

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

- complete and submit your booking online at www.cii.co.uk
- 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.

Face-to-Face Training Booking form

FTF002 (01/09)

Please complete in BLOCK CAPITALS (one form per delegate; please photocopy this form for additional bookings)

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 your certificate.)

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

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

PIN

Mr/Mrs/Miss/Ms Surname

Forenames Date of Birth

Employer's name

Tel Ext Mobile

e-mail*

Work address

Postcode Country

Home address

Postcode Country

* Please take care when providing your email address as most correspondence will be sent electronically.

Tick address to be used for postal correspondence Home Work

Please only tick one box per category

Type of organisation

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

- (Financial Advice) Independent financial adviser Independent financial adviser – Network Whole of market Multi-tied
 Tied agent (Sole agent) Company (insurer/assurer) back office Bank/Building Society back office Mortgage adviser
 Investment house Other

Area of work

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

- (Financial Advice) Advising clients Underwriting Claims Administration/Processing
 HR/Training Compliance Finance Product selling to advisers
 Technical adviser Other

Job category

- Administrative Technical Advisory Supervisory/Controller
 Middle management (Branch, Office, Dept) Senior management (General, Head of) Executive (CEO, Director) Business owner
 Other

Please turn over

Face-to-Face Training booking form – FTF002 (01/09)

Enter your name

Section A – (Continued)

If you are booking for someone please give a contact name:

Contact name

Job title

Tel Ext Fax

email

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 where appropriate.

I wish to apply for membership of the CII Yes No

I wish to join the following local institute – UK only (See pg 112)

Have you ever been made bankrupt or been the subject of an individual voluntary arrangement (or any such similar procedure) or been convicted of, or 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.

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.

Faculties

Please choose below which faculty/faculties 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/faculties

In applying for CII membership you can **join one faculty for free**. If you wish to join additional faculties 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

Please note: You can only join a faculty if you are applying for membership or are already a member

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	n/a

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 112 for details.

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

- 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.**
- 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 C – Course reservation

I wish to book the following course(s)

Course title

Venue Date

Sub total £

Course title

Venue Date

Sub total £

Course title

Venue Date

Sub total £

Course title

Venue Date

Sub total £

Course title

Venue Date

Sub total £

Course title

Venue Date

Sub total £

Course title

Venue Date

Sub total £

Course title

Venue Date

Sub total £

Face-to-Face Training booking form – FTF002 (01/09)

Enter your name

Section E – Total payable and method of payment

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

Note: All prices quoted are inclusive of VAT, where appropriate, at the current rates. Prices are subject to change without notice.

Total payable £

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).

Invoice (Existing corporate accounts holders can submit their bookings via e-mail at application@cii.co.uk giving their account details. For non-account holders if you wish to be invoiced please submit your booking on headed company paper).

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*

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 CII, Customer Service, 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 D 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 <small>(Bank/Building Society)</small>
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.

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.