

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 (05/16)

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? (Please tick) Yes No

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 (Please tick) Male Female

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 (Please tick) 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 for the Foundation Insurance Test Award in London Market Insurance Certificate in Insurance Diploma in Insurance Advanced Diploma in Insurance

Please turn over

Insurance qualifications application form – IC1005 (05/16)

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 non-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 (Insurance Broking) – I hold the Certificate in Insurance, including one of units (I10) Insurance broking fundamentals, (P81/M81) Insurance broking practice or (930) Advanced insurance broking. |
| <input type="checkbox"/> CII (Award) – I hold the Award in General Insurance. | |
| <input type="checkbox"/> Cert CII – I hold the Certificate in Insurance. | <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. |
| <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 – I hold the Diploma in Insurance or equivalent. |
| <input type="checkbox"/> Cert CII (Customer Service) – I hold the Certificate in Insurance, including the unit (IF9) Customer service in insurance. | <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 (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. | |

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

In applying to become a member of the CII, I agree to be immediately 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)

- | | | | | |
|---|---|--|---|--|
| <input type="checkbox"/> Insurance Broking Faculty | <input type="checkbox"/> Claims Faculty | <input type="checkbox"/> London Market Faculty | <input type="checkbox"/> Underwriting Faculty | <input type="checkbox"/> Life & Pensions Faculty |
| <input type="checkbox"/> Learning & Development Faculty | | | | |

Enter your name

Section C – CII membership continued

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*	£9.87	£118	£80	£48
Dip CII **	£13.12	£157	£95	£60
ACII	£13.99	£167	£97	£70

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

** 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:

- 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 £

Section D – Study options and revision aids

For details on unit enrolment periods please refer to the Exam assessed units information, which can be found within the Study options guidance on page 13.



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	£278 (membership payable separately)	Member only		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£	
Award in London Market Insurance	UD	£302	£312		+		<input type="checkbox"/>			£	
• LM1+ LM2										£	
• LM1 only		£148	£193			<input type="checkbox"/>				£	
• LM2 only		£217	£282			<input type="checkbox"/>				£	
Sub total £ <input type="text"/>											
Study options	CII use	Member	Non-member	Unit codes and ebook requirement						Total	
				code	e	code	e	code	e		
Continuous assessment (See pg 12 for information on units available)	CA	£257	£292		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£	
Coursework assessment	UD	£436	£517		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£	
• 530, 820, 930, 945, 960, 990, 992		£1,093	£1,350							£	
• 993										£	
Dissertation assessment 991,994		£1,093	£1,350							£	
Mixed assessment										£	
• M05, M21, M80, M81, M85, M92, M93, M94, M96, M97		£402	£484		<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)		£140	£162		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£	
• IF1-IF9, I10, I11		£121	£149		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£	
• FIT (membership included in non-member price)		£45	£79		<input type="checkbox"/>					£	
Study text renewal											£
• Diploma/Advanced Diploma units (except 991, 992 and 993)		£58	£75		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£	
• Certificate units (except LM1 and LM2)		£54	£72		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	£	
• FIT	£42	£49		<input type="checkbox"/>					£		
• LM1	£33	£41		<input type="checkbox"/>					£		
• LM2	£58	£70		<input type="checkbox"/>					£		
Upgrade to continuous assessment (See pg 12 for information on units available)		£117	£130							£	
Sub total £ <input type="text"/>											

Non-EU candidates: where applicable, an excl.VAT price is listed on page 12. When ordering outside the EU, include the excl.VAT price below.

Sub total £

Sub total £

Please turn over

Insurance qualifications application form – ICI005 (05/16)

Enter your name

Section D – Study options and revision aids continued

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 – Printed format (See pg 14)	KF	£26	£30		£
Key fact booklets – ebook format (See pg 14)	KF	£26	£30		£
Question packs (See pg 14)	QP	£26	£30		£
Learn (See pg 14)	EL	£59	£66		£
Revision workshops (See pg 15) • (LM2)	WS	£390	£460		£
• P05/M05, P97		£425	£515		£
• 590		£445	£535		£
Date				Venue	£
Revision days (See pg 15) • FIT, IF1–IF4, IF7, IF9, LM1	R	£225	£265		£
• M05, M92, P05/M05, P21, P66, P67, P80, P81, P85, P86, P90, P91, P93, P94, P96, P97, P98		£260	£300		£
• 530, 590, 945		£285	£340		£
Date				Venue	£
Evening classes (See pg 15) • Six week course P05/M05, P97	EC	£400	£480		£
Date					
Sub total					£

Key fact booklets are now available in ebook format. Visit www.cii.co.uk/ebooks for more information.

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.

Sub total £ _____

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.

Section E – Exam entry

I wish to enter the following exams in April/October 2016 (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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FIT and Certificate:

- Only complete this section if you are planning to sit FIT or 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

	£74 for FIT, £80 for LM1 resit or £104 for all other units	£74 for FIT, £108 for LM1 resit or £144 for all other units		£
Diploma	£123	£168		£
Advanced Diploma	£130	£178		£

Sub total £ _____

Additional late entry fee (See pg 18) £ _____

Insurance qualifications application form – IC1005 (05/16)

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, electronically, 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.

To opt out of postal marketing communications from the CII and your local institute please send a request to Customer Service at customer.serv@cii.co.uk

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, Delta or American Express).

 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 AMEXValid 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
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.

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 paymentSignature Date

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

The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit the Chartered Insurance Institute will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request the Chartered Insurance Institute to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by the Chartered Insurance Institute or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
- If you receive a refund you are not entitled to, you must pay it back when the Chartered Insurance Institute asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.