



Chartered Insurance Institute
Standards. Professionalism. Trust.

Reference: (CII use only)

Membership support scheme

Important notes:

Please complete all sections of this form in **BLOCK CAPITALS** and return to: **CII Customer Service, 42-48 High Road, South Woodford, London E18 2JP**

If you require any assistance or advice when completing this form please call Customer Service on **+44 (0)20 8989 8464** or email **customer.serv@cii.co.uk**

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/PFS 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

Section B - Scheme options

Please tick one of the options below which describes your reason for applying for support, evidence is required to support your application (see note 2).

- Part-time Career break Maternity leave Shared parental leave Unemployment/Redundancy
- Long-term ill health Special circumstances

Section D – Declarations

The Chartered Insurance Institute (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 have been a member of the CII/PFS for at least one year from the date of this application. In continuing my membership of the CII/PFS, 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 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/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 whilst a member of the CII/PFS, 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.

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). **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

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 and updating your preferences.

Signature

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

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

Sharing information with your employer

The CII may receive a request from your employer to provide it with details of your assessment record and accreditation including all attempts and future entries, along with your CII permanent identity number. **I consent to the CII sharing this information with my employer.** Yes No

Your right to cancel

In accordance with The Consumer Contracts (Information, Cancellation and Additional Charges) Regulations 2013 ("the Regulations"), you have a right of cancellation in respect of your membership. This right (subject to the Regulations) expires 14 calendar days from the day on which your membership application is accepted or where written confirmation of your membership is received by you (please note that no refunds will be provided for cancellations made after these specified dates). Reimbursement for any monies paid by you which relate to the cancellation will be sent to you within 14 calendar days of receiving the notice of cancellation. Should you wish to cancel, notice should be sent to CII Customer Service at customer.serv@cii.co.uk

I am aware, that members of this scheme are not eligible to hold or to apply for a Statement of Professional Standing.

I have read all the notes and agree to abide by the rules of this scheme.

Date

Notes

1. **Membership Support Scheme** is open to all members, provided they have been a member for at least one year prior to the date of this application. Members wishing to apply for the membership support scheme can submit an application at any time, from when their membership is due until their membership lapses. Support cannot be backdated to previous subscription periods. Members affected during a subscription period must pay the full subscription for that period and the supported members' rate will start at the beginning of the next subscription period unless membership is paid by monthly direct debit, in which case future payments will be adjusted accordingly.

Qualified members are reminded that if they allow their membership to lapse or decide to resign it, they would no longer be entitled to use any designatory letters or Chartered title.

2. **Part-time scheme:** Open to members that are working part-time for 18 hours or less a week in the insurance or financial planning profession. Evidence required: a letter from your employer confirming your hours, on company letterhead. Qualified members working part-time are still required to undertake CPD, as this forms an important part of our Code of Ethics.

Career break: Open to members that are in full-time care of a dependant or undertaking full-time studies to further an individual's career in the insurance or financial planning profession. Career breaks cannot be considered for overseas travel (i.e. backpacking), or for studies NOT related to an individual's career in insurance or financial planning. Evidence required: a copy of your study enrolment and/or confirmation from your employer, on company letterhead.

Maternity leave or Shared parental leave: Open to members that are on maternity leave or shared parental leave. Evidence required: confirmation from your employer, on company letterhead.

Unemployment/Redundancy: Open to members that are registered unemployed and who are actively seeking employment. Evidence required: a redundancy notice within three months or reasons for unemployment, a job seekers certificate or confirmation from the employment office.

Ill health: Open to members that are hospitalised or unable to return to work for a period of six months or more. Evidence required: an up-to-date medical certificate or doctor's letter, indicating as far as possible how long the member will be away from work. In cases of terminal illness all future subscriptions may be waived at the discretion of the management.

Special circumstances: Open to members that are having difficulty in maintaining membership subscriptions due to financial hardship or other special circumstances they think should be considered. Evidence required: all relevant details plus supporting evidence of any DWP benefits received.

3. Members accepted on this scheme will pay half the annual subscription. Members are required to send in an application form and supporting evidence for each year they wish the scheme to apply. Qualified members joining this scheme will retain the right to continue using their designatory letters and Chartered status and will maintain full membership benefits. Members who are not currently working in insurance or financial planning, are not able to use their designation or Chartered title to indicate to the public or otherwise that they are a practising professional in the industry.
4. **CII CPD scheme requirements** remain in force for support scheme members unless specifically agreed otherwise with the CII. Common extenuating circumstances for a partial or complete CPD exemption include maternity leave, career break (but not for backpacking/travelling), ill health, unemployment/redundancy, financial hardship (in so far as it directly impacts on the ability to keep up to date with development activities) etc. To make an application, contact CII Customer Service.

Please note that where you hold a Statement of Professional Standing, any requested exemption from undertaking CPD must first be cleared with the Financial Conduct Authority where self employed or otherwise via your employer.