



GUIDE TO REINSTATEMENT OF MEMBERSHIP

Following cancellation of membership, any member may apply for re-admittance to the IFoA by following 3 simple steps.

1. Complete the Reinstatement form, which the [Member Services Team](#) will provide to you on request
2. Make the applicant declaration, by completing the reinstatement form.
3. Pay the relevant subscription fee, plus a reinstatement fee of 25% of that fee.

By doing so, and provided that the IFoA accepts and confirms your application for reinstatement, Associate and Student members accept the [terms and conditions](#) of membership and qualification.

If you intend to sit an exam, please ensure that your reinstatement application is returned to the Member Services team three weeks prior to the exam entry opening date.

Current Affiliates who were previously Fellows, Associates, CAAs or Students

Affiliate members who were previously Fellows, Associates, CAAs or Students of the IFoA and wish to reinstate to that membership grade, are able to do so on completion of the reinstatement form and payment of the full subscription of the membership grade to which they reinstate as well as an administration fee of 25% of that subscription. In all cases, Affiliate members will be given a credit for the payment of their current membership subscription which will be offset against the full subscription fee for the class of membership to which they reinstate.

The Member declaration

In order to reinstate your membership of the IFoA, you will be required to declare and confirm the following:

That you:

- Do not have any concluded findings of misconduct or equivalent against me by any professional body to which I belong or belonged, and
- Have not been excluded from a university course or other further education programme because of a finding of misconduct or equivalent against me, and
- Do not have any criminal convictions

You are not required to declare any concluded finding or criminal conviction which is considered by local law, rule or regulation to be expired, spent or a “protected conviction” (for example as

defined by the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975 (as amended) or by the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 (as amended)).

Please provide details of any relevant declared finding or conviction to memberservices@actuaries.org.uk

I acknowledge that, if reinstated to membership of the IFoA, I will be bound by the constitutional and regulatory framework of the IFoA, which includes:

- The Actuaries' Code; and
- the IFoA's Charter, Byelaws, Rules and Regulations; and
- the IFoA's professional standards (including the Actuaries' Code, Actuarial Profession Standards, the CPD Scheme and, for relevant work within UK Geographic Scope, the FRC's Technical Actuarial Standards, all as replaced or amended); and
- The Disciplinary and Capacity for Membership Schemes.

I am not aware of any circumstances that would make me unsuitable for reinstatement as a Member of the IFoA.

Any member who is unable to make these declarations in full is invited to submit an explanation for consideration by the Executive of the IFoA.

In the event that you disclose a criminal conviction or finding of misconduct when applying to reinstate your membership, your application will be considered in accordance with the IFoA's Guide for dealing with disclosed convictions and findings of misconduct. In considering your application, the IFoA shall apply the principles of fairness and natural justice. In the event that your application is rejected, you will receive written confirmation of this together with reasons for the decision.

Cost to reinstate your membership

Anyone seeking reinstatement of a lapsed or previously resigned membership must pay the full subscription of the membership grade to which they reinstate as well as an administration fee of 25% of that subscription. Please contact the [Member Services Team](#) for an application form to reinstate your membership.