|  |  |
| --- | --- |
|  | **Certified Actuarial Analyst**  **Exam entry form, Modules 1- 4**  **14 – 25 October 2019** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Please complete this form and return it with payment to:*  *CAA administration team, C/O The Institute and Faculty of Actuaries, 1st Floor, Park Central, 40/41 Park End Street, Oxford, OX1 1JD, UK. Tel: +44 (0)1865 268266 Email:* [*enquiries@caa-global.org*](mailto:enquiries@caa-global.org)  THIS FORM IS FOR STERLING (GBP) PAYMENTS ONLY | | | | | | | | | | | | |
| Please clearly print all the required details in the space provided. Forms containing invalid information, received after the closing date or submitted without a valid payment method can not be processed.  **This form and payment must be received by the CAA administration Team by**  **27 September 2019, 17.00 UK time**  **When you completed the online registration form for Module 0 you will have received an email with an Analyst Reference Number (ARN). You must quote your ARN below.**  **Once you have been notified by email that your payment has been processed you will be able to login to your online account to schedule your exam date and centre at one of the worldwide Pearson VUE exam centres this must be done by 17.00 UK time on 07 October 2019.** | | | | | | | | | | | | |
| **Entry Details:** Please indicate by ticking the relevant box | | | | | | | | | | | | |
| **Exam** | **✓** | **Fee** | | | **✓** | | **Fee\*** | | | | | |
| M1 | 🞎 Full rate fee: £163.00 | | | | 🞎 Reduced rate fee: £75.00 | | | | | | | |
| M2 | 🞎 Full rate fee: £163.00 | | | | 🞎 Reduced rate fee: £75.00 | | | | | | | |
| M3 | 🞎 Full rate fee: £163.00 | | | | 🞎 Reduced rate fee: £75.00 | | | | | | | |
| M4 | 🞎 Full rate fee: £163.00 | | | | 🞎 Reduced rate fee: £75.00 | | | | | | | |
| \* To be eligible for the reduced rate fee you are confirming that your annual income from all sources (including pensions) is less than £2970.00 | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Personal details** | | | | | | | | | | | | | |
| **Family name** | | |  | | | **Title** | |  | **ARN** | |  | | |
| **Forename(s)** | | |  | | | | | | **Date of birth** | |  | | |
| **In submitting this form I confirm I have read and understood the examination regulations and notes issued.**  (Please tick box to agree to the above statement). | | | | | | | | | | | | 🞎 | |
|  | | | | | | | | | | | | | |
| **See next page for payment details** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **Entry checklist:** Please check the following before submitting your application: | | | | | | | | | | | | | |
| 🞎 Payment details are correct | | | | 🞎 You have a valid payment method | | | | | | 🞎 If paying by Bank transfer you have included proof of payment | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Payment details**  Please indicate which method of payment you are using. We are unable to invoice examination fees. | | | | | | | | | | |
|  | | | | | | | | | | |
| **ARN** | | |  | | | | | | | |
|  | | | | | | | | | | |
|  | | **Bank transfer** | |  | | | Please enter the total amount of Bank transfer.  A remittance advice MUST accompany this form as proof of your payment. | | | |
| **Account name** | | | | | CAA Global Ltd | | | | **IBAN** | GB51NWBK56002025577026 |
| **Account number** | | | | | 25577026 | | | | **Bank name** | National Westminster Bank PLC |
| **Sort code** | | | | | 56-00-20 | | | | **Bank address** | Holborn Circus Branch  PO Box No 204  No.1 Hatton Garden  London, EC19 1DU |
| **SWIFT/BIC** | | | | | NWBKGB2L | | | |
| **Enter the Bank transfer payment reference**  **Please use the format:** your ARN plus the code CAA  Example: 9123545 - CAA | | | | | | | | | |  |
|  | | | | | | | | | | |
|  | **Cheque** | | | | | **GBP £** | | Cheques must be made payable to: CAA Global Ltd  **Post dated cheques will not be accepted.** | | |
|  | | | | | | | | | | |
| **Paying by Visa, Amex, MasterCard** | | | | | | | | | | |
| **If you wish to pay by card please login to your online account to pay for and then schedule your exam.**  **DO NOT return this form to pay by card.**  **If you experience any problems with the online booking system, please telephone the CAA administration Team on +44 (0)1865 268266, and they will be able to help you in process your booking.** | | | | | | | | | | |

|  |  |
| --- | --- |
|  | **Instructions for making a bank transfer payment**  Your payment must be received before the deadline. |

|  |
| --- |
| **Important dates** |
| Candidates paying by bank transfer must ensure that the amount arrives in our account **BEFORE** the exam entry closes. Payments that have not cleared the nominated account by the closing date will be returned to sender. As bank transfers can take between 3-5 working days to clear, candidates are advised that the transfer should be made at least five working days before the closing date. |
| **References** |
| Candidates must ask their bank to quote their Analyst Reference Number (ARN) with the reference when arranging the transfer. This will enable us to allocate the payment against the relevant account. Payments sent without a valid reference will be returned.  **Examples of acceptable references:**   * Please quote **only** your ARN plus the code JEDANA for example: **9123456 - CAA**   **Examples of unacceptable references:**   * **Module 1 Examination** * **Exam Entry Payment Module 1** * **Examinations 9123456** * **No reference** * **Richard David Smith Examination Entry** (this reference is too long and not viewable when reconciling payments). |
| **Bank details and Remittance advices** |
| **Payment is required in full and must accompany the payment form (above).**    Our bank details are:   |  | | --- | | Account Name. **CAA Global**  Account Number. **25577026**  Sort Code. **56-00-20**  SWIFT. **NWBKGB2L**  IBAN. **GB51NWBK56002025577026**  Bank Name. **National Westminster Bank plc, Holborn Circus Branch, PO Box 204,  London EC1P 1DU** |   A remittance is required for all bank transfer payments. |