



## REINSTATEMENT POLICY

According to Regulation 24 of the Institute and Faculty of Actuaries' Regulations, a Member may:

"...apply for re-admittance subject to successful completion of the appropriate approval process and payment of a reinstatement fee of 25% of the applicable membership subscription (the reinstatement process). The whole subscription for the year of reinstatement shall be due and payable on reinstatement. The reinstatement process criteria are available on the website and from the membership team."

## REINSTATEMENT CRITERIA

Reinstatement applications will be considered using the criteria below:

### ALL MEMBERS

All Members wishing to be reinstated must declare in their Reinstatement Application Form that they:

- are a fit and proper person to be reinstated;
- have no convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). (For clarification you do not have to disclose any convictions, cautions, reprimands or final warnings arising from offences under the Road Traffic Acts).
- have not, either in the UK or elsewhere:
  - been censored, disciplined or publicly criticised by any professional body to which they belong or belonged;
  - been dismissed from any office or employment;
  - been excluded from a university course for misconduct; or
  - refused entry to any profession, association or occupation;
  - are not aware of any circumstances that would make them unsuitable for reinstatement as a Member of the Institute and Faculty of Actuaries (IFoA)

Any member who is unable to make the above declarations should submit full details as to why this is the case in their application.

## **FELLOWS**

If a Fellow wishes to re-join after any period of absence, they must pay the full subscription of the membership grade at which they reinstate as well as an administration fee of 25% of that subscription. If they failed to pay their subscription rate in their last year of membership (i.e. defaulted in the payment) they must also pay any outstanding amounts owed from the year in which they defaulted;

If reinstating membership within 2 years of leaving, members must also provide a letter of recommendation from another FIA/FFA.

If reinstating membership more than 2 years after leaving, members must also:

- provide letters of recommendation from two FFAs/FIAs; and
- provide written acceptance of the need to comply with the Actuaries' Code and recognition of the need to ensure their CPD requirements are brought up-to-date as soon as practicable.

If reinstating membership more than 5 years after leaving, members must also provide a CV setting out details of all positions held since leaving the IFoA.

## **ASSOCIATES**

If an Associate wishes to re-join after any period of absence, they must pay the full subscription of the membership grade at which they reinstate as well as an administration fee of 25% of that subscription. If they failed to pay their subscription rate in their last year of membership (i.e. defaulted in the payment) they must also pay any outstanding amounts owed from the year in which they defaulted.

If reinstating membership more than 2 years after leaving, must also provide a letter of recommendation from an FIA/FFA.

## **STUDENTS**

If a Student wishes to re-join, they must pay the full subscription of the membership grade at which they reinstate as well as an administration fee of 25% of that subscription. If they failed to pay their subscription rate in their last year of membership (i.e. defaulted in the payment) they must also pay any outstanding amounts owed from the year in which they defaulted.

## **AFFILIATES**

If an Affiliate wishes to re-join, they must pay the full subscription of the membership grade at which they reinstate as well as an administration fee of 25% of that subscription. If they failed to pay their subscription rate in their last year of membership (i.e. defaulted in the payment) they must also pay any outstanding amounts owed from the year in which they defaulted.

## **CURRENT AFFILIATES WHO WERE PREVIOUSLY FELLOWS, ASSOCIATES OR STUDENTS**

Members who were previously Fellows and wish to reinstate to Fellowship, must follow the reinstatement rules for Fellows, as set out above.

Members who were previously Associates and wish to reinstate to Associateship, must follow the reinstatement rules for Associates who have been absent for more than 2 years, as set out above.

Members who were previously Students and wish to reinstate to Student membership must follow the reinstatement rules for Students, as set out above.

In all cases, they will be given a credit for the payment of their current Affiliate membership subscription which will be offset against the full subscription fee for the class of membership they wish to reinstate to.

## **STUDENT ACTUARIAL ANALYST**

Former members of the IFoA who have either resigned or whose membership has lapsed can apply to reinstate their membership at the new membership grade of Student Actuarial Analyst (SAA). Upon reinstatement as an SAA, members can work towards satisfying the requirements for admission as a Certified Actuarial Analyst (CAA). Please see our [webpages](#) for further detail.

Members who wish to reinstate to SAA membership must pass the Module 0 Entry Test. In the period between 3 November 2014 and 29 January 2016, members may apply for an exemption from the requirement to pass Module 0. Please see our [webpages](#) for further details.

Former SAA members who wish to reinstate as SAAs and former members who previously held another category of membership and wish to reinstate as SAAs must pay the full subscription rate as well as an administration fee of 25% of that subscription. If they failed to pay their subscription rate in their last year of membership (i.e. defaulted in the payment) they must also pay any outstanding amounts from the year in which they defaulted.

## **CERTIFIED ACTUARIAL ANALYST**

If a CAA, Fellow or Associate wishes to re-join as a CAA they must pay the full subscription of the membership grade at which they reinstate as well as an administration fee of 25% of that subscription. If they failed to pay their subscription rate in their last year of membership (i.e. defaulted in the payment) they must also pay any outstanding amounts owed from the year in which they defaulted.

## **Explanatory Notes**

### **Obtaining a letter of recommendation from a Fellow**

Fellows and Associates, when obtaining a letter of recommendation from a Fellow, must disclose to the Fellow any convictions (other than protected convictions – see below) which might mean they would fail a fit and proper test or which might inform the Fellow's opinion on the issue of the applicant's character.

In the letter of recommendation, the Fellow should assess the qualities, characteristics, and capabilities of the Member being recommended for reinstatement in terms of that individual's ability to perform the role which they propose being reinstated to. In the event that the applicant has disclosed any criminal or other convictions or other areas of concern, they may wish to have this addressed in the letter of recommendation.

### **Criminal Offences**

In determining the status of any such convictions, cautions, reprimands or final warnings the [Rehabilitation of Offenders Act 1974 \(Exceptions\) Order 1975 \(as amended 2013\)](#) may assist. If a conviction is protected it is not necessary to disclose it for the purposes of the reinstatement application process.

For clarification you do not have to disclose any convictions, cautions, reprimands or final warnings arising from offences under the Road Traffic Acts, regardless of their status as protected or not.