



Personal
Finance
Society
Standards. Professionalism. Trust.

Reference: (CII use only)

Membership for company arrangements

Important notes:

Please complete all sections of this form in **BLOCK CAPITALS** and return to:
**PFS Customer Service, 3rd Floor,
20 Fenchurch Street, London EC3M 3BY**

If you require any assistance or advice when completing this form please call Customer Service on **+44 (0)20 8530 0852** or email customer.serv@thepfs.org

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

Mandatory - please note that you must provide at least one contact number.

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 A – Personal details continued

Please tick one box per category

Type of organisation

Accountant	Appointed representative – Network	Appointed representative – Other	Bank/Building society	Directly authorised advice firm
Mortgage broker	Product provider/ Fund manager/Service provider	Other		

Area of work

Actuarial	Administration/ Processing	Advising clients	Business development	Compliance/Regulation
Finance	HR/Training	Marketing	Paraplanning	Technical
Other				

Job category

Trainee	Technician/ Co-ordinator	Supervisory/Controller	Middle management (Branch, Office, Dept)	Senior management (General, Head of)
Board member (CEO, Director)	Business owner	Other		

Area(s) of specialism

Discretionary investment management	Employee benefits	Equity release	Estate planning	Ethical investments
General insurance	Life planning	Long term care	Mortgages	Offshore investments
Pensions	Personal protection	Retirement planning	Savings and investments	Stockbroking
Tax planning	Other			

Section B – Levels of membership

Your membership level will be allocated based on your qualification history with the Chartered Insurance Institute. [Please tick the relevant box below:](#)

Student – I do not currently hold a CII qualification in Financial Planning.

CertPFS – I have completed the (withdrawn) Certificate in Financial Planning, FPC or equivalent.

CertPFS (Securities) – I have completed the Certificate in Securities Advice and Dealing.

CertPFS (Paraplanning) – I have completed the Certificate in Paraplanning and my primary area of work is Paraplanning.

CertPFS (DM) – I have completed the Certificate in Discretionary Investment Management.

DipPFS – I have completed the Diploma in Financial Planning, Diploma in Regulated Financial Planning or equivalent.

APFS – I have completed the Advanced Diploma in Financial Planning or equivalent.

FPFS – I have completed the Fellowship requirements and hold a minimum of 350 financial services credits.

Affiliate – I am professionally qualified with another organisation and do not intend to pursue a financial planning qualification.

Section C – Local/regional options

When you join, you'll automatically become a member of a local institute. Run by member volunteers, each institute offers access to events, training and social activities dedicated to engaging and supporting local members. A full listing of local institutes is provided within the additional notes at the end of this form.

Please add your preference in the box provided below to ensure you join the institute most convenient to you. You will be allocated to a Personal Finance Society region relevant to your institute preference.

I would like to join

Please note: If you choose to leave this section blank you will be allocated a local institute based on your work address. If you choose to join the Insurance Institute of London your subscription fee will be £3.00 higher.

Section D – Declarations

In applying to become a member of the Personal Finance Society (PFS), I agree to be immediately bound by the PFS Articles of Association and Bye-laws. PFS members automatically become members of the Chartered Insurance Institute (CII). 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 thepfs.org/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
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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
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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
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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 PFS 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: thepfs.org/my-pfs

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/PFS. Where applicable, you can choose to receive these by post by logging in to thepfs.org/my-pfs and updating your preferences.

Privacy and electronic communications regulations

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

To opt out of postal marketing communications from the CII/PFS and your local institute please send a request to Customer Service at customer.serv@thepfs.org

Sharing your data with local institutes/PFS regions

CII Local institutes/PFS regions 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 and region (UK, Channel Islands and Isle of Man based members only) so they may send you relevant email communications. **I consent to the CII/PFS sharing my data with my local institute and region.** Yes No

Sharing information with your employer

The CII/PFS 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/PFS permanent identity number. **I consent to the CII/PFS 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 PFS Customer Service at customer.serv@thepfs.org

Signature

Date

Additional notes

Local institutes

A full listing of local institutes is provided below.

North West

Blackburn & Burnley; Bolton; Carlisle; Chester & North Wales; Isle of Man; Kendal; Liverpool; Manchester; Preston & Blackpool;

Midlands

Birmingham; Coventry; Leicester; Lincoln; Northampton; Nottingham; Shropshire & Mid Wales; Stoke-on-Trent; Stratford-upon-Avon;

Scotland/Northern Ireland

Aberdeen; Edinburgh; Glasgow; Inverness, the Highlands & Islands; Northern Ireland; Perth & Dundee;

North East

Bradford; Halifax; Hull; Leeds; Middlesbrough; Newcastle-upon-Tyne; Sheffield; York

Anglia

Bedford & Milton Keynes; Cambridge; Chelmsford & S Essex; Ipswich, Suffolk & N Essex; Luton & Hertfordshire; Norwich; Peterborough;

London

London

South West

Bristol; Cardiff; Cheltenham & Gloucester; Exeter; Plymouth & Cornwall; Swansea & West Wales;

Southern

Bournemouth; Guildford; North Downs; Reading; Royal Tunbridge Wells; Southampton; Sussex; Guernsey; Jersey; London; Mid Kent;

Further details of all institutes can be found at cii.co.uk/membership/local-institutes

Regions

The Personal Finance Society operates 26 local regions throughout the UK, each run by Committees made up of member volunteers. Involvement with their region can provide members with the following benefits:

- Free quarterly regional conferences covering hot topics, case studies, best practice and dedicated CPD
- Study support and mentoring
- Networking
- Social activities
- Community engagement initiatives
- Local news and information

Birmingham; Bristol and Cheltenham; Central Scotland; East Midlands; Essex; Exeter & North Devon; Hants & Dorset; Herts & Middlesex; Isle of Man; Jersey; Kent; Lancashire, Merseyside & Cumbria; Norfolk; North Scotland; Northern Ireland; Plymouth & Cornwall; South Wales; Staffordshire & Shropshire; Stamford; Surrey; Sussex; Thames Valley; Tyne-Tees; Yorkshire

Membership card

Your digital membership card will be available to download from your members area once your payment has been received.

Continuing Professional Development

Continuing Professional Development (CPD) is activity undertaken to ensure members' skills and knowledge are up-to-date. All qualified members (those entitled to use designations and Chartered titles) are required to comply with our CPD scheme as a condition of their membership. Information on our CPD scheme can be found at cii.co.uk/learning/cpd

Code of ethics

All CII/PFS members are required to uphold clearly defined and objectively measured standards of behaviour. These standards are contained within the CII/PFS Code of Ethics which all members are required to uphold as a condition of membership. This can be found at theufs.org/code

Personal Finance Society
PFS Customer Service, 3rd Floor, 20 Fenchurch Street,
London EC3M 3BY

Tel: **+44 (0)20 8989 8464**

 **PFS President's Thinktank**

 **@PFSCConf**

thepfs.org