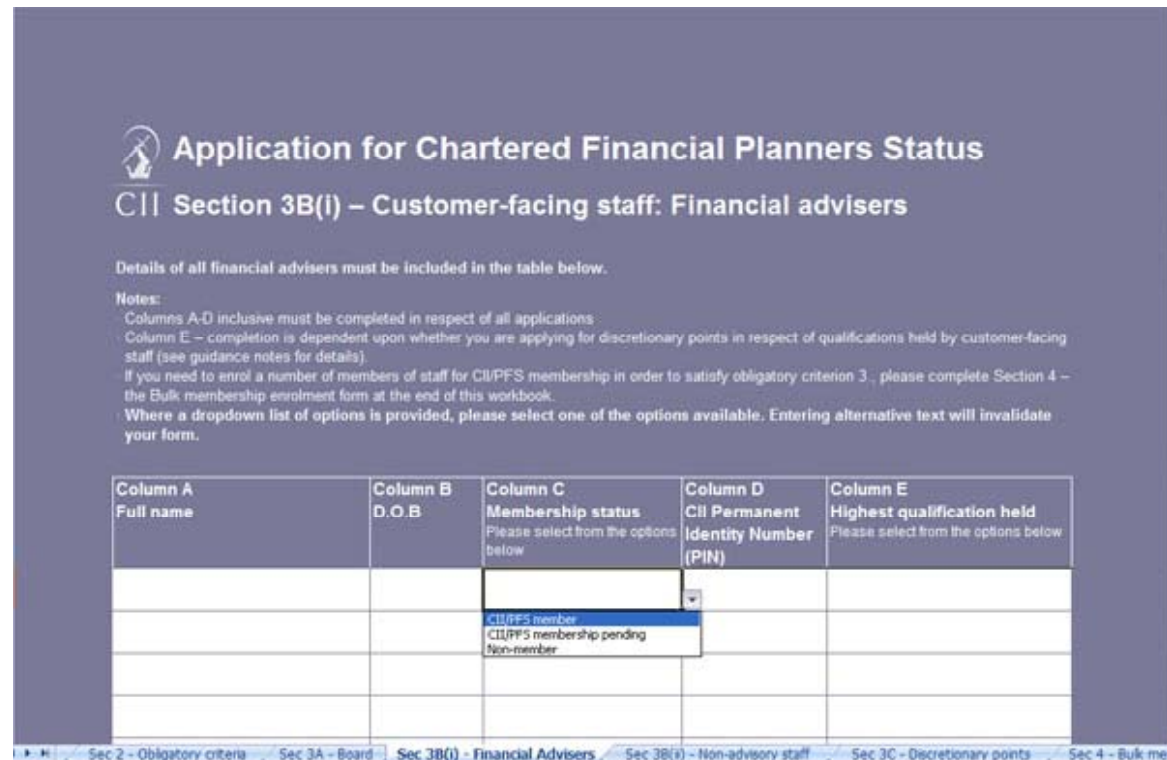
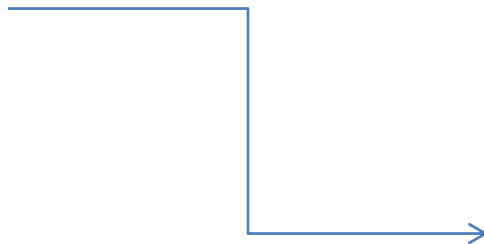


Guide to submitting your application for corporate Chartered Status

After you have downloaded the relevant form from the CII website, you are ready to complete it. The form does allow you to copy and paste information into the fields, but please bear in mind that some fields require you to choose an option from a dropdown list. (See right)



Application for Chartered Financial Planners Status
CII Section 3B(i) – Customer-facing staff: Financial advisers

Details of all financial advisers must be included in the table below.

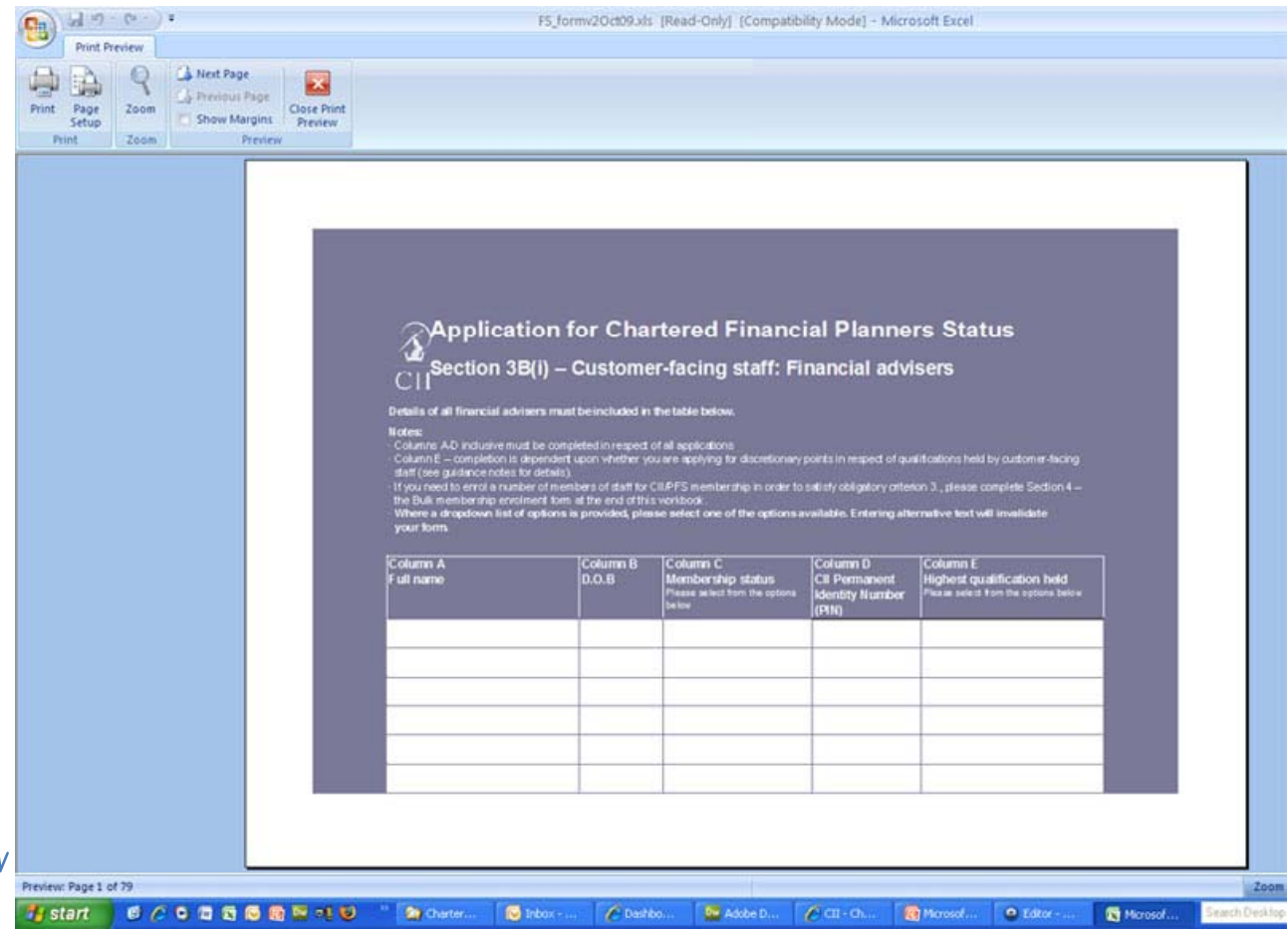
Notes:

- Columns A-D inclusive must be completed in respect of all applications
- Column E – completion is dependent upon whether you are applying for discretionary points in respect of qualifications held by customer-facing staff (see guidance notes for details).
- If you need to enrol a number of members of staff for CII/PFS membership in order to satisfy obligatory criterion 3, please complete Section 4 – the Bulk membership enrolment form at the end of this workbook.
- Where a dropdown list of options is provided, please select one of the options available. Entering alternative text will invalidate your form.

Column A Full name	Column B D.O.B	Column C Membership status Please select from the options below	Column D CII Permanent Identity Number (PIN)	Column E Highest qualification held Please select from the options below
		<input type="text" value="CII/PFS member"/>		
		<input type="text" value="CII/PFS membership pending"/>		
		<input type="text" value="Non-member"/>		

Sec 2 - Obligatory criteria Sec 3A - Board **Sec 3B(i) - Financial Advisers** Sec 3B(v) - Non-advisory staff Sec 3C - Discretionary points Sec 4 - Bulk men

If you wish to print your form, remember the form is in excel format, so it's important to select the 'print preview' mode to check you are only printing the pages that are populated with data, and not the blank pages (of which there will be many).



Once your form is filled in and saved in a convenient location, you can check that it is filled in correctly before logging in, on the validation page:



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About the CII | Membership | Events | Policy & Research | Local and Global | Accreditation | Media Centre

Home > The CII > Membership > Chartered firms > Chartered firm online form non login validation

Validate your form

Upload and check your application

On this page, we recommend you check that your form is valid, before you make your final submission and payment.

Upload your completed form for corporate Chartered status here for an initial check that you have filled in the form correctly. Use the 'browse' button below to find the form on your computer, then upload it for checking.

This part of the process does not require you to login to the website, so does not necessarily have to be completed by the Responsible Member.

You may receive error messages or notices after uploading your form – this will allow you to go back to your form and complete any sections that you may have missed, or amend any incorrect information before final submission of the form.

Your next step:

If your form is successfully validated, your firm's chosen Responsible Member should follow instructions from the application page, log in and submit the form.

****Note: you will only be able to successfully submit a current version of the application form, which became available for download on 12 October 2009. Forms downloaded before this may not validate successfully, so please download the latest version of the form and copy and paste your submission information into it.****

Locate your saved spreadsheet and upload below

As the responsible member of your firm, once you have checked that your form successfully validates, you are ready to login and submit your form.

Login using your PIN and password:



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Members Only Content

You have been directed here because you are attempting to access CII member only content "Application for chartered status". You need to be logged in as a CII member to view this area of the site. Once you have successfully logged in you will have access to all member only content on the CII web site. If you are not a member of the CII and wish to join, [click here](#).

Log in now

Please enter your email or PIN:

Please enter password:

Remember Me **Log in now**

If you are a CII member and are having problems logging in, please refer to the guidelines below or contact Customer Service on the details at the bottom of the page.

Click here if you have forgotten your password

If you have previously logged into the CII site and have chosen a password which you no longer remember, click on the 'Forgotten password' button below where you can enter your email address. You will be sent an email via this address. Please click on the link within this email to reset your password. You can then log in using your email and new password.

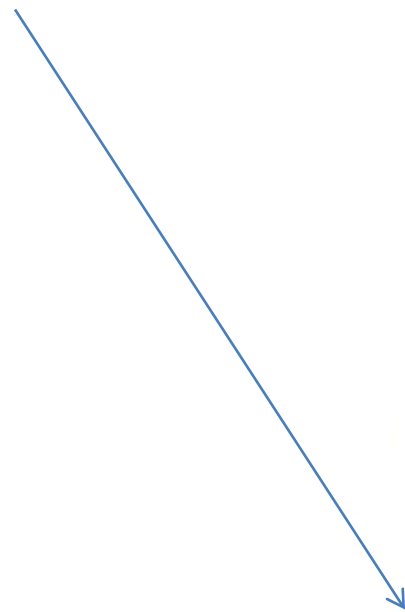
Forgotten password

Click here if you have not yet registered with the site, but have your PIN

You will need to create a password to continue with your registration.

Once you have logged in, you will be taken to the application page, where you can upload your form and supporting documents.

Once you have browsed and inserted your documents, **click “upload”**.



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[Home](#) > [The CII](#) > [Membership](#) > [Chartered firms](#) > [Chartered firm online form application](#)

Application page for Chartered status

Upload application and evidence files

Welcome to the submission area for corporate Chartered applications. Only the chosen Responsible Member should be logged in to this area to submit a firm's completed application form.

As your firm's chosen Responsible Member, you will be required to submit the following:

- 1) Chartered firm application form
- 2) Evidence of Professional Development Programme in place
- 3) Evidence of core values and business practices in line with the CII Code of Ethics
- 4) Supplementary evidence for additional discretionary points (only if you are applying for discretionary points under Criterion 6)

If your application form meets the initial criteria check, you will then be taken through the Declaration and payment process.

Please note: after submitting your form, the information you have provided will be checked and verified to ensure that your firm meets the criteria for Chartered status. If there is a query on your application, you will be contacted by CII Customer Service. Chartered status has not been granted until you have received formal confirmation of this from the CII. In order to allow sufficient time for the verification procedures involved, applications typically take up to 10 working days to process.

Attach your completed application form:

Attach evidence of professional development programme:

Attach evidence of your core values and business practices in line with the CII Code of Ethics:

Attach discretionary eligibility evidence (optional):

Providing there are no errors with your form, you will be taken to the following page which tells you that the upload has been successful.

Click **“continue”** to proceed to the payment stage.



The screenshot shows the CII (The Chartered Insurance Institute) website. The header includes the CII logo and navigation tabs for 'The CII', 'General Insurance', 'Financial Services', 'Mortgages', and 'My CII'. Below the header is a secondary navigation bar with links for 'About the CII', 'Membership', 'Events', 'Policy & Research', 'Local and Global', 'Accreditation', and 'Media Centre'. The breadcrumb trail reads: 'Home > The CII > Membership > Chartered firms > Chartered firm online form application'. The main heading is 'Application page for Chartered status'. Below this, a message states: 'Validation succeeded. Please click continue to proceed to the payment page.' A 'Continue' button is positioned below the message. At the bottom of the page, there is a footer with links for 'Home', 'Sitemap', 'About', 'FAQ', 'CII careers', 'Contact Us', and 'Terms & Conditions', along with the copyright notice: '© Copyright The Chartered Insurance Institute 2010'.

You will then reach the Declaration stage, and see how much your application will cost.

Ensure that you tick the checkboxes to confirm you agree with the terms and conditions.

Then, depending on how you wish to pay, select one of the three options: credit card, cheque or account. **Click “submit”.**

The screenshot shows the 'Declaration' stage of the CII Chartered firm online form application. The page has a purple header with the CII logo and navigation tabs for 'The CII', 'General Insurance', 'Financial Services', 'Mortgages', and 'My CII'. Below the header is a breadcrumb trail: 'Home > The CII > Membership > Chartered firms > Chartered firm online form apply declaration page'. The main heading is 'Declaration'. Underneath is a section for 'Application cost' stating 'Based on your application, the cost will be £500.00'. The 'Declaration by responsible member' section contains a declaration text and two checked checkboxes: 'a) that the individuals comprising those notified to the CII under this scheme, have complied with their respective CPD obligations including where applicable the CPD requirements of other Chartered bodies.' and 'b) I agree that the information supplied in this application is correct, have read the terms and conditions and have no reason to believe that an individual notified to the CII under this scheme has committed a breach of the CII's code of ethics.' Below this is a paragraph of terms and conditions. The 'Payment options' section has three radio buttons: 'CreditCard', 'Cheque', and 'Account'. At the bottom, there is a 'Purchase order number' input field and a 'Submit' button. Two blue arrows point from the text on the left to the checkboxes and the 'Submit' button.

Declaration

Application cost

Based on your application, the cost will be £500.00

Declaration by responsible member

I hereby declare that, to the best of my knowledge, the information provided in this application form is current and accurate at the date of submission. I further declare that as Responsible Member I am aware that it is my duty to submit such information and returns in a timely manner, as requested by the CII from time to time, in order to maintain or renew the application for the CII's consent to use the company's Chartered title and that this future information must be current and accurate to the best of my knowledge. I understand that information requested may represent further supplementary information outside of this application form, as well as a request for an onsite visit to verify the information supplied. I confirm that at the date of this application my personal Continuing Professional Development (CPD) is current and complies with the requirements of the CII CPD scheme in all respects. I also undertake to inform the CII of any forthcoming changes to the named Responsible Member, or significant changes to the board/highest management team makeup that may affect my firm's compliance with the criteria for achieving Chartered status.

Having made due enquiry I certify:

- a) that the individuals comprising those notified to the CII under this scheme, have complied with their respective CPD obligations including where applicable the CPD requirements of other Chartered bodies.
- b) I agree that the information supplied in this application is correct, have read the terms and conditions and have no reason to believe that an individual notified to the CII under this scheme has committed a breach of the CII's code of ethics.

I understand that all Chartered titles conferred by the CII constitute the intellectual property of the CII and are protected by registered trademark. The use of such Chartered titles must comply in all respects and at all times with such rules, regulations and guidelines as issued from time to time by the CII. I further understand that breaches of the rules, regulations and guidelines may have disciplinary consequences for me personally as Responsible Member and result in the withdrawal of the CII's consent for the company to use the Chartered title concerned.

The grant of corporate chartered title does not confer any intellectual property rights in a particular title on the grantee nor is it a licence or implied licence to use the trade marks or collective marks except insofar as governed by the Regulations. The Chartered Insurance Institute is sole proprietor of the Chartered Financial Planner, Chartered Insurance Broker, Chartered Insurer and Chartered Insurance Practitioner marks which have trademark and collective mark protection throughout the EU and elsewhere. Under no circumstances is it permissible for a firm granted authorisation to use these terms to apply for trade mark protection for the terms concerned or any confusingly similar variation thereof.

Payment options

- CreditCard
- Cheque
- Account

Purchase order number

Basket

Basket Summary	Standard	Member
Total cost of items in your basket:	£500.00	£500.00
Total to pay:	£500.00	

Misc:

Chartered Insurance Brokers application 1-10 Members

£500.00 £500.00

[Remove selected items](#) [Update quantities](#)

Total cost of items in your basket: £500.00
Member discount applied: -£0.00

Total to Pay: £500.00

[Checkout now](#)

A postage and packing fee may be added to your order during the checkout process. More details about this calculation can be found on our [postage and packing](#) page.

Declaration

You have selected to pay your application fee by cheque. Cheques should be made payable to the Chartered Insurance Institute and drawn on a UK bank. Please write on the back of the cheque 'Corporate Chartered application', followed by your company name and the CII PIN number of the Responsible Member making the application. Send to the following address:

CII Customer Service (Corporate Chartered applications)
42-48 High Road
South Woodford
London E18 2JP

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Depending on how you have selected to pay, you will see one of these three screens:

Credit card basket, cheque information page or account number field. **Click submit if required.**

Declaration

If you have previously signed an invoicing agreement with the CII please enter details here.

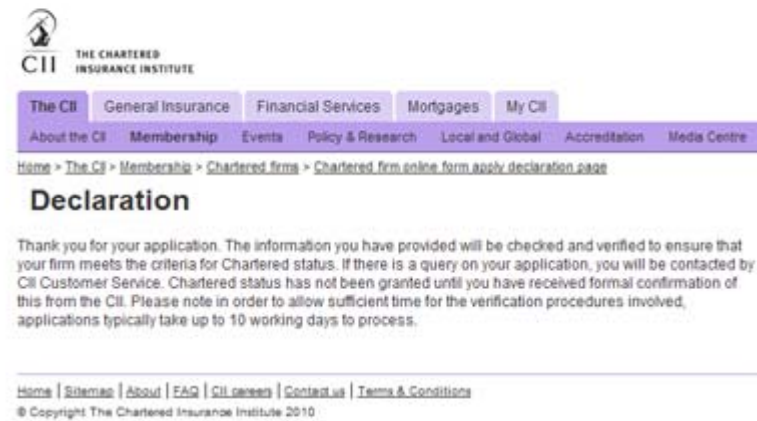
Account number

[Submit](#)

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For applications paid for by credit card or account, once you have successfully completed the process you will see the declaration “thank you” page.

This confirms your application has gone through the system and you will be contacted by Customer Service in due course.



If you have any queries about this process, please contact charteredfirm@cii.co.uk or call +44 (0) 20 8989 8464.