



The Actuarial Profession

making financial sense of the future

APPLICATION FOR A CERTIFICATE TO ACT AS A LIFE ACTUARY

NOTES ON COMPLETION OF THIS FORM

March 2008

1. If you are unsure whether you should complete the form, you are strongly advised to discuss the matter with the Secretary of the Professional Affairs Board before doing so.
2. The form has three parts - Personal Details, Questionnaire and Attestations.
3. Personal Details: Please complete this section.

Please also record all management positions actually held in the company to which you will act as Life Actuary. This question is for the information of the Life Board.

4. Questionnaire: All applicants should complete the Questionnaire. Members should disclose 'spent' convictions under the Rehabilitation of Offenders Act 1974 if they relate to either an offence involving fraud or other dishonesty; or an offence under legislation (whether or not of the United Kingdom) relating to companies (including insider dealing), building societies, industrial and provident societies, credit unions, friendly societies, insurance, banking or financial services, insolvency, consumer credit or consumer protection; by virtue of Financial Services and Markets Act 2000 (FSMA). Only formal written comments, judgements or end of investigation complaints should be noted.
5. Attestation 3 refers to knowledge and experience.

GN39 "General Responsibilities of and Relationships between Actuarial Function Holders, With-Profits Actuaries, Appropriate Actuaries and Reviewing Actuaries, of UK Life Insurance Firms and Friendly Societies."

It is particularly important in interpreting this note that the appropriate knowledge and relevant experience are determined in relation to the type of business written by the organisation to which you are appointed. For the guidance of applicants, an example of the experience that the Councils would normally consider acceptable is as follows:-

A member who can demonstrate having worked as a Fellow in the last five years. If you qualified from 2005 onwards you will require to have passed the relevant UK practice module.

- (a) full or part time for at least 3 out of the last 5 years, and
- (b) at least 1.5 full time equivalent years in the last 3 years,

In both cases dealing with most of the undernoted types of work at a level where he/she has worked closely with or reviewed an existing statutory actuarial role holder or an actuary at an equivalent level. Where condition (a) is not satisfied on a full time basis, a member must also demonstrate:

- Full relevant CPD without averaging and
- Attendance at one of the Profession's CILA seminars (or a seminar with equivalent standing and content – (detailed evidence relating to content will be required) within the preceding 12 months.

Relevant types of work are:

- analysing the factors affecting the risks undertaken by a long term business insurer
- advising on the appropriate pricing basis for long-term insurance contracts, including options
- determining the requirements for capital and a fair return on the capital employed
- determining the appropriate bases for valuing the assets and liabilities
- determining appropriate reinsurance arrangements
- analysing the asset liability matching requirements and advising on investment strategy

and in relation to with-profits business:

- analysing appropriate ways of determining bonus distribution policy and of achieving equity between different groups of with-profits policyholders
- determining with-profits bonus earning capacity
- determining bases for calculating surrender values and the terms for other policy alternations

For a Life Actuary Certificate (including with-profits), experience of work relating to with-profits business must be demonstrated.

Alternatives to the above types of work would be taken into account if their relevance is explicitly justified.

6. Attestation 4. As a Life Actuary you are required to satisfy the Profession's CPD requirement and it is particularly important that you do so. The Profession provides an on line form which must be used for this purpose. Two-thirds of the

formal requirement of fifteen hours, i.e. ten hours of technically relevant study, to be on subjects technically relevant to the role of the Life Actuary. Normally not less than five of the ten hours of technically relevant study should relate to verifiable activities that are not attended only or mainly by members of the same firm. These requirements should normally be fulfilled each year, but in exceptional circumstances, which must be cleared by the Membership & Certificates Team in advance, averaging over a period of up to 3 years is possible as long as reasonable justification is given.

The "Current issues in Life Assurance" Seminars are designed to help those with life actuary responsibilities to keep up to date. If you do not attend these, the Committee will look for your own indication of how you have compensated for this by attending alternative meetings or otherwise

7. Attestation 5: As a Life Actuary you are required to have attended a Professionalism Course (for recent qualifiers) and thereafter at least once in every ten years. If you have not attended an event in the last 10 years you are encouraged to do so as soon as possible.
8. The completed Application Form should be sent to the Membership & Certificates Team together with the appropriate fee. Cheques should be made payable to **The Actuarial profession**.
All Certificates are valid for one year.
9. As communications are being made with Life Actuaries via e-mail you are advised that if you have not already done so to inform the Membership & Certificates Team of your e-mail address.

When completed the form should be returned together with payment to -

Membership & Certificates Team
The Actuarial Profession
Maclaurin House
18 Dublin Street
Edinburgh
EH1 3PP