

Terms & Conditions applicable to all Affiliate members of the IFoA who became affiliates before 27 January 2021

Further to Regulation 16 of the IFoA Charter, Bye laws, Rules and Regulations (the “IFoA Constitution”), the terms and conditions below apply to Affiliate members of the IFoA:

1. As an Affiliate member of the IFoA you agree:
 - a. to comply with any obligations imposed on you by the IFoA Constitution;
 - b. to comply at all times with the Actuaries’ Code;
 - c. to provide true and accurate information in all applications and communications with the IFoA;
 - d. to comply with all reasonable requests from IFoA employees, third party representatives or contractors and observe and adhere to the IFoA’s Unreasonable Behaviour Policy found on the IFoA website;
 - e. not to harm the IFoA’s reputation or brand; and
 - f. to pay your Subscription Fee within the timescale as set out in the IFoA’s Subscription Policy (as reviewed, amended and approved by Council from time to time) found on the IFoA website and all other applicable charges when they are due.
2. Insofar as applicable you will comply with relevant regulatory requirements, including
 - a. relevant standards (including Actuarial Profession Standards, the CPD Scheme and, for relevant work within UK geographic scope, the FRC’s Technical Actuarial Standards); and
 - b. the IFoA’s Disciplinary and Capacity for Membership Schemes.
3. As a member of the IFoA, the IFoA will process your personal data. The IFoA’s privacy policy explains how your personal data will be used and your rights. You can view it at <https://www.actuaries.org.uk/privacy-policy> .
4. In order for us to enable communications between the IFoA and Affiliate members, you must ensure that we have up to date information on your current email address. Unless you tell us otherwise, your email address will be the address we use for all correspondence with you.
5. If an Affiliate member has a complaint about the service received from the IFoA, the IFoA’s complaints handling procedure explains what to do if you have a complaint about us or our services. You can view it at <https://www.actuaries.org.uk/documents/ifoamembershipcomplaintspolicy>.
6. An Affiliate can resign their membership of the IFoA at any time by contacting membership@actuaries.org.uk .
7. The IFoA may change or alter these terms and conditions at its discretion.

Terms & Conditions applicable to all Affiliate members of the IFoA who became affiliates on or after 27 January 2021

Further to Regulation 16 of the IFoA Charter, Bye laws, Rules and Regulations (the “IFoA Constitution”), the terms and conditions below apply to Affiliate members of the IFoA:

1. As an Affiliate member of the IFoA you agree:
 - a. that you are not in paid work as an actuary or which relies upon your actuarial training and experience or on your membership of the IFoA.
 - b. to comply with any obligations imposed on you by the IFoA Constitution;
 - c. to comply at all times with the Actuaries’ Code;
 - d. to provide true and accurate information in all applications and communications with the IFoA;
 - e. to comply with all reasonable requests from IFoA employees, third party representatives or contractors and observe and adhere to the IFoA’s Unreasonable Behaviour Policy found on the IFoA website;
 - f. not to harm the IFoA’s reputation or brand; and
 - g. to pay your Subscription Fee within the timescale as set out in the IFoA’s Subscription Policy (as reviewed, amended and approved by Council from time to time) found on the IFoA website and all other applicable charges when they are due.
2. As a member of the IFoA, the IFoA will process your personal data. The IFoA’s privacy policy explains how your personal data will be used and your rights. You can view it at <https://www.actuaries.org.uk/privacy-policy>.
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4. If an Affiliate member has a complaint about the service received from the IFoA, the IFoA’s complaints handling procedure explains what to do if you have a complaint about us or our services. You can view it at <https://www.actuaries.org.uk/documents/ifo-a-membership-complaints-policy>.
5. An Affiliate can resign their membership of the IFoA at any time by contacting membership@actuaries.org.uk.
6. The IFoA may change or alter these terms and conditions at its discretion.
7. The IFoA may remove an Affiliate from its membership in the event that the Affiliate is in breach of the terms set out above and/or if the IFoA has concerns over the Affiliate’s suitability as a member of the IFoA, following a prescribed process*.

***Process for removal of a non-practising Affiliate from IFoA membership:**

1. In the event that an Affiliate breaches the terms of his/her membership set out above or the IFoA has concerns over the Affiliate’s suitability as a member of the IFoA, the IFoA may remove the Affiliate from membership. The Affiliate will be informed in writing of the alleged breach and/or of the issue causing concern.
2. The Affiliate will be given the opportunity (within 10 working days of the date of the IFoA’s written communication) to make any representations in relation to the matter.
3. In the event that the Affiliate does not make any representations or following the IFoA’s Chief Executive’s (or delegated nominee’s) consideration of any such representations, the Chief Executive (or nominee) will make a recommendation regarding the Affiliate’s membership.
4. In the event that the Chief Executive (or nominee) recommends the Affiliate’s removal from membership, the matter will be referred to the President of the IFoA. Alternatively, the Chief Executive (or nominee) may decide to dismiss the matter.
5. The decision of the President is final and will be communicated in writing.

