

Membership of The London Institute of Banking & Finance (MLIBF)

Application Form

Please read the guidance notes below, complete the form in BLOCK capitals and email to: **membership@libf.ac.uk**

Guidance Notes

1. Please ensure you provide all the information requested unless it is indicated that the information is optional. If your form is incomplete it will be returned to you and may result in delays.
2. Any individual wishing to practise as a retail investment adviser requires a valid Statement of Professional Standing (SPS) awarded by The London Institute of Banking & Finance or another approved accredited body. Information on the SPS application process can be found on our website at www.libf.ac.uk/sps
3. To be eligible to become a member of The London Institute of Banking & Finance you must:
 - a. Hold or currently studying a London Institute of Banking & Finance qualification at Level 3 or above such as CeMAP, CDCS, or DipFA or hold an equivalent qualification from another provider.
 - b. Agree to abide by the Institute Code of Ethics.
4. If you have completed a qualification, or currently studying, with The London Institute of Banking & Finance we will confirm this from our records.
5. If you hold another recognised equivalent qualification you are required to submit a copy of your qualification certificate.

The copy must be certified by an individual of professional standing eg teacher, lawyer, doctor or by your employer. To certify a copy the 'certifier' should:

 - a. State the following on the document 'I have seen the original document and I certify that this is a complete and accurate copy of the original'.
 - b. Write their name, position and/or capacity (eg lawyer/employer) and a contact address.
 - c. Add their signature and date.

If you are unsure about any aspect of the application process, please contact our Membership Services team on +44 (0)1227 818609 or email membership@libf.ac.uk and we will be pleased to help you.
6. By completing this application form you automatically agree to the terms and conditions of membership which can be found on our website at libf.ac.uk/membershipterms

FOR OFFICE USE ONLY

Checked by _____ Date _____

All information provided ☐ Qualification verified ☐ Declarations signed ☐ Membership approved? Yes ☐ No ☐

Please return this form by email to: **membership@libf.ac.uk** to ensure your application is processed as quickly as possible please ensure that you have included all the relevant information and supporting documentation as follows:

- ☐ The application form fully completed and duly signed
- ☐ If your qualification is awarded by a provider other than The London Institute of Banking & Finance, a certified copy of your qualification certificate
- ☐ Payment information (if applicable)

YOUR DETAILS

LIBF number (if known) _____ Title (Mr/Mrs/Ms etc) _____
First name(s) / Given name(s) _____
Last name / Family name _____
Previous name (Please tell us any previous name you have used that would help us link this registration to any other records we may hold for you)

Date of birth* (DD/MM/YYYY) _____ Gender Male ☐ Female ☐
*A date of birth is compulsory to activate your online account.

CONTACT DETAILS

Email address* _____
Please provide a telephone number we can use to contact you if necessary:
Telephone no. _____ Mobile no. (if different from Telephone no.) _____
Security word _____
Please tick relevant prompt for security purposes ☐ Mother's maiden name ☐ Place of birth ☐ Memorable date
*Please note that having a valid email address is a compulsory requirement of study.

EMPLOYMENT

Job title _____
Employer / business name _____

ADDRESS DETAILS

Business address _____

Postcode / Zipcode _____ Country _____
Home address _____

Postcode / Zipcode _____ Country _____
Please indicate which address you would prefer us to use for postal correspondence: Business ☐ Home ☐

QUALIFICATION DETAILS

☐ I have completed or am currently registered for a qualification awarded by The London Institute of Banking & Finance.
Qualification name _____ Year _____ Membership number _____
☐ Other, please state _____
If you have stated 'Other' you must state which equivalent qualification you hold.
For further guidance on acceptable equivalent qualifications please contact membership@libf.ac.uk. Remember to enclose a certified copy of your qualification with your application form. Please see guidance notes for further information.

THE LONDON INSTITUTE OF BANKING & FINANCE CODE OF ETHICS

1. To act with fairness, integrity and courtesy in all business activities.
2. To comply with all relevant law including statutory regulatory requirements, and with all relevant codes of practice, codes of conduct and professional guidance notes.
3. To obtain and respect the confidentiality of information relevant to the conduct of services offered.
4. To accept responsibility for recognising circumstances where actual or perceived prejudicial influences or conflicts of interests may arise in the course of business activities; to identify such influences or conflicts to the parties concerned and take action as required.
5. To be willing to explain the basis of remuneration and reward in relation to the services offered.
6. To achieve, maintain and apply the standard of knowledge and competence appropriate to the services offered and activities performed.
7. To act only within the limits of personal competence and any authority as an employee or agent.

DECLARATION

- ☐ I declare that the information contained in this form is true and accurate and agree to abide by The London Institute of Banking & Finance **Code of Ethics**

Signed _____

Date _____

USING YOUR PERSONAL INFORMATION

We will use and protect your personal data in accordance with current data protection legislation to process your application. Further details, including your rights, the disclosure of data to third parties, storage, retention and how to amend your personal data, can be found within our **Privacy Notice** (www.libf.ac.uk/privacy).

Members may (will) be delivered a digital credential / badge through our third party arrangement with **Acclaim**.

SUBSCRIPTION PAYMENT

Membership fee £90.00

- ☐ Credit/Debit card – An invoice will be sent to you by email.
- ☐ I would like to pay monthly instalments via Direct Debit (please complete the Direct Debit instruction below)
- ☐ I would like to pay annually via Direct Debit (please complete the Direct Debit instruction below)
- ☐ Bank transfer - You can transfer your subscription directly into our bank account, please include your LIBF number as a reference.
Barclays Bank Plc, Sort Code: 20-18-00 Account Number: 10514632, International Bank Account Number (IBAN): GB22 BARC 2018 0010 5146 32. Overseas members should ensure that they pay all bank charges when submitting their payment to our bank account. See MLIBF for reference.

Signed _____

DIRECT DEBIT INSTRUCTION FOR MEMBERSHIP (UK BANK OR BUILDING SOCIETY ACCOUNTS ONLY)

Please fill in the form and send to Membership Services,
The London Institute of Banking & Finance, 4-9 Bургate Lane,
Canterbury, Kent CT1 2XJ, United Kingdom

Name(s) of account holders

Bank or building society account number

Branch sort code

- -

Name and full postal address of your bank or building society

To: The Manager Bank/Building Society

Address

_____ Postcode _____



Instruction to your bank or building society to pay by direct debit

Service User No

LIBF Number

Instruction to your bank or building society

Please pay LIBF Limited Direct Debits from the account detailed in this instruction subject to the safeguards assured by The Direct Debit Guarantee. I understand that this instruction may remain with LIBF Limited and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

BANKS AND BUILDING SOCIETIES MAY NOT ACCEPT DIRECT DEBIT INSTRUCTIONS FOR SOME TYPES OF ACCOUNT

THE DIRECT DEBIT GUARANTEE (THIS GUARANTEE SHOULD BE DETACHED AND RETAINED BY THE PAYER)

The Direct Debit Guarantee

- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit LIBF Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request LIBF Limited to collect a payment, confirmation of the amount and date will be given to you at the time of the request
- If an error is made in the payment of your Direct Debit, by the LIBF Limited or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society - If you receive a refund you are not entitled to, you must pay it back when LIBF Limited asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

