



# SECURITIES & INVESTMENT INSTITUTE DIPLOMA & STUDENT MEMBERSHIP ENTRY FORM

Please read the notes overleaf before completing this form. Please use black pen and BLOCK LETTERS Ref: (SIE - 09/2001)

Candidate number  Examination centre:  Alternative centre:   
 (if Known) (Note 1) (Note 1)

**PERSONAL DETAILS:** Please print in capitals

Surname: (Note 1)  Title:  Candidate number: (Note 2)   
 Forename(s):  Gender: Male   
 Home address:  Postcode:  Female   
 Home telephone:  Date of birth: / /  (please tick)

**EMPLOYMENT DETAILS:**

Name of firm:  **EXTRA TIME:**  (Note 3)  
 Firm's address:  Please tick here if you wish to request extra time due to special needs.  
 Job title:  Postcode:   
 Office telephone:   
 Email address:   
 Please indicate if you would like correspondence sent to you at your home address or firm address: Home  Firm  (Note 4)

**EXAMINATION DETAILS:** Please indicate for which qualification you wish to register

Subject		Subject	
Bond & Fixed Interest Markets	<input type="checkbox"/>	Interpretation of Financial Statements	<input type="checkbox"/>
Corporate Finance	<input type="checkbox"/>	Investment Analysis	<input type="checkbox"/>
Financial Derivatives	<input type="checkbox"/>	Private Client Investment Advice & Management	<input type="checkbox"/>
Fund Management	<input type="checkbox"/>	Regulation & Compliance	<input type="checkbox"/>
Global Operations Management	<input type="checkbox"/>	Management Studies (additional form on website)	<input type="checkbox"/>

Have you attended a Securities & Investment Institute graduate briefing at your firm? YES/NO please circle  
 Have you been a Student Member before? YES/NO please circle  
 If YES, please indicate which company you were employed by: \_\_\_\_\_

**EXTRA TIME:**  Please tick here if you wish to request extra time due to physical disability/dyslexia. (Note 4)

**DECLARATION:**

"I declare that the information I have supplied is complete and correct. In consideration of my being admitted to Student Membership, I agree that I will comply with and be bound by the Memorandum and Articles of Association and Rules of the Securities & Investment Institute which are or may be in force from time to time."

Candidate's signature: ..... Date: .....

Office use only:

Cheque No.

Order No.



# NOTES & PAYMENT DETAILS

### TRANSFERS & WITHDRAWALS

Candidates may transfer ONCE to the next sitting. Requests should be received IN WRITING before the closing dates above. Candidates may withdraw from an examination and under certain circumstances, fees will be refunded, less an administration charge. Requests must be made IN WRITING before the LATE closing date. Transfer and withdrawals will only be considered after the late closing date for medical reasons, supported by a medical certificate, or bereavement.

### RESULTS

Examination results are issued by letter approximately 10 weeks after the sitting. Results will NOT be given over the telephone. (Pass lists are displayed on the Institute's website: <http://www.sii.org.uk>). They will not be given out over the telephone or by fax. Once released, results can be accessed on the Securities & Investment Institute website ([www.sii.org.uk](http://www.sii.org.uk)) under 'Exams & Training/Exams/Examinations Results'. Please use the candidate number and access code contained on your examination confirmation letter to view your exam result. *Under no circumstances will your results access code be given over the telephone.*

### NOTES (refer to form)

- 1) Examinations may be held in London, Leeds/York, Birmingham, Manchester, Newcastle, Edinburgh, Dublin, Belfast, Guernsey, Isle of Man and Jersey. Sittings in regional centres will NOT be held unless candidate numbers are viable. Therefore please nominate an alternative exam centre in the box provided. Overseas centres may be set up by arrangement, provided sufficient notice is given and candidates will be expected to bear the additional costs in administrating the centre.
- 2) If you have previously taken examinations under a *different* name or *address*, please also include details of your former name/address in this section.
- 3) If your employer paid the entry fee, correspondence, including notification of results, will be sent to you at your employers address. Your employer will also be informed of your result. *It is therefore important that any change of employer is notified to the Institute as soon as possible.* If you are not in full-time employment or you are paying your own fees, please leave blank.
- 4) All requests for extra time MUST be supported by medical evidence/educational psychologist's report at the time of application. We regret that no arrangements to allow extra time will be made unless these conditions have been fulfilled.

<b>FEES Covering:</b>	Student registration fee: <b>£55.00</b> (Includes fees for the following subscription year)	£.....
	Examination entry fee(s) at <b>£140.00</b> per subject	£.....
	Late entry charge of <b>£140.00</b> per subject if appropriate	£.....
	<b>TOTAL</b>	£.....

### STUDENT MEMBERSHIP INFORMATION

Enquiries 020 7645 0650. Student membership is compulsory for all candidates sitting the Institute's Diploma examinations unless they are Associate (ASI) or Members (MSI) of the Securities & Investment Institute. Membership is renewable on an annual basis. Students with one Diploma paper may join as an Associate of the Securities & Investment Institute.

**STUDENT MEMBERSHIP FEES:** The initial Student registration is £55.00 and is renewable 1st April each year.

**PAYMENT:** Please fill out the appropriate information

**Account Firms:**  Please invoice. Invoice recipient name: \_\_\_\_\_ Job title: \_\_\_\_\_

**Payment by Cheque:** Cheques should be made payable to 'Securities & Investment Institute' and crossed 'Account Payee only'.  Cheque attached

**Payment by Card:** Securities & Investment Institute accepts payment by certain types of payment card – **American Express, Delta, Eurocard, MasterCard, Switch** and **Visa**. If you would prefer to make your payment in this way, please complete the information requested below, then fill out your cardholder details. Forms may then be faxed or posted to the Institute. If submitting the original form after having sent it by fax, please tick this box to ensure you are not charged TWICE:

I wish to pay by \***American Express/Delta/Eurocard/MasterCard/Switch/Visa** \*Delete as applicable

I authorise you to debit my account with the amount of £ \_\_\_\_\_

Card number:

Expiry date:     Switch/AMEX issue date:     Switch only issue no:

Cardholder's name: (if different to that on previous page of this form)

Cardholder's address: (if different to that on previous page of this form)

Cardholder's signature: \_\_\_\_\_ Telephone:

### DECLARATION:

I agree to be bound by the Securities & Investment Institute examination regulations (Note 9) and the terms and notes specified in this entry form. The Institute reserves the right to publish examination results. Results will be available to the FSA or other regulator.

Candidate's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Unsigned forms and forms signed on behalf of candidates are NOT accepted.

**Please send/fax both pages of this form to:**

Customer Operations Team, Securities & Investment Institute, Centurion House, 24 Monument Street, London EC3R 8AQ  
Telephone: 020 7645 0680 **Facsimile: 020 7645 0601** Email: [customerops@sii.org.uk](mailto:customerops@sii.org.uk)

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