

# CISI Membership Admission Policy and Fee Structure

## 1. Integrity Requirements

All members (excluding student members) of the Chartered Institute of Securities & Investment (CISI) are required to complete and pass the IntegrityMatters test when joining the CISI. There is no cost for taking IntegrityMatters. Members who do not take and pass the test within 3 months of joining the CISI will have their membership suspended.

## 2. Membership Subscriptions

Membership subscriptions are renewed for the period of 1 April to 31 March. Information on subscription fees can be found on the [CISI website](#). Please note low GDP countries are eligible for discount on membership fees please contact us to find out more if this is of relevance to you.

Renewal payments are required to be paid by the 1 April. Members renewing their membership after the 1 June will incur a late payment fee of **£25**.

Members who have not renewed their membership by the 1 July will be lapsed.

## 3. Pro-rata Arrangements

New members, applying for Member (MCSI), Associate (ACSI) or Affiliate membership should note that the membership subscription fee is pro-rated quarterly throughout the year and the fee is based on which quarter the application is received by the CISI. However, please note that joining fees are set. You can find a full list of membership fees on the [CISI website](#).

Join:	1 April to 30 June	100%
	1 July to 31 September	75%
	1 October to 31 December	50%
	1 January to 31 March	125% (the following year's subscription will be included)

#### 4. **Concessionary Fees**

Concessionary fees are available to those unemployed or on maternity leave. The rate is 50% of the full annual subscription. They are applicable only to existing Chartered FCSI, FCSI, Chartered MCSI, MCSI, ACSI and Affiliate members renewing their subscriptions.

Concessionary rates are applicable at time of renewal and members will be required to apply for this in writing.

**Retired** members, who are not engaged in any paid work at the beginning of the subscription year, are eligible for the retired concessionary rate of 50% of the membership fee, upon written confirmation of their circumstances.

#### 5. **Membership Upgrades**

For members moving from one category to another the following procedures apply:

##### **Student Members to ACSI and MCSI**

Student members upgrading to Associate (ACSI) or Member (MCSI) will need to complete a new membership application form. The fees will include the joining fee plus the subscription fee. Pro-rata fees will apply.

##### **Affiliates to ACSI**

Affiliate members who have obtained a CISI level 3 or 4 qualification, or an external qualification that qualifies them for Associate membership can apply to upgrade their membership. The fee will include the upgrade fee of £50. No pro-rata fees apply.

##### **Affiliates/Associates to MCSI**

Existing Associate and Affiliate members who have obtained a CISI level 6 or 7 qualification, or an external qualification that qualifies them for full membership can apply to upgrade their membership. The fee will include the upgrade fee of £50 plus the difference between the membership subscription fees. Membership fees can be found on the [CISI website](#).

## 6. Individual Charter

Associates and Members are eligible to apply to become individually chartered. Eligibility to apply for Individual Charter can be accessed on the [CISI website](#).

## 7. Reinstatement Fees

### Reinstate in same year of lapse

No application form is required. You will only be required to pay your full subscription. No pro-rata arrangements apply. Members will be able to reinstate at the membership level their held.

### Reinstate within three years of lapse

Associate (ACSI) and Full Members (MCSI) who would like to reinstate their membership, can do so if they are reinstating within three years of lapse. You will be required to complete a Membership Reinstatement form and pay a £50 reinstatement fee as well as the full annual subscription fee. No pro-rata arrangements apply. ACSIs and MCSIs will reinstate at the original level, no supporting documents will be required to be submitted with the application.

**Please note:** Fellow, Chartered Fellows and Chartered Members of the Institute will only be able to reinstate at the Member level.

### Reinstate after three years of lapse

Associate (ACSI) and Full Members (MCSI) who would like to reinstate their membership after three years of lapse, will be required to complete a new membership application form, provide all supporting documentation and meet the membership requirements at the time of application.

**Please note:** Fellow, Chartered Fellows and Chartered Members of the Institute will only be able to reinstate at the Member level.

## 8. Payment Method

### New members

Payment is required by cash, cheque, credit card or bank transfer. Firms who have a general account with the Chartered Institute for Securities & Investment may be invoiced.

### Renewals

#### Individuals

- The preferred method of payment is by direct debit; alternatively, you may pay by cheque, credit card or bank transfer.
- Members renewing their membership by direct debit will receive a £10 discount on their subscription fee.
- A late payment fee of £25 will be applied to members renewing after the 1 June 2018 to cover additional administration costs incurred by the CISI. A lower fee of £5 will be applied to members who pay a concessionary subscription fee.

## 9. Billing/Lapsing Timetable

Please note that your membership will be lapsed if subscriptions remain unpaid after the 1 July 2018.

## 10. Students

Student membership is automatically awarded to all CISI exam candidates upon booking an exam and completing their student registration form.

If you have any queries, or would like any further clarification please contact the Customer Support Team on + 44 20 7645 0777.

**Please note members of the CISI are required to ensure that the CISI holds current details, such as, address, email and contact number. Members can update their personal details in their MyCISI profile at [cisi.org/MyCISI](http://cisi.org/MyCISI).**