REGISTRATION FEE:
The registration fee is a single payment for every candidate taking an exam. Once the fee is paid in respect of a named candidate there is no repeat of this fee required, no matter how many times a candidate takes CISI exams, including other CISI qualifications.

The Registration Fee includes CISI student membership and membership of the ICAEW corporate finance faculty which is provided for a full 12 months from exam booking date (Note 1).

INSTRUCTIONS:
Please tick the items required in the boxes provided. Please fill out your personal details below. Payment can be made by payment card or by firm account.

Registration fee

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Paper 1. Corporate Finance Techniques and Theory

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Paper 2. Corporate Finance Strategy and Advice

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UK late entry charge of £50 per subject if applying after standard closing date. UK late entry charge of full UK exam fee if applying after the late closing date.

Eligibility*
Candidates sitting these exams must have one of the following:
1. CISI Level 3 Corporate Finance Certificate
2. ICAEW membership
3. ICAEW Diploma in Corporate Finance
4. SFA Corporate Finance Representative examination
5. Previous CISI Corporate Finance Diploma unit (if regulatory paper held)

please provide your ICAEW membership no.  |  |  |  |  |  |  |  |  |

* Further information is available at cisi.org/dipcf and www.icaew.com/cf

PERSONAL DETAILS: Please print in capitals
Surname: (Note 2)
Forename(s):
Home address:
Home telephone:
Mobile:
Date of birth:

CANDIDATE NUMBER: (Note 4)
Title:

ASSESSMENT FEES: (Note 6)
Employer-sponsored
or self-sponsored

EMPLOYMENT DETAILS: Please use Company Stamp if possible (Note 7)
Name of firm:
Firm’s address:
Position held:
Office telephone:
Email address:

Please indicate with a tick where you would like correspondence to be sent:
Home  |  Work  |  Email

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Please photocopy this form to book for more than one candidate. Alternatively visit the CISI website to book online or download a form.
1. **STUDENT MEMBERSHIP & ICAEW FACULTY MEMBERSHIP:** For details of the benefits of student membership please visit [cisi.org/mgrade](http://cisi.org/mgrade). For details of ICAEW Faculty membership please visit [www.icaew.com/cf](http://www.icaew.com/cf).

2. **CHANGE OF NAME:** If you have changed your name since your last exam please send us a copy of the relevant documentation, eg, marriage certificate, marked for the attention of the Data Integrity Executive. Failure to submit the relevant documentation may result in refusal of entry to an exam or incorrect exam certificate being provided.

3. **TRANSFER AND WITHDRAWAL POLICY:** Before booking your exam place, please read the Transfers, Withdrawals, Resits & Late Entries policy at [cisi.org/exampolicies](http://cisi.org/exampolicies).

4. **CANDIDATE NUMBER:** If you have previously taken CISI exams please insert your candidate number if known. Otherwise, leave blank.

5. **WRITTEN EXAMS:** Examinations for the Diploma in Corporate Finance will take place in London. Further venues in other areas will be added in subsequent examination sessions as required.

6. **EXAM FEES:** VAT is not applicable. If this form is more than 12 months old (see issue date on front, in bottom left hand corner), it is advisable to telephone or consult the website to check that the fees are current. Payment can be made by American Express, Delta, Eurocard, MasterCard, Visa Debit and Visa. Please complete the details below.

7. **CHANGE OF ADDRESS:** Please notify of any address change promptly.

8. **SPECIAL NEEDS:** Candidates with special needs should notify the CISI at the time of booking their exam where possible and no later than 28 days prior to the exam date to allow appropriate arrangements to be made. All requests for extra time must be supported by an original of the medical/educational psychologist’s report at the time of lodging this registration.

9. **REGULATIONS:** These can be viewed at [cisi.org/exampolicies](http://cisi.org/exampolicies), then select Exam Regulations. You will be sent a link to the exam regulations with your exam entry acknowledgement.

**PAYMENT:** Please fill out the appropriate information

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**Payment by cheque:** Cheques should be made payable to ‘Chartered Institute for Securities & Investment’ and crossed ‘Account Payee only’.  □ Cheque attached

**Payment by Card:** The CISI accepts payment by American Express, Delta, Eurocard, MasterCard, Visa Debit and Visa. If you want to pay by card, please complete the information requested below. Forms may be faxed or posted. If submitting the original form after having sent it by fax, please tick this box to ensure you are not charged TWICE:  □

I wish to pay by *American Express/Delta/Eurocard/MasterCard/Visa Debit/Visa*  *Delete as applicable*

I authorise you to debit my account with the amount of £__________ (Please check whether you have included the registration fee if applicable)

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Start date: | ____________________________ | AMEX issue date: | ____________________________ | Visa Debit only issue no: | ____________________________ |

Security code: | ____________________________ | * |

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**DECLARATION:**

I agree to be bound by the CISI exam regulations (Note 9) and the terms and notes specified in this entry form. The Institute reserves the right to publish exam results. Results will be available to the FCA or other regulator. As this qualification is run in conjunction with the ICAEW, I understand that my personal data, including my exam results for the Diploma in Corporate Finance, will be shared between the CISI and the ICAEW for the duration of this qualification.

Candidate’s signature: ____________________________ Date: ____________________________

Unsigned forms and forms signed on behalf of candidates are NOT accepted.

**Please send both pages of this form to:**

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