

Corporate Finance (CF) qualification

EXAMINATION OF EXPERIENCE APPLICATION FORM AND GUIDANCE NOTES



This document explains what you need to do if you want to apply for the Corporate Finance (CF) qualification on the basis of experience. The CF qualification experience route is available to senior and appropriately experienced professionals involved in corporate finance who submit a portfolio of evidence.

The accompanying guidance will help you complete the forms and the Examination of Experience. If your application is successful you will be awarded the CF designation – denoting Corporate Finance.

WHAT CONSTITUTES CORPORATE FINANCE?

For the purposes of the Examination of Experience, the terms ‘corporate finance’ and ‘corporate financier’ are associated primarily with transactions in which capital is raised in order to create, develop, grow or acquire businesses.

Such transactions often involve some change of ownership in a business arising from the creation of a new equity structure or shareholder base, and the related issue, underwriting, purchase or exchange of equity (and related warrants) or debt.

ELIGIBILITY

To apply for the CF qualification experience route your application must demonstrate how you satisfy the criteria listed below.

| | CRITERIA | EVIDENCE |
|---|--|--------------------------------------|
| 1 | You must currently be working in corporate finance or another relevant role and corporate finance should form a substantial part of that role. You should be working at a senior management and/or leadership position (eg, partner, principal, director, managing director) | CV |
| 2 | You must have a minimum of five years’ corporate finance experience | CV, transactions history, references |
| 3 | You should evidence significant and relevant transaction and/or deal development experience in the last three years. You should have been a senior lead on these deals (eg, partner, principal, director, managing director) | CV, transactions history |
| 4 | You should evidence material involvement in at least six completed transactions and/or deals in the last five years (ie, five years back from the date of the application) three of which must have completed in the last three years | Transactions history |

| | YOU MUST BE ABLE TO DEMONSTRATE | EVIDENCE |
|---|---|----------------------------------|
| 5 | Adequate and appropriate professional experience | References, transactions history |
| 6 | Competence in a cross-section of corporate finance activities and in the specific areas in which you currently work | References, transactions history |
| 7 | Integrity | References |

YOUR APPLICATION

If you wish to apply for the CF qualification experience route, please provide the following:

1. Completed application form

2. Curriculum vitae (CV)

This should demonstrate that you have a minimum of five years' experience in total. However, you do not need to provide a detailed analysis or a complete transaction history for all five years. Your CV should also outline your knowledge and experience of legal and regulatory frameworks.

3. Significant and relevant transaction and/or deal development experience

You should evidence significant and relevant transaction and/or deal development experience in the last three years. You must have been a senior lead on deals for at least three years (eg, partner, principal, director, managing director). The evidence for this should be a summary detailing your involvement in each transaction and/or deal and documents relating to the transaction that are in the public domain. The authenticity of these documents and the transaction and/or deal histories should be certified by a senior manager or equivalent (eg, partner, principal, director, managing director in your organisation or an organisation with whom you have previously worked). This person should hold the CF qualification or be a member of an appropriate professional body with an ethical code. Your supporting evidence should be concise and relevant. Each summary should not be less than 500 words or more than 800 words. The complexity and sophistication of the transactions and/or deals will be considered as evidence of significant experience.

4. Transactions history

You must provide a transaction or deal history for at least six completed transactions and/or deals in which you had material involvement in the five years immediately preceding the date of application. At least three of these transactions and/or deals must have been completed during the last three years. Each history should not be less than 500 words or more than 800 words and should include the following:

- details of the transactions or deals completed under your leadership;
- details of the transactions or deals you were involved in but not in a leadership role;
- area(s) of corporate finance covered (see paragraph 5);
- your firm's role;
- your personal role;
- time taken;
- date completed or terminated;
- any legal and regulatory issues; and
- time spent on the deal and what percentage of that time was spent by you.

Please also include details of transactions within or outside this period that you would like to be considered with your application.

You should choose transactions which best reflect the breadth and depth of your experience and competence in practice.

Type - for example, acquisition, merger, divestiture, financing, restructuring, fairness opinion, valuation, or other.

Year completed - the year the transaction completed. If the deal did not complete then please provide a summary reason in the description.

Duration - amount of time that you were involved in the transaction.

Transaction size - approximate size of the transaction.

Firm's role - for example, adviser, principal, fund manager, or other.

Own role - for example, primary or lead adviser, primary or lead deal-maker, secondary adviser, client relationship leader, specialist resource, or other.

Description of transaction - please provide as full a description of your involvement in the transaction as possible, including the areas of corporate finance involved and details of any technical difficulties.

Proportion of time - approximate percentage of time that you personally spent working on the deal over its duration.

5. Competence in a cross-section of corporate finance activities

You should demonstrate evidence of your competence in at least three of the following areas.

- **Changes in control and restructuring** for example, giving advice on how a company's strategic, operational and financing plans map into its financing and ownership structures and giving advice on the alternatives open to a company in financial distress.
- **Mergers and acquisitions** for example, giving advice on mergers and acquisitions opportunities from the perspective of both parties involved.
- **Debt and equity issues** for example, giving advice on the translation of a business plan into investment and giving advice on financing plans with specific objectives.
- **Strategic financial management and advice** for example, giving advice on the integration of an enterprise, ensuring the long-term strategic, risk and financial objectives develop into a valueadding corporate finance strategy.

Below is a list, albeit not exhaustive, of the type of transactions that you might have been involved in to fulfil the competency criteria:

- raising seed, start up, development or expansion capital;
- mergers, de-mergers, acquisitions or the sale of private companies;
- mergers, de-mergers and takeovers of public companies, including public-to-private deals;
- management buy-out, buy-in or similar of companies, divisions or subsidiaries - typically backed by private equity;
- equity issues by companies, including the flotation of companies on a recognised stock exchange in order to raise capital for development and/or to restructure ownership;
- raising capital via the issue of other forms of equity, debt and related securities for the refinancing and restructuring of businesses;
- financing joint ventures, project finance, infrastructure finance, public-private partnerships and privatisations;
- secondary equity issues, whether by means of private placing or further issues on a stock market, especially where linked to one of the transactions listed above;
- raising debt and restructuring debt, especially when linked to the types of transactions listed above;
- corporate refinancing, restructuring and turnaround transactions;
- raising capital for private equity, real estate and infrastructure funds and related corporate investment vehicles, and the sale and acquisition of secondary holdings and portfolios of such funds; and/or
- due diligence.

6. References

Please provide references from at least three peers who should be in a senior management and/or leadership position in corporate finance (eg, partner, principal, director, managing director) and hold the CF qualification or are a member of a professional body with an ethical code. At least one referee must be from someone independent of your current or previous employers. Each referee should have known you for at least three of the last five years and have knowledge of the quality and scope of your work.

APPLICATION FEE

Please refer to the fee schedule detailed in Section 6.

ASSESSMENT

Number of permitted attempts

You are allowed a maximum of four attempts at the Examination of Experience.

Conduct

Engaging in any activity likely to give an advantage to any applicant will be considered misconduct. Examples of this may include (but are not limited to) the following:

- cheating - failing to comply with the rules governing assessments;
- colluding - helping another candidate to gain an advantage by any means, facilitating or receiving such assistance;
- fabricating - misleading or attempting to mislead the examiners by presenting work for assessment in a way which intentionally or recklessly suggests that factual information has been collected which has not in fact been collected, or falsifies factual information;
- personating - acting, appearing or producing work on behalf of another candidate in order to deceive the examiners, or soliciting another individual to act, appear or produce work on your own behalf; and/or
- plagiarising - incorporating within your work, work (published or unpublished in whatever format or medium) created by another person without appropriate acknowledgement.

ICAEW reserves the right to withhold publication of the results of an assessment, and prevent further assessment attempts of a candidate involved in misconduct.

ASSESSMENT DEADLINES

The next submission dates are:

| SUBMISSION DEADLINE | RESULTS |
|---------------------|------------------|
| 30 September 2021 | 16 December 2021 |

Future submission dates will be available on our website at [icaew.com/cfq](https://www.icaew.com/cfq)

SUBMITTING YOUR APPLICATION

Please email your completed application to applications@icaew.com

Once we have received your full application, a member of the team will contact you with the payment details. Please note that the application will remain on hold until full payment has been received.

ASSESSORS

The Examination of Experience will be marked by experienced examiners who will then make their recommendations to the ICAEW Assessment Committee for their approval.

After the Assessment Committee decision has been made, you will receive confirmation of your result in writing and by email and, if successful you will gain the Corporate Finance qualification.

GUIDANCE NOTES

What is the role of the transactions or deal certifier?

The transactions or deal certifier uses the certification form provided (Section 4) to verify the authenticity of your transactions or deal summaries and supporting documentation. You should photocopy this form for each of the six transactions and/or deal histories and attach it to the summary and supporting documentation. The transactions or deal certifier should then sign these forms to certify that the summary and supporting documentation submitted with your application are authentic and a true record of the transactions or deal referred to in the summary. The transactions or deal may be certified by the same or different certifiers, who may also act as a referee. They must be a senior manager or equivalent eg, partner, principal, director or managing director and be a member of a professional body with an ethical code and/or hold the CF qualification.

What is the role of the referees?

Your three referees should complete a declaration confirming their position, the length of time they have known you and in what capacity. They must be in a senior management and/or leadership position in corporate finance eg, partner, principal, director, managing director. Their role is to recommend you for this qualification.

Your referees must have known you for at least three of the last five years and must have knowledge of the quality and scope of your work.

Why must I complete the Examination of Experience?

You must complete an Examination of Experience to demonstrate you meet the appropriate standards for qualification by ICAEW.

How much evidence must I submit?

We expect your summary (one for each of the six transactions required) to contain no less than 500 words and no more than 800 words and be in the format of a word-processed document. Any extremes either side of this guide would suggest a lack of experience or inability to summarise concisely and may be rejected by the assessors.

How far back can I go for my evidence?

Please provide details of your employment during the last five years. Of the six transactions you are required to provide, three must have been completed in the last three years and on these you must have been a senior lead. You should use your experience and achievements during this period to provide evidence of your suitability for qualification.

If I am unsuccessful, will my fee be refunded?

If, for any reason, your application is unsuccessful, you will not receive a refund on your fee or assessment cost.

Why might my application be unsuccessful?

Your application may be rejected if:

- you and/or your referee do not meet the criteria;
- your application form and/or Examination of Experience submission are incomplete;
- you demonstrate inappropriate conduct (see pages 4 and 7);
- your answers to the Examination of Experience excessively exceed the word limit;
- your answer to any of the requirements within the Examination of Experience is insufficient;
- you fail to pass the Examination of Experience; and/or
- you have evidenced unethical behaviour.

If I am unsuccessful, can I re-apply?

You may re-apply until you reach the maximum of four attempts. Details of resubmission requirements are set out in the feedback to unsuccessful applicants.

Do I submit all the transactions and/or deals when I resubmit my Examination of Experience?

When you resubmit your Examination of Experience, you should submit all six of the original copies of your transactions together with any reworked and/or new transactions as recommended in the examiners' feedback. You should read this feedback carefully in order to satisfy all requirements. All transactions should be marked appropriately in accordance with the instructions within your results and feedback letter. You must ensure that all transactions submitted were completed or terminated within the last five years.

Do I need to include new examples in the transactions that I am resubmitting?

The Examination of Experience refers to the use of examples of experience that are recent. This means examples of experience from within the last five years. As it may have been some time since you last applied, you will need to make sure that when resubmitting the transactions previously failed, you include examples from within the last five years. This enables you to include the most up-to-date and relevant examples.

All transactions and deals must be verified by a transaction or deal certifier. Where they have been reworked for resubmission, they must be reverified by a transaction or deal certifier.

Do I need to include a CV in my resubmission?

Yes, if it has been some time since you applied, an up-to-date copy of your CV is requested. This enables you to include any new positions you have held or currently hold since your last application.

Do I need to ask my certifier(s) and referees to sign off my resubmission?

Yes, the assessors will expect your certifier(s) to have read the deals and/or transactions in your resubmission and reverify each one as authentic and a true record. Your referees must also reconfirm the accuracy of the total resubmission and recommend you for this qualification. The certifier(s) and referees may be those from your previous application.

What is the cost to resubmit my application if I fail?

The cost of each resubmission is £788 + VAT.

FURTHER INFORMATION

If you require further information or advice after reading these guidance notes, please review the frequently asked questions available at icaew.com/cfq, or contact us:

T +44 (0)1908 248 250

E cfqualification@icaew.com

SECTION 1

EXAMINATION OF EXPERIENCE: APPLICATION FORM

Have you applied for the CF qualification experience route before? YES NO

PERSONAL DETAILS

Name (title/forename/surname)

Date of birth

DD MM YY

Male

Female

Telephone number
(including country code)

Mobile

Email

Home address

Postcode/zipcode

Country

YOUR CURRENT EMPLOYMENT DETAILS

Company name

Job title

Telephone number
(including country code)

Work email

Address

Postcode/zipcode

Country

Website address

CURRENT EMPLOYMENT SECTOR (PLEASE TICK)

- Investment bank Accountancy firm Boutique Brokerage
 Law firm Private equity Other, please specify

PROFESSIONAL QUALIFICATIONS AND MEMBERSHIPS

Which of these professional accountancy bodies, if any, do you belong to? Please give your membership number and date of admission.

- | | | | |
|---|-------------------|-------------------|----------|
| <input type="radio"/> ICAEW | Membership number | Date of admission | DD MM YY |
| <input type="radio"/> CISI | Membership number | Date of admission | DD MM YY |
| <input type="radio"/> Law Society | Membership number | Date of admission | DD MM YY |
| <input type="radio"/> Other (specify below) | Membership number | Date of admission | DD MM YY |

ETHNIC ORIGIN

I consent to the processing of my ethnicity information for the purposes of statistical analysis only

Please tick this box to confirm your consent

At the request of the Equality and Human Rights Commission you are invited to indicate your ethnic origin by ticking one of the following boxes:

| | | |
|-----------------------------------|---------------------------------|--------------------|
| White English | Mixed - White and Black African | Black Caribbean |
| White Scottish | Mixed - White and Asian | Black African |
| White Welsh | Mixed Other | Black Other |
| White British | Asian Indian | Chinese |
| White Irish | Asian Pakistani | Malay |
| White Northern Irish | Asian Bangladeshi | Other |
| White Other | Asian Other | Do not wish to say |
| Mixed - White and Black Caribbean | Arab | |

USING YOUR PERSONAL INFORMATION

The protection of personal privacy is an important concern to ICAEW. Any personal data collected will be treated in accordance with current data protection legislation. We will use your personal data to deliver your inclusive student services including; advice, awareness, assessment, CABA eligibility, communication, examinations, networking, products, quality, regulation, research, services, training and to administer your membership account. Any documents submitted as part of your registration may be checked with the issuing authority to ensure their authenticity. In order to meet our student obligations to you we may share relevant personal data with communities, faculties, local groups, district & student societies, your employer, Regulatory bodies and with external assessment, training and examination partners.

For more information about our data protection policy please go to [icaew.com/dataprotection](https://www.icaew.com/dataprotection) * Version 2018/03

SECTION 2

MANDATORY DECLARATIONS

At the point of applying for the CF qualification experience route, applicants must declare any past act or default that might be perceived as bringing discredit on themselves, ICAEW or the profession of accountancy, however long ago the act or default occurred and wherever it took place. Acts or defaults occurring following your application should be declared to ICAEW as soon as is practicably possible.

MANDATORY DECLARATIONS

At the point of registration/application with ICAEW, individuals are required to declare any past act or default that might be perceived as bringing discredit on themselves, ICAEW or the profession of accountancy, however long ago the act or default occurred and wherever it took place. Acts or defaults occurring following registration with ICAEW should be declared to ICAEW as soon as is practicably possible. If you are found to have failed to disclose relevant information, your registration/application may be revoked or membership prevented or withdrawn.

Acts requiring disclosure would include (but are not limited to):

- having been charged with or found guilty of (or having pleaded guilty to) any criminal offence (this includes receiving a caution, conditional caution, reprimand or final warning). You do not need to mention road traffic offences that did not lead to a disqualification;
- having at any time been declared bankrupt or having entered into an Individual Voluntary Arrangement or any composition with creditors;
- having failed to satisfy a judgement debt;
- having been the subject of an investigation by or an adverse finding by a professional or regulatory body; or
- having had a Disqualification Order made, or having given a disqualification undertaking, under the Company Directors Disqualification Act 1986, or similar overseas legislation.

This application is not exempt from the Rehabilitation of Offenders Act 1974. We only ask applicants to disclose convictions which are not yet 'spent' under the Rehabilitation of Offenders Act 1974. If you are not sure whether your convictions are spent, further guidance is available on the Disclosure and Barring Service and Nacro websites.

Do any of the above circumstances (or similar) apply to you?

YES NO

If any of the acts or defaults listed above do apply to you, or you think that there are similar matters which you should declare, please attach details with your application. Some of the matters listed are UK specific, but you should always declare any equivalent act or default which occurred outside the UK. Please note that if you make a disclosure, this will not automatically result in your registration being refused. ICAEW may, however, wish to make further enquiries before reaching a decision.

I consent to my criminal conviction data being checked for entrance criteria.

Signature

Date

DD MM YYYY

CPD DECLARATION (PLEASE TICK)

Are you compliant with the CPD requirements of your professional body?

YES NO

DECLARATION

If you have any queries or concerns about this section, please call +44 (0)1908 248 250.

- I understand that ICAEW will use this information to assess this application, and that the information will otherwise remain confidential.
- I acknowledge that, even if I have met all of the requirements and conditions, I or my referee may be required to provide additional information, and my application may or may not be approved.
- I undertake to notify ICAEW of any disciplinary, regulatory or criminal matters referred to above which arise subsequent to this application within 14 days of becoming aware of them.
- I confirm that, to the best of my knowledge and belief, the information in this application is true and correct, and in particular faithfully reflects my experience relevant to this application.

Print name

Date

DD MM YY

Signature

SECTION 3

PROFORMA CURRICULUM VITAE

Please provide a copy of your curriculum vitae (CV) detailing your professional corporate finance experience laid out in the format below.

EDUCATION AND PROFESSIONAL QUALIFICATIONS

EMPLOYMENT DETAILS

Please list your most recent experience first and ensure that your professional history covers at least the last five years of qualifying work experience and include:

- employer/organisation name
- nature of business
- address
- your job title
- start and end dates
- your major corporate finance responsibilities and/or accomplishments in each position.

For each employer, or grade within one employer, or significant project, give:

My work involved/responsibilities included/remit:

My achievements were/to date are:

The skills that I have developed are:

SECTION 4

TRANSACTION AND/OR DEAL CERTIFICATION

Please photocopy the form below for each of the six transactions and/or deal histories and attach it to each summary with its supporting documentation. Please remember to number each of the transaction summaries 1-6. Each of the six forms should then be signed by the transaction or deal certifier(s) certifying that the summary and supporting documentation submitted in support of your application are authentic and a true record of the transaction or deal referred to in the summary.

The transaction or deal may be certified by the same or different certifiers who may also act as a referee. They must be a senior manager or equivalent (eg, partner, principal, director or managing director) and be a member of a professional body with an ethical code and/or hold the CF qualification.

TRANSACTION AND/OR DEAL CERTIFICATION FORM

- I certify that, to the best of my knowledge and belief, the summary and supporting documentation attached to this form and submitted in support of this application are authentic and a true record of the transaction or deal referred to in the summary.
- I also certify that I am a member of the following professional body (with an ethical code) and/or that I hold the CF qualification.

Print name

Company name

Job title

Telephone number (including country code)

Address

Postcode/zipcode

Country

Date

DD MM YY

Signature

EXAMPLE OF CORPORATE FINANCE TRANSACTION

| | |
|----------------|--|
| Type | Private company sale |
| Year completed | 2010 |
| Duration | Marketing commenced November 2009, completion September 2010 |
| Firm's role | Lead adviser |
| Own role | Lead adviser/Deal maker |

DESCRIPTION OF DEAL

This transaction was to sell a Buckinghamshire based packaging private company on behalf of its shareholders. Family members made up the board of the company and held 80% of the shares. The remaining 20% of the shares were held by members of the management team. At the time the company turned over approx £13m and both manufactured and distributed paper and polythene packaging into a number of sectors including food retail. Deal size £7m+.

The role of my firm was to evaluate a potential sale and to advise the shareholders on strategy, pricing, etc. I was asked by the senior partner in my firm to head up a team to advise our client company. I held meetings with the board of the company and agreed a detailed work programme and initial timetable for the sale.

The company had no formal forecasts, and we assisted in preparing prospective financial information. My team carried out a full financial review of our client and also computed a range of values based upon different valuation methodologies. Specifically we carried out discounted cash flow and multiples valuations. I reviewed the files compiled by my team and prepared a valuation report which would be reviewed by the senior partner of my firm. I obtained specialist tax advice relating to the sale having regard to the fact that the structure of the transaction might influence such advice. I then made a presentation to the board of our client company which covered the financial health of their company, likely sale price and the likely taxation implications for the shareholders.

Several members of the management team of the company expressed an interest in undertaking a Management Buyout (MBO) of the company.

Together with my team I prepared a business plan for the management team which included cash flow forecasts. I then made presentations to several venture capital organisations, several of which expressed an interest in funding an acquisition. However, after due consideration, the management team were not prepared to make the personal financial commitments required and resolved not to embark upon an MBO of the company.

Once an MBO had been ruled out, a target list of potential trade buyers was created. Together with my team, I prepared a detailed Sales Information Memorandum. I contacted potential purchasers directly and the company was also advertised for sale through various media. Indicative offers received were evaluated and compared and a preferred purchaser chosen. We led negotiations with the preferred purchaser leading to an offer price and deal structure being agreed.

I drew up Heads and Terms of agreement and liaised between the company and the purchasers during the latter's due diligence and funding process.

I discussed with my client various methods that could be employed for them to receive the purchase consideration for their shares. After discussing the risks and benefits of these methods it was agreed that the purchase consideration was to be settled part in cash and part by the shareholders retaining a freehold property. The cash element of the purchase consideration would be paid part on completion and the balance on an earn out.

The freehold property was a company asset and I researched the most appropriate method of transacting the deal. I concluded that a section 110 reorganisation would be appropriate whereby the trading business and the retained freehold property would be split into separate companies.

I also coordinated legal and tax advice to the shareholders during the transaction and generally supported them through to completion.

PROPORTION OF TIME

I was in charge of the team that handled this transaction for my firm and approximately 30-40% of the corporate finance time input was completed by me.

SECTION 5

REFERENCES

Using the forms below, please provide feedback from three referees. Your referees should be in a senior management and/or leadership position in corporate finance (eg, partner, principal, director, managing director) and hold the CF qualification or be a member of a professional body with an ethical code (for example ICAEW, ICAS, CAI, CIMA, CIPFA, ACCA, Law Society). They should have known you for at least three of the last five years and must have knowledge of the quality and scope of your work.

Please note that at least one referee must be someone independent of your current or previous employers.

REFERENCE 1

APPLICANT DETAILS (PLEASE PROVIDE DETAILS OF THE APPLICANT BELOW)

Name (title/forename/surname)

Current employer/organisation

Job title

REFEREE DETAILS

Name (title/forename/surname)

Current employer/organisation

Job title

Address

Postcode/zipcode

Country

Telephone number
(including country code)

Please state which professional body/bodies (with an ethical code) you are a member of

How long have you known the applicant? (Three of the last five years - minimum)

HOW DO YOU KNOW THE APPLICANT?

Please explain the capacity in which you have known the applicant and how you have knowledge of the applicant's day-to-day work. Also, describe the applicant's corporate finance competencies which best illustrate how you recognise him or her to be qualified in corporate finance, and your corporate finance responsibilities.

CONFIRMATION

I confirm that I have read the applicant's submission and I am satisfied that it is accurate to the best of my knowledge.

Referee signature

Date

DD MM YY

USING YOUR PERSONAL INFORMATION

The protection of personal privacy is an important concern to ICAEW. Any personal data collected will be treated in accordance with current data protection legislation. We will use your personal data to deliver your inclusive student services including; advice, awareness, assessment, CABA eligibility, communication, examinations, networking, products, quality, regulation, research, services, training and to administer your membership account. Any documents submitted as part of your registration may be checked with the issuing authority to ensure their authenticity. In order to meet our student obligations to you we may share relevant personal data with communities, faculties, local groups, district & student societies, your employer, Regulatory bodies and with external assessment, training and examination partners. For more information about our data protection policy please go to [icaew.com/dataprotection](https://www.icaew.com/dataprotection) * Version 2018/03

REFERENCE 2

APPLICANT DETAILS (PLEASE PROVIDE DETAILS OF THE APPLICANT BELOW)

Name (title/forename/surname)

Current employer/organisation

Job title

REFEREE DETAILS

Name (title/forename/surname)

Current employer/organisation

Job title

Address

Postcode/zipcode

Country

Telephone number
(including country code)

Please state which professional body/bodies (with an ethical code) you are a member of

How long have you known the applicant? (Three of the last five years - minimum)

HOW DO YOU KNOW THE APPLICANT?

Please explain the capacity in which you have known the applicant and how you have knowledge of the applicant's day-to-day work. Also, describe the applicant's corporate finance competencies which best illustrate how you recognise him or her to be qualified in corporate finance, and your corporate finance responsibilities.

CONFIRMATION

I confirm that I have read the applicant's submission and I am satisfied that it is accurate to the best of my knowledge.

Referee signature

Date

DD MM YY

USING YOUR PERSONAL INFORMATION

The protection of personal privacy is an important concern to ICAEW. Any personal data collected will be treated in accordance with current data protection legislation. We will use your personal data to deliver your inclusive student services including; advice, awareness, assessment, CABA eligibility, communication, examinations, networking, products, quality, regulation, research, services, training and to administer your membership account. Any documents submitted as part of your registration may be checked with the issuing authority to ensure their authenticity. In order to meet our student obligations to you we may share relevant personal data with communities, faculties, local groups, district & student societies, your employer, Regulatory bodies and with external assessment, training and examination partners. For more information about our data protection policy please go to [icaew.com/dataprotection](https://www.icaew.com/dataprotection) * Version 2018/03

REFERENCE 3

APPLICANT DETAILS (PLEASE PROVIDE DETAILS OF THE APPLICANT BELOW)

Name (title/forename/surname)

Current employer/organisation

Job title

REFEREE DETAILS

Name (title/forename/surname)

Current employer/organisation

Job title

Address

Postcode/zipcode

Country

Telephone number
(including country code)

Please state which professional body/bodies (with an ethical code) you are a member of

How long have you known the applicant? (Three of the last five years - minimum)

HOW DO YOU KNOW THE APPLICANT?

Please explain the capacity in which you have known the applicant and how you have knowledge of the applicant's day-to-day work. Also, describe the applicant's corporate finance competencies which best illustrate how you recognise him or her to be qualified in corporate finance, and your corporate finance responsibilities.

CONFIRMATION

I confirm that I have read the applicant's submission and I am satisfied that it is accurate to the best of my knowledge.

Referee signature

Date

DD MM YY

USING YOUR PERSONAL INFORMATION

The protection of personal privacy is an important concern to ICAEW. Any personal data collected will be treated in accordance with current data protection legislation. We will use your personal data to deliver your inclusive student services including; advice, awareness, assessment, CABA eligibility, communication, examinations, networking, products, quality, regulation, research, services, training and to administer your membership account. Any documents submitted as part of your registration may be checked with the issuing authority to ensure their authenticity. In order to meet our student obligations to you we may share relevant personal data with communities, faculties, local groups, district & student societies, your employer, Regulatory bodies and with external assessment, training and examination partners. For more information about our data protection policy please go to [icaew.com/dataprotection](https://www.icaew.com/dataprotection) * Version 2018/03

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SECTION 6

FEES

APPLICANT DETAILS (PLEASE PROVIDE DETAILS OF THE APPLICANT BELOW)

Assessment fee*

| | |
|------------------|-------------------------------|
| ICAEW member | £788 plus VAT (if applicable) |
| Non-ICAEW member | £985 plus VAT (if applicable) |

Faculty Membership fee*

(20% discount when taken with CF qualification)

| | |
|------------------|--------------------------|
| ICAEW member | £122.40 (no VAT charged) |
| Non-ICAEW member | £153 (inclusive of VAT) |

* VAT is payable where indicated, unless applicants are outside the EU or in another EU country and provide ICAEW with their overseas VAT number to quote on the invoice.

Name (applicant - title/forename/surname)

Name (payer if not the applicant - title/forename/surname)

Address

Postcode/zipcode

Country

PAYMENT METHODS

Please email your completed application to applications@icaew.com

Please select your method of payment.

BACS

Phone

Once the application has been reviewed, a member of the team will contact you with the payment details. Please note that the application will remain on hold until full payment has been received.

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