



EXAM ENTRY FORM - DIPLOMA IN CORPORATE FINANCE

QUALIFICATION 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. Please note, full CISI members are exempt from this fee.

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.

Table with 7 columns: Exam Entry, International Exam Entry, Exam Resit, Workbook, 1st Choice Exam Date (Note 3 + 5), Exam Centre (Note 5). Rows include Qualification Registration fee and various exam subjects.

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 Certificate in Corporate Finance
2. ICAEW membership
3. ICAEW ACA
4. SFA Corporate Finance Representative examination
5. Previous CISI Corporate Finance Diploma unit (if regulatory paper held)
6. Other accepted accountancy qualifications (please attach evidence)

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

Form fields for Surname, Forename(s), Home address, Home telephone, Mobile, Title, Postcode, Date of birth.

CANDIDATE NUMBER: (Note 4)

Field for Candidate Number

ASSESSMENT FEES: (Note 6)

Fields for Employer-sponsored or self-sponsored

EMPLOYMENT DETAILS: Please use Company Stamp if possible (Note 7)

Form fields for 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

# NOTES & PAYMENT DETAILS

- 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 can take place in various locations across the UK and internationally.
- 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

**Account Firms:**  Please invoice. Invoice recipient name: \_\_\_\_\_ Job title: \_\_\_\_\_

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

**Payment by Card:** I wish to pay by: \***American Express/Delta/Eurocard/MasterCard/Maestro/Visa** \*Delete as applicable

Please contact  me or  other

by telephone/email\* to make payment on my behalf.

Telephone number:

Email address:

\*If you have selected via email you will receive a payment link from [customersupport@cisi.org](mailto:customersupport@cisi.org) to complete

Name:

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

## 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 programme 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 programme.

Candidate's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Office use only :

Cheque No. :

Order No. :

Fee Payer :

Purchase Order No. :

## Please send both pages of this form to:

Customer Support Centre, Chartered Institute for Securities & Investment, 20 Fenchurch Street, London EC3M 3BY

Telephone: +44 20 7645 0777 Email: [corporatefinance@cisi.org](mailto:corporatefinance@cisi.org)

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