



Referral of allegation about candidate(s)

Your personal details

Surname		
First name(s)		
<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify):		
Address:		
Postcode:		
Telephone:	Home:	
	Work:	
	Mobile:	
Which would you prefer us to use if we need to contact you by telephone:		
Email:		

Please note that we will send a copy of the allegation (excluding this page) and any correspondence from you in relation to the investigation to the member concerned.

Please indicate below whether you authorise CAA Global Limited to disclose the following to the respondent (if included in any future correspondence or in any documentation provided to support the allegation), bearing in mind he/she may already have these details through prior correspondence between you.

		Yes	No
Address:	Work		
	Home		
Telephone:	Work:		
	Home:		
	Mobile:		
Email:	Work		
	Private		

Referral of allegation about candidate(s)

Your personal details	
Surname	
First name(s)	
<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please specify):	

Details of the candidate(s) you wish to refer an allegation about	
Surname	
First name(s)	
Address (if known):	
Postcode:	
Surname	
First name(s)	
Address (if known):	
Postcode:	
Surname	
First name(s)	
Address (if known):	
Postcode:	
Surname	
First name(s)	
Address (if known):	
Postcode:	

Details of the allegation

Have you already raised the allegation with the candidate(s)? Yes No

If yes, please state when you raised it:

and what the outcome was:

Have you already raised the allegation with any other organisation or person? Yes No

If yes, please give name of organisation or person:

And the date when you raised it:

and what the outcome was:

When did the actions leading to this allegation take place?

If this was more than five years ago, please say why there has been a delay in referring this matter.

Please say what your allegation is about. Include what, in your view, the candidate has done wrong. State the facts as clearly as you can, in a logical order, and stick to what is relevant to the allegation. Use extra pages if required.



Other people with information to help an investigation

Please give the names and addresses of any other people who you believe may be able to help us to investigate this matter.

Name:

Address:

Name:

Address:

Documents to support the allegation

Please send us copies of any papers that you have which may support the allegation. **Please do not send original documents.** Please list below what you have sent:

Have you written to CAA Global Limited before about this matter?

Yes

No

If yes, please give date of your letter:

Please note that we will send a copy of the allegation and any correspondence from you in relation to the investigation to the Candidate concerned.

Please sign and date your completed form:

Signed:		Print name:
Dated:		

Send to:
Discipline Investigation Team
CAA Global Limited
c/o Institute and Faculty of Actuaries
Level 2 Exchange Crescent
7 Conference Square
Edinburgh, EH3 8RA

Telephone: +44 (0)131 240 1324
Email: discipline@caa-global.org