



**Application to act as a supervisor of an actuary during an adaptation period  
under the Actuarial Association of Europe Agreement**

**1. Notes**

1.1. Please read the accompanying [notes](#) before completing this form.

**2. Your details**

Title: Mr  Mrs  Miss  Ms  Dr  Other  please specify: \_\_\_\_\_

ARN: \_\_\_\_\_

Forename(s): \_\_\_\_\_

Surname: \_\_\_\_\_

Any previous name by which you have been known: \_\_\_\_\_

Date of birth:      

D	D
<input type="text"/>	<input type="text"/>

M	M
<input type="text"/>	<input type="text"/>

Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Employment details**

Company name: \_\_\_\_\_

Company Address (including department): \_\_\_\_\_  
\_\_\_\_\_

Postal Town: \_\_\_\_\_

County: \_\_\_\_\_

Country: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Your company e-mail address: \_\_\_\_\_

Year of admission as an FFA/FIA:      

Y	Y	Y	Y
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of last professional skills course  
attended: \_\_\_\_\_

### 3. Supervised Actuary's details

Title: Mr  Mrs  Miss  Ms  Dr  Other  please specify: \_\_\_\_\_

Forename(s): \_\_\_\_\_

Surname: \_\_\_\_\_

Actuarial qualification and country in which gained: \_\_\_\_\_

Member of which full member association of the AAE: \_\_\_\_\_

Date on which practical experience as an actuary began: \_\_\_\_\_

### 4. Declaration to act as Supervisor

I certify that (please tick the relevant boxes below):

4.1. I will be responsible for the professional work of: \_\_\_\_\_  
(name of supervised actuary) during his/her adaptation period and confirm that I have the relevant knowledge to assess that the actuary's work is of the standard expected of a UK actuary working in the same field.

4.2. I have read the details set out in the Certificate of Completion of Adaptation Period

4.3. I have kept my Continuing Professional Development requirements up-to-date in accordance with the Institute and Faculty of Actuaries' CPD scheme.

4.4. I have complied with the professional skills requirements of the Institute and Faculty of Actuaries as set out from time-to-time.

4.5. I have worked as a Fellow (FIA/FFA) in the UK for at least 3 years of the last 5 years.

4.6. I am currently engaged in the work of:

- a general insurance office;
- the Government Actuary's Department;
- a professional firm;
- a firm of stockbrokers;
- a life assurance office;
- a firm or institution carrying out actuarial work in health and care;
- a UK academic institution and I undertake UK specific research or UK actuarial consultancy or teach courses involving specific UK matters as part of or in parallel with my academic role; or
- another organisation approved by the Institute and Faculty of Actuaries.

4.7. I certify that the information provided in this application is complete and correct to the best of my knowledge and belief.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ FFA/FIA ARN: \_\_\_\_\_

(BLOCK LETTERS)

## 5. What else do I need to do?

- 5.1. You need to submit this form to the Membership Team of the Institute and Faculty of Actuaries at Level 2 Exchange Crescent, 7 Conference Square, Edinburgh, EH3 8RA

### **How we use your personal data**

The Institute and Faculty of Actuaries (IFoA) is registered as a Data Controller under the General Data Protection Regulation. We will use the information provided on this form to process your application, to maintain our Register of Members, and to contact you in the course of your membership. Please note that we will publish your name, address and membership details to the member only area of our website. Where you have not supplied a business address we will use your home address. If you'd rather we didn't publish this information contact [membership@actuaries.org.uk](mailto:membership@actuaries.org.uk). In line with our Royal Charter you are not able to opt out of appearing on our Register of Members, this contains your name, status and any regulatory notes.

To find out how we use your personal data, who we share it with and when please see our privacy policy: <https://www.actuaries.org.uk/privacy-policy>