

Reference:
(CII use only)



CII Award in General Insurance Examination Application Form (2012)

Section A – Personal details

Please complete all fields – Personal information must match with those printed on your ID

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

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

Mr/Mrs/Miss/Ms Surname

Forenames

Date of birth

Permanent ID no Passport no

email

Employer name

Position

Daytime tel Mobile

Fax

Address to be used for correspondence

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"/> Trainee	<input type="checkbox"/> Technician/Co-ordinator	<input type="checkbox"/> Supervisory/Controller	<input type="checkbox"/> Middle management (Branch, Office, Dept)
<input type="checkbox"/> Senior management (General, Head of)	<input type="checkbox"/> Board member (CEO, Director)	<input type="checkbox"/> Business owner	<input type="checkbox"/> Other

Section B – Examination Details

I wish to sit the exam on the following date:

- 25 June 2012 (Application deadline: 14 May 2012)
 03 December 2012 (Application deadline: 22 October 2012)

Exam language: English

The Award in General Insurance is equivalent to the CII Unit – IF1, candidates who have passed IF1 need not take the Award in General Insurance again.

Section C – Fees

Entry to the CII Award in General Insurance

Exam Fee: HK\$2,500 which covers study text, one exam entry and first-year CII membership.

The exam fee is non-refundable and non-transferable.

The exam fee of the Award in General Insurance for existing CII members is also HK\$2,500 but the fee will not cover their CII membership renewal.

Exam re-sit/re-entry

If you in any case need to re-sit/re-enter the exam, the fee for re-sitting the exam is HK\$800 on each occasion.

No study text will be delivered to re-sit exam candidates.

Section D – Process and Payment Details

Please tick where appropriate

- Payment:** HK2,500 (Exam fee) HK\$50 (Administrative fee – only applicable to those who wish to receive the study text by post)
Resit Payment: HK\$800 (No study text will be delivered to resit exam candidates)
Total Amount: HK\$2,500 HK\$2,500 HK\$800

Payment Method

Please tick as appropriate

- Method 1 – Payment by Cheque**
Please make cheque payable to The Insurance Institute of Hong Kong Ltd.
- Method 2 – Payment by Deposit Slip**
Please bank in the payment in CASH to the IIHK's account before submitting application.
Account Information HSBC A/C No. 002-224616-001 A/C Name: The Insurance Institute of Hong Kong Ltd
- Method 3 – Payment by cash**
Please apply in person at the IIHK office

Collection of Study Text

- In person** – The applicant will be given the study text after the payment is settled.
- By post** – The study text will be sent to the applicant by mail. An administrative fee of HK\$50 will be charged for mailing the study text.
Please provide the receiving address:

Name

Address

Study text will only be given after the payment is settled.

Incomplete or fax applications will not be accepted under any circumstances and they will be returned.

All application forms should be submitted to The IIHK, Room 1705, Beverly House, 93–107 Lockhart Road, Wanchai, Hong Kong

Section E – Declarations

In becoming a member of the Chartered Insurance Institute (CII), I agree, to abide by: CII's Charter and Bye-laws; CII's Code of Ethics; all CII's rules and regulations; the constitution and bye-laws of any local institute of which I become a member and the CII's Continuing Professional Development scheme (only applicable to qualified members). I acknowledge that failure to provide CPD records on request shall prevent my membership being renewed.

Please tick the relevant box to confirm whether you have:

- Been made bankrupt or been subject to an individual voluntary arrangement (or similar procedure). Yes No
- Been convicted for (or have you been charged but not yet tried with) any 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, as a member of the CII, 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.

The CII reserves the right to refer any such membership applications as it deems necessary to the CII Membership Application Sub Committee (MASC) whose decision will be final and binding. The MASC is a Sub-Committee of the CII Disciplinary Committee.

A non-exhaustive list of instances where applications will normally be referred to MASC include the circumstances listed above. Importantly, any past failure to comply with the CII's CPD requirements, applicable to qualified members, will be deemed an appropriate trigger for referral.

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 (and its business associates) 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.

Sharing information with your employer

The CII will, upon request, provide your employer with details of your examination record, including all attempts and future entries, along with your CII Personal Identification Number, unless you tick this box.

Privacy and electronic communications regulations

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

Sharing your data with third parties

The CII Group will never sell your data to third parties for commercial gain. We may, however, share your data with third parties who provide products and services that complement those offered by the CII. The CII will assume that you consent to us using your data in this way, unless you tick the following box

Your right to cancel: In accordance with The Consumer Protection (Distance Selling) Regulations 2000 you have a right of cancellation in respect of these products and services. This right shall (subject to the Regulations) expire seven working days from the day after the date on which either the products are received by you or your order for services is accepted by the CII. Should you wish to cancel, notice should be sent to Customer Service. Where products have been supplied to you prior to cancellation they must be returned to us, in the condition in which they were supplied at your expense. Reimbursement for any monies paid by you for the product or service will be made within 30 days of receiving notice of cancellation or, if products are returned to us within 30 days of their receipt.

In the event that less than seven days' notice of cancellation of an exam entry is given and the CII incurs irrecoverable cost as a result then it may recover that cost from you.

You must answer the questions of this form truthfully, including the declarations you make. Any 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 declarations on this form which you do not understand you can refer to the CII website [www.cii.co.uk/explanatory notes](http://www.cii.co.uk/explanatory%20notes) although the CII do not accept any liability for information or clarification given.

Signature

Date

For office use only

Ref No.

Date received by hand by mail

Date entry Payment

Remarks

IIHK Address:

Room 1705, Beverly House, 93–107 Lockhart Road, Wanchai, Hong Kong
Telephone +852 2520 0098/2520 0019 Fax +852 2295 3939 Email: enquiry@iihk.org.hk

CII Address:

42–48 High Road, South Woodford, London E18 2JP, United Kingdom
Telephone +44 (0)20 8989 8464 Fax +44(0)20 8530 3052 Email: customer.serv@cii.co.uk