



Chartered  
Insurance  
Institute

Standards, Professionalism, Trust.

Reference: (CII use only)

# General Insurance qualification

## Order securely online

Orders can be placed securely online, using a credit or debit card, by visiting [cii.co.uk/qualifications](http://cii.co.uk/qualifications) and selecting your qualification then unit.

You can also pay using credit or debit card by calling Customer Service. Alternatively complete and return this Bacs or cheque payment application form.

## Section A - Personal details

(Please complete all fields. Your name should be entered as you wish it to appear on all CII official documents.)

Please give your CII permanent identity number if known (PIN)

Date of birth

Mr/Mrs/Miss/  
Ms/Other

Surname/  
Family name

Forename/  
Given name(s)

Preferred name

(Please enter the name you would like to be addressed by for all correspondence)

Gender (Please tick)  Male  Female  Prefer not to say

Other

Employer's name

Tel

Ext

Mobile

Work address

Postcode

Country

Home address

Postcode

Country

**Mandatory - please take care to enter this correctly as we will be unable to process your application without a valid email address.**

Primary email

Alternative email

Address to be used for postal correspondence (Please tick)  Home  Work

Please tick one box per category

### Type of organisation

- Bank/Building Society  Broker/Intermediary  Consultancy  Insurance company  Legal  
 Lloyd's  Loss adjuster/Loss assessor  Reinsurance company /Broker  Other

### Area of work

- Administration/Processing  Broking  Claims/Loss adjusting  Compliance  Finance  
 HR/Training  Risk management /Surveying  Sales/Marketing  Underwriting  Other



## Section B - Membership continued

In applying to become a member of the Chartered Insurance Institute (CII), I agree to be immediately bound by the CII Articles of Association and Bye-laws. The CII is a professional body dedicated to building public trust in the insurance and financial planning professions. Suitability for membership is assessed based on completion of the below declarations. This is part of our commitment to high professional standards.

I therefore also 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 [cii.co.uk/memberobligations](http://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 judgment debt.  Yes  No

Been subject to an adverse judgment of any court (or been charged but not yet tried with) any criminal 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 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 whilst 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.

### Membership fees

1. An admission fee of £37.00 is payable by **ALL** members.
2. An additional subscription fee of £3 for membership of the Insurance Institute of London is included in all London fees.
3. A CII member fee, based on the level of qualification you hold, is payable.
4. Choose the method of payment. This can either be:
  - i) by monthly Direct Debit. The admission fee of £37.00 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;**
  - ii) by Bacs or cheque. If you choose this option please enter the correct amount in the sub total box.

### UK

CII Member level	London monthly fee (direct debit)	London annual fee (Bacs or cheque)	UK monthly fee (direct debit)	UK annual fee (Bacs or cheque)
Ordinary	<input type="checkbox"/> £6.74	<input type="checkbox"/> £80.00	<input type="checkbox"/> £6.49	<input type="checkbox"/> £77.00
Award	<input type="checkbox"/> £7.08	<input type="checkbox"/> £85.00	<input type="checkbox"/> £6.87	<input type="checkbox"/> £82.00
Cert CII	<input type="checkbox"/> £10.62	<input type="checkbox"/> £127.00	<input type="checkbox"/> £10.37	<input type="checkbox"/> £124.00
Dip CII	<input type="checkbox"/> £14.12	<input type="checkbox"/> £169.00	<input type="checkbox"/> £13.87	<input type="checkbox"/> £166.00
ACII	<input type="checkbox"/> £14.99	<input type="checkbox"/> £179.00	<input type="checkbox"/> £14.74	<input type="checkbox"/> £176.00
FCII	<input type="checkbox"/> £16.75	<input type="checkbox"/> £201.00	<input type="checkbox"/> £16.50	<input type="checkbox"/> £198.00
Chartered Status	<input type="checkbox"/> £18.75	<input type="checkbox"/> £225.00	<input type="checkbox"/> £18.50	<input type="checkbox"/> £222.00

Sub total

### Non-UK

CII Member level	Non-UK low GDP monthly fee (direct debit)	Non-UK low GDP annual fee (Bacs or cheque)	Non-UK high GDP monthly fee (direct debit)	Non-UK high GDP annual fee (Bacs or cheque)
Ordinary	<input type="checkbox"/> £3.25	<input type="checkbox"/> £39.00	<input type="checkbox"/> £4.74	<input type="checkbox"/> £56.00
Award	<input type="checkbox"/> £3.75	<input type="checkbox"/> £45.00	<input type="checkbox"/> £5.12	<input type="checkbox"/> £61.00
Cert CII	<input type="checkbox"/> £4.25	<input type="checkbox"/> £51.00	<input type="checkbox"/> £7.12	<input type="checkbox"/> £85.00
Dip CII	<input type="checkbox"/> £5.25	<input type="checkbox"/> £63.00	<input type="checkbox"/> £8.37	<input type="checkbox"/> £100.00
ACII	<input type="checkbox"/> £6.24	<input type="checkbox"/> £74.00	<input type="checkbox"/> £8.62	<input type="checkbox"/> £103.00
FCII	<input type="checkbox"/> £8.24	<input type="checkbox"/> £98.00	<input type="checkbox"/> £10.25	<input type="checkbox"/> £123.00
Chartered Status	<input type="checkbox"/> £9.24	<input type="checkbox"/> £110.00	<input type="checkbox"/> £12.75	<input type="checkbox"/> £153.00

Sub total

## Section C - Qualification units

For a single fee, each qualification unit enrolment includes: study text, ebook text, exam guide, assessment entry and Revisionmate. Additional study materials can also be purchased, see below.

General Insurance Units	CII Use	Member	Non-Member
FIT		£125.00	£160.00
AWB, W01, WH1, WO4		£90.00	£100.00
IF1-IF9, I10, I11, LM1-LM3		£215.00	£290.00
M05, M21, M67, M80, M81, M85, M86, M90-M94, M96, M97, M98		£415.00	£510.00
P61-P64, P66-P68, P86, P90, P91, P98		£265.00	£340.00
530, 820, 930, 945, 960, 990, 992, 995-997		£455.00	£550.00
590		£265.00	£340.00
991, 993, 994		£1,155.00	£1,400.00



Key fact booklets are now available in ebook format. Visit [cii.co.uk/ebooks](http://cii.co.uk/ebooks) for more information.

### Study materials

Revision aids	CII Use	Member	Non-Member	Unit Code	Total
Exam guides	Available to buy online at <a href="http://cii.co.uk/qualifications">cii.co.uk/qualifications</a> or to download for free from <a href="http://revisionmate.com">revisionmate.com</a> if you have a live study enrolment.				
Key fact booklets	KF	£27.00	£32.00		£
• Printed format					
• ebook format		£27.00	£32.00		£
Question packs	QP	£27.00	£32.00		£
Learn	EL	£45.00	£50.00		£

**Non-EU candidates:** Learn, 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 [cii.co.uk/ebooks](http://cii.co.uk/ebooks)

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

Sub total

- £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.

Postage fee

## Section D - Exam entry

I wish to enter the following exams in April/October 2018 at the centre in (refer to [cii.co.uk/examcentres](http://cii.co.uk/examcentres) for the list of available centres)

First choice

Centre code

Second choice

Centre code

### Notes

- 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 [cii.co.uk/online](http://cii.co.uk/online) or by calling Customer Services.

Unit	April	October	Member	Non-member	No of units	Entry fee
FIT	Please tick when you intend to sit the exam		£125.00	£160.00		£
Certificate unit code			£215.00	£290.00		£
Diploma and Advanced Diploma units	Please tick when you intend to sit the exam		Refer to <a href="http://cii.co.uk/qualifications">cii.co.uk/qualifications</a> for the correct price for the unit you are applying for	Refer to <a href="http://cii.co.uk/qualifications">cii.co.uk/qualifications</a> for the correct price for the unit you are applying for		£

If you are applying to sit an exam after the normal closing date, you will need to pay an additional fee. Please refer to [cii.co.uk/deadlines](http://cii.co.uk/deadlines) for more details.

Additional late entry fee, if applicable

## 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 will ensure that your personal data is processed in line with Data Protection legislation and the CII Data Protection and Privacy Statement (available at [cii.co.uk/dataprotection](http://cii.co.uk/dataprotection)). **To process this application, I consent to the CII processing my data.**

Use the CII website to update your contact details and preferences, selecting the types of information and services you wish to receive and to opt in or out of mailings: [cii.co.uk/mycii](http://cii.co.uk/mycii)

**Please note:** if you choose not to receive marketing emails, you will still receive transactional communications relating to your membership, qualifications, event bookings and voting rights, as well as important operational notifications relating to the CII. Where applicable, you can choose to receive these by post by logging in to [cii.co.uk/mycii](http://cii.co.uk/mycii) and updating your preferences.

### Privacy and electronic communications regulations

In order to keep you informed in a timely and cost-effective manner, the CII uses email as our principal method of communication. From time to time, we may wish to electronically draw your attention to other CII products and services which are likely to be of interest to you. **I consent to receiving marketing communications from the CII by email.**  Yes  No

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

### Sharing your data with local institutes

CII local institutes provide access to a programme of services including CPD events, training and networking opportunities designed to support you and complement your CII membership. We will share your data with your local institute (UK, Channel Islands and Isle of Man based members only) so they may send you relevant email communications. **I consent to the CII sharing my data with my local institute.**  Yes  No

Signature

Date

**If ordering learning materials, please ensure you have read the important information regarding delivery.**

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

## Section F – Payment details

To comply with the latest Payment Card Industry Data Security Standards (PCI DSS), the CII no longer accepts credit and debit card as a payment method for paper applications. To pay by credit or debit card, you can order online using our secure payment gateway, which is Level 1 compliant under the PCI DSS. Alternately, call Customer Service.



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

**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.

Total payable £

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 Bacs details.

Cheque/bankers draft drawn on a UK bank account and payable to The Chartered Insurance Institute (please write CII PIN number if known on the reverse).

Bank transfer via Bacs (using the CII account details below and including the required information).

## Section F – Payment details continued

### CII account details:

HSBC Bank plc, 60 Queen Victoria Street, London EC4N 4TR  
Account number: 50114723  
Sort code: 40-11-60  
BIC: HBUKGB4194R  
IBAN: GB94HBUK40116050114723

Please include the following information so that we can identify your payment:

Date of submission       Amount in sterling transferred £

Transaction reference number (if applicable)           PIN

**Important note:** Transfers can take up to two weeks to process, therefore please ensure that you submit this in sufficient time to meet any relevant closing dates. You must include any bank charges in the transfer.

### Making your payment:

- **By Bacs** – once your payment has been made, please email all pages of this completed application form, together with your remittance advice, to [accounts.receivable@cii.co.uk](mailto:accounts.receivable@cii.co.uk)
- **By cheque/bankers draft** – post this completed application form, along with your cheque/bankers draft to **CII Customer Service, 42-48 High Road, South Woodford, London E18 2JP.**

### Direct Debit

If you do not currently pay by Direct Debit and have a UK bank account, you can spread the cost of membership by paying via monthly Direct Debit at no extra cost.



If the Insurance Institute of London is your local institute, an additional fee of £3.00 a year is payable.

### 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 only 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 (PIN)

I wish to pay my subscription by monthly Direct Debit payments

I wish to pay my subscription by annual Direct Debit payments

Signature

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.

### The Chartered Insurance Institute

CII Customer Service, 42-48 High Road, South Woodford, London E18 2JP  
Tel: +44 (0)20 8989 8464

Ref: CQB01 (02/18)  
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