJet 2300 series (E41CBC)'. Under 'Settings', 'Print Active Sheets' is selected, and 'Print One Sided' is also selected. The 'Pages' field is empty, and 'Collated' is selected. The 'Landscape Orientation' and 'Custom Page Size' options are also visible.

The preview window displays the following form:

### Application for Chartered Financial Planners status

#### CII Section 3B(i) - Customer facing staff: Financial advisers

Details of all financial advisers (who are not part of the Board or Appropriate Management Team) must be included in the table below.

Notes:

- Columns A-D inclusive must be completed in respect of all applications
- Column E - completion is dependent upon whether you are applying for discretionary points in respect of qualifications held by customer-facing staff (see guidance notes for details)
- Where a dropdown list of options is provided, please select one of the options available. Entering alternative text will invalidate your form.

Column A Full name	Column B D.O.B	Column C Membership status Please select from the options below	Column D CII Permanent Identity Number (PIN)	Column E Highest qualification held Please select from the options below

# Validation

Once your form is completed and saved in a convenient location, you can check that it is filled in correctly, on the validation page:

The screenshot shows the CII website's validation page. At the top, there is a dark blue header with the CII logo on the left, a 'Log out' link, and an 'Advanced search' input field on the right. Below the header is a navigation menu with links for Home, Membership, Qualifications, Training, Events, Knowledge, About, and My CII. The main content area is titled 'Validate your form' and contains the following sections:

- Upload and check your application**: A section with a horizontal line below the title. It contains three paragraphs: 'On this page, we recommend you check that your form is valid, before you make your final submission.', 'Upload your completed form for corporate Chartered status here for an initial check that you have filled in the form correctly. Use the 'browse' button below to find the form on your computer, then upload it for checking.', and 'This part of the process does not require you to login to the website, so does not necessarily have to be completed by the Responsible Member.'
- Your next step:**: A section with a horizontal line below the title. It contains one paragraph: 'If any parts of your application form are incomplete, you may receive error messages or notices after uploading it – this will allow you to go back to your form and complete any sections that you may have missed, or amend any incorrect information before final submission.'
- Locate your saved spreadsheet and upload below**: A section with a horizontal line below the title. It contains two buttons: 'Browse...' (with the text 'No file selected.' next to it) and 'Upload'.

At the bottom of the page, there is a dark blue footer with the following text: 'FAQs | Contact us | Terms & Conditions | Accessibility Statement | Privacy Statement' and 'Copyright ©2015 The Chartered Insurance Institute'.

# Submitting your application

Once you are logged in as the responsible member you can access the application page where you can upload your form and supporting documents comprising your professional development programme, evidence of core values and business practices and, if applicable, evidence for discretionary points being claimed.

Once you have browsed and selected your documents, click “upload.”

The screenshot shows the CII website's application page for Chartered status. The page has a dark blue header with the CII logo on the left, a search bar on the right, and a navigation menu with links for Home, Membership, Qualifications, Training, Events, Knowledge, About, and My CII. The main content area is white and contains the following sections:

- Application page for Chartered status**
  - Submitting your application**

Welcome to the submission area for corporate Chartered status applications. Only the chosen Responsible Member should be logged in to this area to submit a firm's completed application form.

As your firm's chosen Responsible Member, you will be required to submit the following:

    - 1) Chartered firm application form
    - 2) Evidence of Professional Development Programme in place
    - 3) Evidence of core values and business practices in line with the CII Code of Ethics
    - 4) Supplementary evidence for additional discretionary points (only applicable if you are applying for discretionary points under Criterion 6)

**Please note:** after submitting your application, to ensure that your firm continues to meet the criteria for Chartered status, the information you have provided will be checked and verified. If there is a query with your application you will be contacted by Customer Service.

Once your application has been approved we will contact you to confirm your annual fee along with payment options.

Formal confirmation of your Chartered status will be issued once payment has been received.

In order to allow sufficient time for the verification procedures involved, applications typically take up to 10 working days to process.
- Attach your completed application form**

Maximum file size 5MB

No file selected.
- Attach evidence of professional development programme**

Maximum file size 5MB

No file selected.
- Attach evidence of your core values and business practices in line with the CII Code of Ethics**

Maximum file size 5MB

No file selected.
- Attach discretionary eligibility evidence (optional)**

Maximum file size 5MB

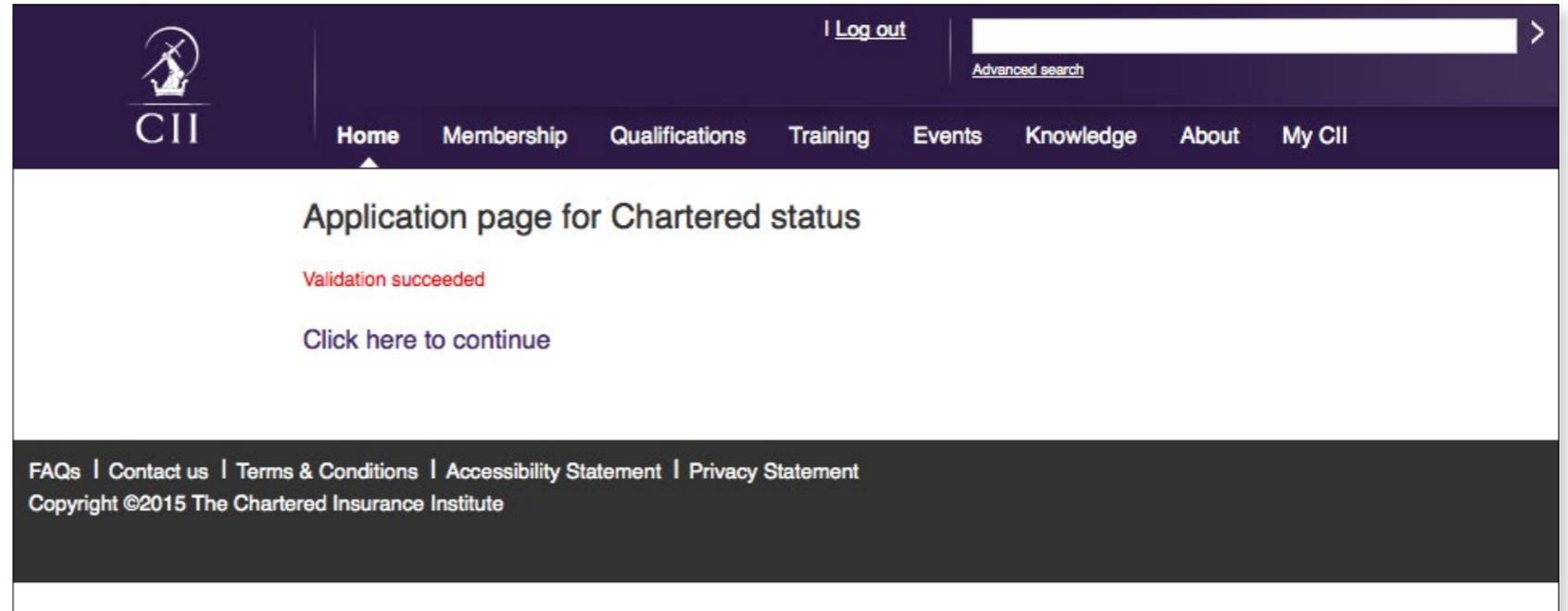
No file selected.

Applications for corporate Chartered status must be submitted via this web page, however, if you have **additional** evidence to supplement those above you may email these to [charteredfirm@cii.co.uk](mailto:charteredfirm@cii.co.uk)

# Upload successful

Providing there are no errors with your form, you will be taken to the following page which page tells you that the upload has been successful.

Click “continue” to proceed to the declaration page.



The screenshot displays the CII website interface. At the top left is the CII logo. The top right features a navigation bar with a "Log out" link, a search bar with "Advanced search" text, and a list of menu items: Home, Membership, Qualifications, Training, Events, Knowledge, About, and My CII. The main content area shows the heading "Application page for Chartered status" followed by a red message "Validation succeeded" and a blue link "Click here to continue". The footer contains links for "FAQs", "Contact us", "Terms & Conditions", "Accessibility Statement", and "Privacy Statement", along with the copyright notice "Copyright ©2015 The Chartered Insurance Institute".

# Declaration

You will then reach the declaration stage, where you will see guidance on how much your application may cost.

Ensure that you tick the checkboxes to confirm you agree with the terms and conditions and then click **“Submit.”**



[I Log out](#)

[Home](#)
[Membership](#)
[Qualifications](#)
[Training](#)
[Events](#)
[Knowledge](#)
[About](#)
[My CII](#)

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## Declaration

### Chartered Status annual fee

The cost of your annual fee will be calculated by the CII upon verification of your application.

For guidance please see the table below:

Number of staff employed	Annual fee
Up to 10	£500
11-50	£1,000
51-250	£1,500
251+	£2,000

### Declaration by responsible member

I hereby declare that, to the best of my knowledge, the information provided in this application form is current and accurate at the date of submission. I further declare that as Responsible Member I am aware that it is my duty to submit such information and returns in a timely manner, as requested by the CII from time to time, in order to maintain or renew the application for the CII's consent to use the company's Chartered status and that this future information must be current and accurate to the best of my knowledge. I understand that information requested may represent further supplementary information outside of this application form, as well as a request for an onsite visit to verify the information supplied. I confirm that at the date of this application my personal Continuing Professional Development (CPD) is current and complies with the requirements of the CII CPD scheme in all respects. I also undertake to inform the CII of any forthcoming changes to the named Responsible Member, or significant changes to the board/highest management team makeup that may affect my firm's compliance with the criteria for achieving Chartered status.

Having made due enquiry I certify:

a) that the individuals comprising those notified to the CII under this scheme, have complied with their respective CPD obligations including where applicable the CPD requirements of other Chartered bodies.

b) I agree that the information supplied in this application is correct, have read the terms and conditions and have no reason to believe that an individual notified to the CII under this scheme has committed a breach of the CII's code of ethics.

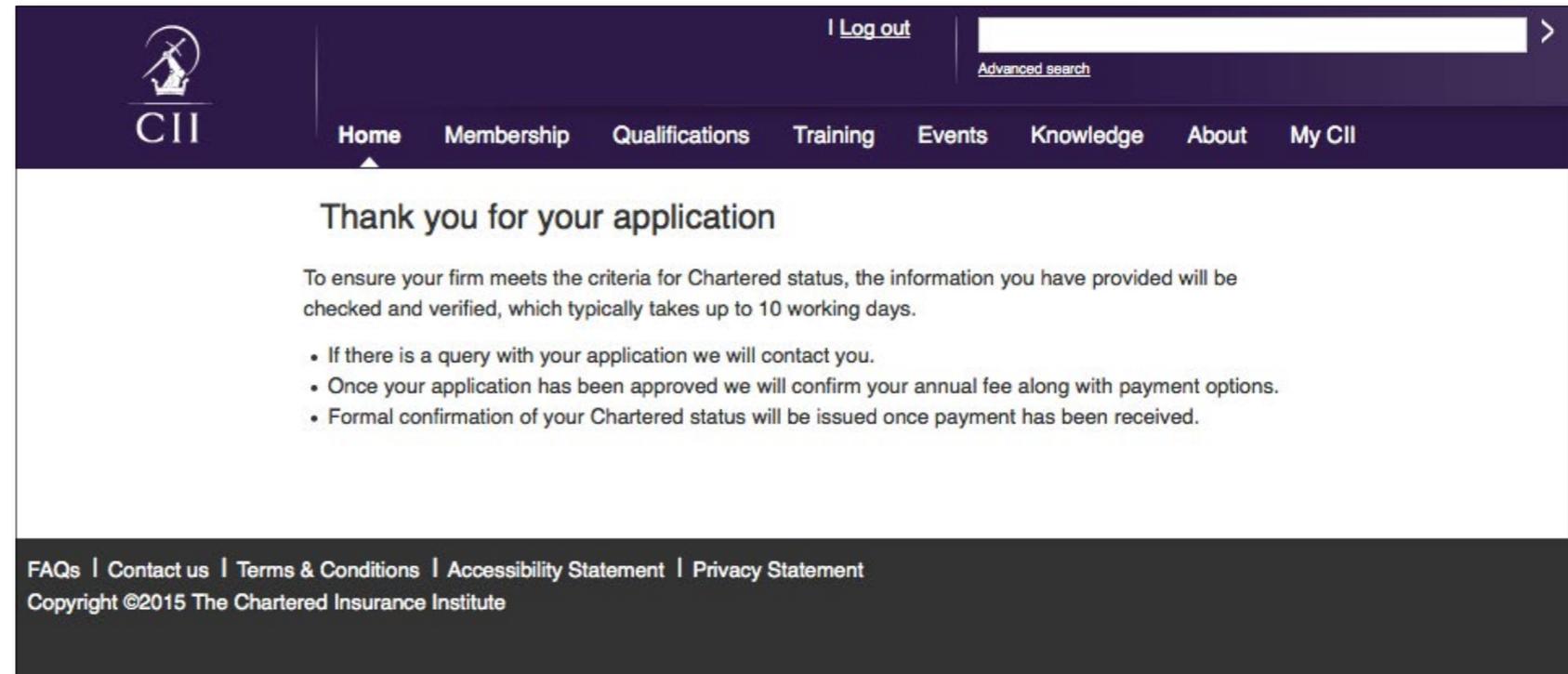
I understand that all Chartered titles conferred by the CII constitute the intellectual property of the CII and are protected by registered trademark. The use of such Chartered titles must comply in all respects and at all times with such rules, regulations and guidelines as issued from time to time by the CII. I further understand that breaches of the rules, regulations and guidelines may have disciplinary consequences for me personally as Responsible Member and result in the withdrawal of the CII's consent for the company to use the Chartered title concerned.

The grant of corporate chartered status does not confer any intellectual property rights in a particular status on the grantee nor is it a licence or implied licence to use the trade marks or collective marks except insofar as governed by the Regulations. The Chartered Insurance Institute is sole proprietor of the Chartered Financial Planner, Chartered Insurance Broker, Chartered Insurer and Chartered Insurance Practitioner marks which have trademark and collective mark protection throughout the EU and elsewhere. Under no circumstances is it permissible for a firm granted authorisation to use these terms to apply for trade mark protection for the terms concerned or any confusingly similar variation thereof.

# Thank you

You will then reach the “Thank you” page which confirms that your application has been submitted.

You will be contacted by us as detailed on this page.



The screenshot shows the CII website's 'Thank you for your application' page. The page has a dark blue header with the CII logo on the left, a search bar on the right, and a navigation menu in the center. The main content area is white and contains the following text:

**Thank you for your application**

To ensure your firm meets the criteria for Chartered status, the information you have provided will be checked and verified, which typically takes up to 10 working days.

- If there is a query with your application we will contact you.
- Once your application has been approved we will confirm your annual fee along with payment options.
- Formal confirmation of your Chartered status will be issued once payment has been received.

At the bottom of the page, there is a dark blue footer with the following text:

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