



Chartered
Insurance
Institute
Standards. Professionalism. Trust.

Membership: How to guide

How to complete the membership
application form (International only)



Completing the CII Membership Form

Thank you for choosing to become a member of the Chartered Insurance Institute. We've prepared this short document to help you complete the membership application form.

If you encounter any difficulties or are unsure how to complete any section of the application, please contact Customer Services by email at customer.serv@cii.co.uk

Form Completion Tips

Section A – Personal Details

In this section you are asked to provide your personal details so that we can register you on our system. When completing this section **please enter your details as they appear on your official documents (Passport/National ID)**. The form is in an editable format, please type your responses.

Other useful information to help you complete this section:

1. **PIN** – if you already have an account with us, please enter your PIN. If not, please leave this section blank.
2. **Date of birth** – enter your DOB in the format DD/MM/YYYY.
3. **Forename & surname** – enter your name as it appears on your official documents. (For example, your passport or national ID)
4. **Contact numbers**: you should provide at least one contact number.
5. **Email addresses** – we ask that you provide two email addresses, preferably a work and personal email. We will contact you using your primary email address. Your secondary email will only be used if we cannot reach you using your primary email.

Section B – Work Details

In this section we require information about your employer and employment status.

1. Check that your current employer details are correct.
2. Please tick **ONE** box for each of the categories relating to your employment, this includes:
 - a. Type of organisation
 - b. Area of Work
 - c. Job category
 - d. Areas (s) of specialism

3. Please select **ONE** statement from the drop down:

Please select the statement that best describes your current situation:

In full time education

Click here to see the list of options.

This information is used to help us understand your career level and experience – we can then use this to tailor the information we send you.

Section C – Declarations

In this section we ask you to agree to the CII membership declarations.

Here are some of the things you agree to by becoming a member:

1. Agree to abide by the CII's Charter and Byelaws, www.cii.co.uk/memberobligations
2. Agree to abide by the [Code of Ethics](#).
3. Consent to us processing your data.
4. Consent to the CII sharing your data with your employer.
5. Consent to receiving transactional communications relating to membership, qualifications, events and voting.

There are **three** questions that you **MUST** answer for us to process your membership application. These can be seen below. Please select yes or no for each.

Please tick the relevant box to confirm whether you have;

1. Been made bankrupt or been subject to an individual voluntary arrangement (or similar procedure) or any judgement debt.
 Yes No
2. 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
3. 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

Please **SELECT** 'Yes' or 'No' to each of the three statements.

Marketing Communications

You should also complete the marketing communications consent box. Please note that if you select 'No' you will not receive updates on the latest offers and news from the CII. This includes information regarding new qualifications and units.

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 (e.g. new qualifications or units) which are likely to be of interest to you.

I consent to receiving marketing communications from the CII by email. Yes No

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.

Please **SELECT** 'Yes' or 'No' to this statement.

Getting in touch with us

If you have any questions or issues regarding this process or your membership, please contact us on the details below.

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