

# Statement of Professional Standing (SPS) Application Form

Please save a copy of this form to your computer and complete it on-screen before emailing it to [sps@libf.ac.uk](mailto:sps@libf.ac.uk)  
Alternatively, you can print a copy to complete in **BLOCK** capitals and scan and email it to [sps@libf.ac.uk](mailto:sps@libf.ac.uk) or post to  
Student and Customer Services, The London Institute of Banking & Finance, 4–9 Burgate Lane, Canterbury, Kent CT1 2XJ United Kingdom

## 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.) \_\_\_\_\_  
\*Please note that having a valid email address is a compulsory requirement of using LIBF SPS Services.

## 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

## REGULATED STATUS

Please provide either:  
Your FCA individual reference number (IRN) as it appears on the FCA register \_\_\_\_\_  
OR  
Your employers/firms reference number (FRN) as appears on the FCA register \_\_\_\_\_  
New certification rules no longer require advisers working with Banks, Building Societies to register or use their IRN but quote their FRN instead  
If you have any questions about this section please see our [SPS application web pages](#).

## QUALIFICATION DETAILS

Please indicate which of the following approved Level 4 qualifications you currently hold:

- Diploma for Financial Advisers (DipFA®) – registered after 1 April 2010
- Diploma for Financial Advisers (DipFA®) – registered before 1 April 2010 plus appropriate qualification 'gap-fill' (see guidance note 4c)
- Other please state\* \_\_\_\_\_
- Existing SPS \_\_\_\_\_
- If you have answered 'Other' you are required to submit a certified copy of your qualification certificate for your first SPS and, where relevant, evidence that any required Qualification Top Up CPD has been completed and appropriately verified.

Please ensure all copy documents are certified as "true copies of the original" and signed by an appropriate authority.

## PREVIOUS SPS APPLICATIONS

Have you had an application for an SPS rejected by another Accredited Body or held an SPS issued by another Accredited body that has subsequently been withdrawn? Yes  No

If you answered 'yes' please state when this occurred, the reason why your SPS was refused or withdrawn and the Accredited body in question.

\_\_\_\_\_

## USING YOUR PERSONAL INFORMATION

We will use the personal information you have provided to process your Statement of Professional Standing (SPS) application and your membership application, where you have applied for membership on this form.

We may share some of your details with other organisations such as; your employer(s), adviser networks and the regulator in order to; verify your qualification or SPS, audit your CPD and meet our commitments to the FCA as an Accredited Body. In addition, your details are likely to be included in data reported to UK bodies such as HESA (Higher Education Statistics Agency) or QAA.

You can access information we hold about you, and update that information if necessary, by logging onto our secure website [www.mylibf.com](http://www.mylibf.com).

Additional details of how your personal information is used can be found within the data protection / privacy statement on our website ([www.libf.ac.uk](http://www.libf.ac.uk)) under 'About Us'.

## DECLARATION

- I declare that the information contained in this form is true and accurate
- I declare that in the preceding twelve months I have completed a programme of Continuing Professional Development that meets the standards set out in the **FCA Handbook**
- I declare that in the preceding twelve months I have complied with the FCA's Statements of Principle for Approved Persons (APER) or Code of Conduct (COCON) as set out in the FCA Handbook.
- I agree to abide by The London Institute of Banking & Finance **Code of Ethics**.
- I accept the **Terms and Conditions**.

Signed \_\_\_\_\_ Date \_\_\_\_\_

## PAYMENT DETAILS

- Membership \* £45 £ \_\_\_\_\_
- Non-member £83 £ \_\_\_\_\_

\* If you are not yet a member but would like to become one you can do so by completing the Membership application section at the end of this form.

Your SPS will be available to download (in PDF format) once your application has been successfully processed and is valid for a period of 12 months.

- Please tick here if you would like a paper copy posted to you

£12 £ \_\_\_\_\_  
**TOTAL** £ \_\_\_\_\_

- I enclose a cheque for the total payable, made payable to The London Institute of Banking & Finance

- I authorise The London Institute of Banking & Finance to debit my Visa / MasterCard / debit card for the total payable

Card number            
Expiry date  /  Valid from  /   
Issue number  (if applicable) Security number\*

Signed \_\_\_\_\_ Date \_\_\_\_\_

\*This is the last 3 digits found on the signature strip on the reverse of your card.

