

Once you have read the notes on completing your application, you can either:

- complete and submit your application online at www.cii.co.uk/gi-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.

Certificate/Diploma/Advanced Diploma in Insurance Application form

IC1005 (11/09)

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 all official CII documents.)

Have you ever had previous contact with the CII? Yes No (Please tick)

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

PIN

Mr/Mrs/Miss/Ms Surname

Forenames Date of birth

Employer's name

Tel Ext Mobile

email*

Work address

Postcode Country

Home address

Postcode Country

* Please take care when providing your email address as most correspondence will be sent electronically. Email address must be included when ordering ed.LEARN.

Tick address to be used for postal correspondence Home Work

Please only tick one box per category

Type of organisation

<input type="checkbox"/> Insurance company	<input type="checkbox"/> Broker/Intermediary	<input type="checkbox"/> Lloyd's	<input type="checkbox"/> Reinsurance company/broker
<input type="checkbox"/> Loss adjuster/Loss assessor	<input type="checkbox"/> Bank/Building Society	<input type="checkbox"/> Consultancy	<input type="checkbox"/> Legal
<input type="checkbox"/> Other			

Area of work

<input type="checkbox"/> Underwriting	<input type="checkbox"/> Claims/Loss adjusting	<input type="checkbox"/> Broking	<input type="checkbox"/> Sales/Marketing
<input type="checkbox"/> Risk management/Surveying	<input type="checkbox"/> Administration/Processing	<input type="checkbox"/> Compliance	<input type="checkbox"/> HR/Training
<input type="checkbox"/> Finance	<input type="checkbox"/> Other		

Job category

<input type="checkbox"/> Administrative	<input type="checkbox"/> Technical	<input type="checkbox"/> Advisory	<input type="checkbox"/> Supervisory/Controller
<input type="checkbox"/> Middle management (Branch, Office, Dept)	<input type="checkbox"/> Senior management (General, Head of)	<input type="checkbox"/> Executive (CED, Director)	<input type="checkbox"/> Business owner
<input type="checkbox"/> Other			

Is your employer a member of a network or does it work with a compliance services provider? Yes No

If yes, please specify

Study path

Where you are studying in order to complete a qualification please indicate by ticking the appropriate box:

Certificate In Insurance Diploma In Insurance Advanced Diploma in Insurance

Certificate/Diploma/Advanced Diploma in Insurance Application Form – IC005 (11/09)

Enter your name

Section B – CII membership

(Please **ONLY** complete this section if you are applying for membership. Go to Section C if you are already a member.)

Important note: Applying for membership now entitles you to the reduced member rates for study materials and exam entry as shown in Sections C and D.

I wish to apply for membership of the CII Yes No

I wish to join the following local institute – UK only (See page 26)

Have you ever been made bankrupt or been the subject of an individual voluntary arrangement (or any such similar procedure)? Yes No
If yes, please give details on a separate sheet of paper.

You are required to let the CII know if you are made bankrupt, become the subject of an individual voluntary arrangement (or any such similar procedure), or are convicted of any offence (other than a motoring offence with a monetary fixed penalty) in the future.

Do you have any convictions for any offence other than a monetary fixed penalty for a motoring offence which are not yet spent under the Rehabilitation of Offenders Act or have you been charged with (but not yet tried with) any offence other than a monetary fixed penalty for a motoring offence? Yes No
If yes, please give details on a separate sheet of paper.

In applying for admission to membership of the CII, I agree to abide by the Charter, Bye-laws, Code of Ethics, all Rules and Regulations as may be issued by the CII from time to time and the Bye-laws of any local Institute of which I may become a member. I also agree to commit myself to an annual programme of Continuing Professional Development (qualified members only). Yes

You must answer the questions in this membership section truthfully, including the declarations you make, as information you provide which is misleading or untrue may result in your membership being cancelled. It may also lead to disciplinary or criminal proceedings. If there are any questions or any parts of the declaration (above or in section E of this application form) which you do not understand then you can refer to the CII website www.cii.co.uk/explanatorynotes although the CII do not accept any liability for information or clarification given.

Facilities

Please choose below which facility you would like to join. These are forums of the CII which provide a range of services in support of individuals working in specific industry sectors – further information can be found at www.cii.co.uk/facilities

In applying for CII membership you can join one facility for free. If you wish to join additional facilities please contact CII Customer Service on +44 (0)20 8989 8464.

- (select one)
- Insurance Broking
 - Claims
 - London Market
 - Underwriting
 - (For general insurance company employees)
 - Life & Pensions

Membership fees

1. An admission fee of £36 is payable by ALL applicants.
- 2(a). Please then select the appropriate member fee.

	London only*	UK and Channel Isles	International**
Annual Subscription	£73	£70	£50
Monthly Subscription	£6.09	£5.84	–

Important notes: * This includes a £3 subscription fee for membership of the Insurance Institute of London.
**A discounted membership fee is available for individuals resident in countries categorised as 'low income' or 'lower middle income'. See page 24 for details.

2(b). Choose the method of payment. This can either be:

- i) 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.
- ii) 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.

Sub total £

(to include the £36 admission fee)

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Enter your name

Section D – Exam entry

I wish to enter the following exams in April/October 2010 (delete session which is not applicable) at the centre in:

First choice	<input type="text"/>	Centre code	<input type="text"/>
Second choice	<input type="text"/>	Centre code	<input type="text"/>

Unit codes	Member	Non-member	No of units	Entry fee
Certificate:				
<ul style="list-style-type: none"> Only complete this section if you are planning to sit 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 option do not include the exam fee 				
<input type="text"/>	£88	£120	<input type="text"/>	£
Diploma				
<input type="text"/>	£107	£142	<input type="text"/>	£
Advanced Diploma				
<input type="text"/>	£112	£149	<input type="text"/>	£

Sub total £

Additional late entry fee (See pg 24) £

Section E – Declarations

I declare that all information provided by me on this form is true and correct to the best of my knowledge.

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..

Exam prizes

Organisations other than the CII sponsor prizes and awards based on CII exam performance. If you do not wish any information to be passed on to these organisations, please tick this box.

Terms, conditions and cancellation

I have read and agree to the terms and conditions contained in this brochure, including my right of cancellation.

Data protection and privacy

The CII is registered under the Data Protection Act 1998 and will ensure that in providing products and services to you, it will process your personal data fairly. By submitting this application, I consent to the CII processing my data. Full details are included in the CII Data Protection and Privacy statement which is available on the CII's website.

Where your employer pays for any of your tuition including e-learning, examination entries, study texts or membership fees, the CII will upon the employer's request provide your employer with details of your membership status and/or examination record including attempts, unless you tick this box.

If you study for a CII examination through a college or training provider, the CII may disclose details of your results to them, unless you tick this box.

We may from time to time wish to draw your attention to other CII products and services which are likely to be of interest to you. The CII will assume that you consent to us using your data in this way, unless you tick the following box.

We may also share your data with third parties who will use this for similar purposes, but will never sell your personal data to third parties. The CII will assume that you consent to us using your data in this way, unless you tick the following box.

Signed

Date

Please allow 10 days for delivery in the UK and 21 days internationally from receipt of your correctly completed application form.

Materials sent within the UK require a signature; please ensure there will be someone to accept delivery at the specified address shown on the form.

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

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Enter your name

Section F – Total payable and method of payment

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

Total payable £

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.

I would like a payment receipt to be emailed to me (please be sure to provide your email address on the first page of the form).

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 registered post. 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, Switch/Maestro, Solo or Delta).

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 SWITCH/MAESTRO SOLO

Valid from* Expiry date* Issue number* (Switch/Solo/Maestro only)

Card number*

*Please complete according to the information on your credit/debit card.

Cardholder's name and address if different from above

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

If you have a UK bank account you can spread the cost of membership by paying via monthly Direct Debit at no extra charge.

By paying via monthly Direct Debit, you will automatically be entered into a prize draw to win a year's free subscription to the CII. 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, sign the declaration in Section E 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.

9 9 6 6 4 5

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

Signature

Date

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

The Direct Debit Guarantee: The Guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society. If the amounts to be paid or the payment dates change The CII will notify you 10 working days in advance of your account being debited or as otherwise agreed. If an error is made by The CII or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid. You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to The CII.