

MSI Application by Seniority, Experience & Professional Qualifications

All questions to be answered and printed in ink and in block capitals.

- Please refer to Notes for Guidance
- Please remember to enclose all required documents and payment details

1. Personal details	
Surname _____	
Forename(s) _____	
Title _____	Date of Birth _____
Home address _____ _____	
Postcode _____	
County _____	Country _____
Tel. _____	Mobile _____
Email _____	

2. Work details	
Firm name _____	
Job title _____	
Department _____	
Firm address _____ _____	
Postcode _____	
County _____	Country _____
Direct tel. _____	Direct fax _____
Mobile _____	Email _____

Please indicate where you wish correspondence to be directed to: Home Business

3. Career Details <i>(Please refer to Notes for Guidance)</i>	
Please indicate the number of years industry experience you have _____	
Your current employment if applicable <i>(*Please enclose a curriculum vitae)</i> _____	
Job Title _____	Date appointed _____
<i>*Please enclose a role profile/job description and organisation chart and indicate whether you are a Senior Manager as defined by FSA or other regulator.</i>	

4. Professional Membership <i>(*Please enclose evidence of membership)</i>		
Please list membership of any other relevant organisations, including category of membership and year of entry. Examples of relevant organisations are: AIMR, The Law Society, Law Society in Scotland, Chartered Institute of Bankers, Institute of Chartered Accountants in Scotland, Chartered Institute of Management, ICAEW and ACCA.		
Organisation _____	Category _____	Year of entry _____
_____	_____	_____
_____	_____	_____

5. Relevant Academic and Professional Qualifications <i>(*Please enclose evidence of qualifications)</i>		
Qualifications obtained: list relevant graduate and/or relevant qualifications include MSc, MBA, and any professional qualification giving title of qualification, place of study (institution) and year qualification achieved.		
Qualification _____	Place of study _____	Year of entry _____
_____	_____	_____
_____	_____	_____

6. Please indicate any duties you have undertaken for the Institute or any relevant appointment you have held, or any further information which you consider relevant.

Notes for Guidance

1. All applications will be based on a points system, which can be found overleaf. Please use this grid as guidance when applying, as the application fee is non-refundable.
2. As the scheme is aimed at senior professionals, the process has been designed to be rigorous but as streamlined as possible, making use of existing documentation already possessed by applicants.
3. **Senior/Middle Management Role:** In establishing your seniority the SII will be guided by the FSA controlled functions (if applicable), your CV and the organisation chart submitted.
4. **Experience required:** Applicants will normally require a minimum of fifteen years experience in the industry, there are further points awarded for those with twenty plus years experience.
5. **Relevance of Experience:** Your peers on the Membership Committee will be able to decide this, bearing in mind the full range of investment and securities related work, undertaken across the sector.
6. **Qualifications:** A list of relevant professional qualifications can be found on the SII website. Copy of the certificate or other evidence will need to be attached with the application.
7. **SII supporter:** The involvement with the Institute past or present that will be recognised includes committee work, exam panels, event speaker or exam writers.
8. **Sponsors of your application:** As a non-member, you are required to provide 2 sponsors one of which should be a FSI and the other would normally be the Managing Director or CEO of your firm. Brief Statements from each sponsor supporting your application is required. If you cannot identify an FSI sponsor then your application will be referred automatically to the Membership Committee.
9. **Fees:** Payment must be included with the application form before it can be processed. The £120 registration fee is non refundable.
10. **Payment methods:** Payment can either be made by attaching a cheque to the application form or including your credit card details.
11. Applications will normally take approximately one month to process, but may take up to 3 months after the application is received.
12. In the case of an appeal against the original decision, the application will be reviewed by the full Membership committee and their decision is final.
13. Relevant documents that need to be included with your application are:
 - Curriculum Vitae
 - Evidence (or copy) of any relevant qualifications
 - Evidence of membership of relevant professional bodies/associations
 - Current job description/role profile
 - Current organisation chart
 - Statements of support from sponsors (only applicable if non SII member)
 - Evidence of senior/middle management position
 - Copy of relevant professional qualification

MSI by experience - Points system

Eligibility criteria	Points awarded	Actual Points
Evidence of Senior Management role	5	
Evidence of Middle Management role	1	
Experience:		
20 years + relevant industry experience, or	5	
15 years + relevant industry experience	3	
Relevant Qualification:		
Relevant professional qualification, or	2	
BSc in Financial Accounting or relevant degree	2	
Actively demonstrated presently or in the past support of the SII (i.e. committee work, speaking at SII events, exam writer, etc)	1	

Points system used by SII

11 points or above	Normally acceptable - formal ratification through Membership Committee
9 to 10 points	Borderline case - referred to Membership Committee nominees for decision
8 points or below	Not acceptable - letter detailing reasons to be sent, ratification through Membership Committee

There is an alternative route to MSI for SII Diploma or SII Masters achievers and holders of relevant professional qualifications.

Please see our website or contact the Membership department for details of this.

Your application will be treated in the strictest confidence.

We look forward to receiving your completed application form.