**Readmission to Membership Application Form**

This application form should be used by members who have been expelled or excluded from membership in accordance with the IFoA’s Disciplinary and Capacity for Membership Schemes or the Financial Reporting Council’s (FRC’s) Actuarial Scheme and who wish to apply for readmission.

This form highlights the information which you should provide to the Panel, but it is open to you to provide any additional information you would like to draw to the attention of the Panel.

You must sign and date your completed application form to confirm that you have read and understood the declarations given below.

Supporting documents should be provided where appropriate in order to verify the information provided in your application. Where appropriate, you should also provide character references and your recent employment appraisal. If character references are submitted, any individuals providing a reference should confirm that they are aware of your expulsion/ exclusion and the reasons for this.

The IFoA has published an information note titled “Readmission to membership following disciplinary expulsion or exclusion- information for the applicant” to assist applicants with the readmission process. Applicants are advised to read this information note before submitting their application.

|  |  |
| --- | --- |
| Name of applicant |  |
| Address |  |
| Email address |  |
| Telephone number |  |
| Actuarial Reference Number |  |
| Date when exclusion/ expulsion expires |  |

|  |
| --- |
| Reason for expulsion/exclusion: |
| Professional activities since exclusion/ expulsion took effect: |
| Current employment status: |
| Steps taken to keep up to date with professional standards and practice: |
| Nature of any professional opportunities open to you: |
| Reflective statement, including, but not limited to:   * your reflections on the conduct which led to your expulsion/ exclusion; * any steps you have taken to address this conduct; * how you will ensure that something similar will not happen again; and * your reasons for requesting readmission. |
| Any other information you would like the Panel to be aware of |

**Declaration**

*If you are unable to make these declarations in full, you should submit an explanation with your application.*

I declare that I have not (please tick to confirm each statement):

|  |  |
| --- | --- |
| * been made insolvent or entered into a similar process for the benefit of my creditors; |  |
| * been censored, disciplined or publicly criticised by any professional body, other than the IFoA, to which I belong or belonged; |  |
| * been dismissed from any office or employment; |  |
| * been excluded from a university course for misconduct; or |  |
| * been refused entry to any profession, association or occupation. |  |

I acknowledge that, if readmitted to membership of the IFoA, I will be bound by:

* the Actuaries’ Code; and
* the IFoA’s Charter, Byelaws, Rules and Regulations; and
* the IFoA’s CPD Scheme.

I acknowledge that, if readmitted to membership of the IFoA, I will be required to disclose promptly to the IFoA:

* any criminal convictions which are not “protected”[[1]](#footnote-1), as defined by the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975 (as amended in 2013));
* adverse findings;
* judgements;
* determinations; or
* disqualification orders.

I am not aware of any circumstances that would make me unsuitable for readmission as a Member of the IFoA.

The information provided in this form is true to the best of my knowledge.

Please sign and date your completed form:

|  |  |  |
| --- | --- | --- |
| Signed: |  | Print name: |
| Dated: |  | |

Please send your completed form to:

Disciplinary Investigation Team

Institute and Faculty of Actuaries

Level 2 Exchange Crescent

7 Conference Square

Edinburgh, EH3 8RA

[Disciplinary.Enquiries@actuaries.org.uk](mailto:Disciplinary.Enquiries@actuaries.org.uk)

1. Convictions are “protected” from disclosure after 11 years, or 5.5 years if the offender was under 18 at the time of the conviction. Convictions are only protected if the offender received a non-custodial sentence and has no other convictions. There is a list of specified offences set out in UK legislation which will never be protected and must always be disclosed. This list of offences includes serious violent and sexual offences and offences which are of specific relevance to the safeguarding of children and vulnerable adults. The legislation covers equivalent offences committed outside the UK. It is not possible to capture a definitive list of all equivalent offences under the law of all other jurisdictions. If you are unsure whether a conviction should be disclosed, or whether an offence committed outside the UK is equivalent to an offence in the UK, you should seek independent expert or legal advice. [↑](#footnote-ref-1)