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Accredited Funds Professional designation application form

Section 1: Personal Details

Please supply us with your up-to-date contact details in the spaces provided for below. Please note if your contact details change it is your responsibility to update them on IOB Learn (iob.ie) under "Member Resources | My Details".

Personal details

Membership number

First name

Surname

Date of Birth / /

Contact email*

Mobile*

Work details

Employer Name

Department

Staff number

Contact details

Address

*Note: Future correspondence will be in electronic format via IOB Learn on IOB's website iob.ie. You will be alerted by email and SMS when new correspondence is posted to the Correspondence Section in IOB Learn. Please ensure your current email and mobile details are up to date. Postal correspondence e.g. parchments may be sent to the contact address you specify above

CPD requirement

Your CPD requirement for the current year is 10 hours* as set out in the guidelines and regulations (available at iob.ie/cpdrules). 5 hours must be relevant to Specialist Content and 1 hour relevant to Ethics.

**If your application is following qualification from the August – December exam board your requirement of 10 hours will commence the following January.*



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Section 2: Designation Criteria

Please tick one of the following

<p>Professional Certificate in International Investment Fund Services I have successfully completed the Professional Certificate in International Investment Fund Services¹ qualification (you do not need to complete Section 3 Declaration of Work Experience).</p>	
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OR

<p>Work Experience</p> <p>I have at least four years' minimum relevant work experience in the funds industry (please complete Section 3 Declaration of Work Experience) which meet the Professional Certificate in International Investment Fund Services programme competencies set out below:</p> <ul style="list-style-type: none"> • Demonstrate an understanding of the legal and regulatory framework for the funds industry. • Explain the different fund structures; investment strategies and the portfolio instruments involved in these; and the documents required in order to establish a fund. • Explain the roles of the various parties involved in a fund. • Explain the various risks involved in running a fund, including risks involved in delegation / outsourcing. • Demonstrate the importance of a correct NAV calculation, the inputs required and the impact of an incorrect NAV to all stakeholders. 	
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OR

<p>I have completed the Financial Services elective as part of the Final Admitting Exams to Chartered Accountants (please provide evidence of qualification with your application. You do not need to complete Section 3 Declaration of Work Experience).</p>	
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Annual membership and CPD fees

IOB's annual membership fee of €80 (if not already paid) and the Accredited Funds Professional designation fee of €115 is due with this application form. These fees are annual fees and will be due again next January (unless applying in November or December).

PAYMENT: If the fee(s) are being covered by your employer under an agreed *Fee Payment Facility** we will invoice your employer for the relevant fee(s). Otherwise please complete the payment details form ([link here](#)) and return for processing. If you do not wish to provide card details, we will contact you for payment when processing your form.

* Some corporate members have an arrangement to pay the annual fee(s) on your behalf, directly to IOB by group invoice, please check with your HR/training department to check if they have a Fee Payment Facility in place.

¹ Including graduates of the previously named programmes; Certificate in Mutual Funds, Professional Certificate in Investment Fund Services and Specialist Certificate in Investment Fund Services.



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Section 3: Declaration of Work Experience

<i>Employer</i>	<i>Position</i>	<i>Start date</i>	<i>End date</i>
Description of duties – Please outline the nature of your main duties in this role			

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Description of duties – Please outline the nature of your main duties in this role			

I hereby confirm the above-named employee's attainment of the programme competencies through industry work experience as outlined above:

Employer Name* (BLOCK CAPITALS)	<input type="text"/>	Position (BLOCK CAPITALS)	<input type="text"/>
Employer Signature*	<input type="text"/>	Date	<input type="text"/>

Please note that you must meet the experience requirement in order to be eligible to apply for the designation. If you do not have the experience your application cannot be processed at this time. Please note a random audit of experience requirement will be carried out.



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Data protection notice

About this data protection notice

This data protection notice sets out details of the personal data relating to you that we collect and how we process it. If you choose to sign up for educational programmes or other services, we may make further privacy notices and information available to you relating to how we use your personal data in connection with those services.

Who collects your data?

Your data is collected by The Institute of Bankers in Ireland, 1 North Wall Quay, Dublin 1 (trading as IOB) ('IOB', 'we', 'us', 'our'). IOB is a Data Controller and is committed to protecting your rights in line with the General Data Protection Regulation (GDPR).

What information do we collect about you?

In order to provide our services to you we collect identifying, contact, employment and, where relevant, payment information from you when you fill out this application form. We may also collect and process personal data in connection with our ongoing relationship with you, such as via your online CPD record, correspondence and calls with you and in relation to your participation as a member in events organised by us. From time-to-time, we may collect personal data relating to you from third party sources, such as your employer.

Am I required to provide the information?

We require you to complete the mandatory field(s) identified in our application form for the purposes of entering into a contract with you. If you do not provide us with the information required, we may be unable to process your application to become a designate/CPD Member.

How will your information be used?

Information gathered and generated during the course of your designation/CPD membership, may be used and disclosed by IOB for all purposes which are reasonably incidental to the administration of your designation/CPD membership of IOB, including for the following purposes:

- providing you with CPD services, supports and communications
- assessing your CPD compliance
- giving you access to on-going learning and networking opportunities including forums where relevant
- organisation of events, conferences and webinars
- collection of your fees
- providing other operational supports including IT support
- providing and promoting information on our membership, education, designation and continuing professional development services
- safeguarding and promoting the welfare of members
- carrying out surveys and statistical analysis
- confirm details relating to you to your employer, where they have a legitimate interest in receiving those details
- tailoring communications to make them relevant to any preferences that you have demonstrated
- establishing, exercising, or defending legal claims.

What are our legal bases for processing your personal data?

We process personal data on the following legal bases.

- The processing of your information is necessary to take steps at your request prior to entering into this designation/CPD membership contract with you, and for the performance of this designation/CPD membership contract between IOB and you.
- The processing is necessary for the purposes of our legitimate interests or the legitimate interests of a third party to whom we provide your personal data. We will not process your personal data for these purposes if our or the third party's legitimate interests should be overridden by your own interests or fundamental rights and freedoms. The legitimate interests pursued in this regard consist of:
 - conducting our business in a meaningful and lawful manner;
 - dealing with any disputes that may arise;
 - carrying out direct marketing, subject to any preferences communicated by you; or



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- providing information relating to you to your employer, where they have a legitimate interest in obtaining that information.
- In certain limited circumstances, we rely on your consent as our legal basis for processing.
- The processing is necessary for compliance with a legal obligation (e.g., "Fitness & Probity").

Who receives your information?

We will share your information with our trusted service providers (e.g. printers, IT support, auditors, legal advisors, and other professional advisors).

We may disclose your information to your employer or the Central Bank of Ireland e.g., to confirm details regarding designation CPD schemes or to inform your employer where a designation is removed including due to membership default or resignation, for management of fees, and/or Regulation and/or Fitness and Probity requirements.

We may also disclose your information to other legal and regulatory bodies where requested or where required by law. We expect these third parties to have the same levels of information protection that we have. In some cases, we share information via systems that we control and where we do this, we require the third-party recipients to comply with appropriate terms and conditions that govern access to those systems.

How long will your information be held?

Your information will be retained for no longer than necessary to provide our services to you and for such a period of time after this as is necessary to comply with our obligations under applicable law and, if relevant, to deal with any claim or dispute that may arise in connection with our relationship with you.

What are your rights?

You have the following rights, in certain circumstances and subject to applicable exemptions:

- You are entitled to ask for a copy of the personal data, which IOB holds about you.
- The right to have any inaccuracies in your personal data amended.
- The right to object to the processing of your personal data.
- The right to have the personal data that we hold about you erased.
- The right to restrict the processing of your personal data.
- The right to receive your personal data, which you provided to us, in a structured, commonly used and machine-readable format or to require us to transmit that data to another controller.
- Where processing is based on consent, you have the right to withdraw your consent at any time

If you want to exercise any of these rights, please contact IOB's Data Protection Officer using the contact details below.

If you are unhappy with the way in which your personal data has been processed, you may in the first instance contact IOB's Data Protection Officer using the contact details below.

IOB has a Data Protection Officer who can be contacted through dataprotection@iob.ie or by writing to:

The Data Protection Officer, IOB, 1 North Wall Quay, Dublin 1.

If you remain dissatisfied, then you have the right to apply directly to the Data Protection Commission for a decision. The Data Protection Commission can be contacted at:

Data Protection Commission, 21 Fitzwilliam South, Dublin 2, D02 RD28, dataprotection.ie



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Additional products and services

From time-to-time, IOB would like to keep you updated about products and services which we will offer by email, post, SMS and other electronic means.

If you would prefer not to receive these updates, please tick the relevant box(es) below:

	Tick if you do NOT want to receive updates
Membership (e.g. Member Events, Quarterly Newsletter, Career Portal)	<input type="checkbox"/>
Education (e.g. New and Existing Programmes, Open Evenings, Programme Taster Lectures, Masterclasses)	<input type="checkbox"/>
Designation/Continuing Professional Development (CPD) (e.g. CPD Webinars, CPD Competitions)	<input type="checkbox"/>

If you have previously opted out of receiving updates on additional products and services and now wish to receive updates, please manage your preferences under "Member Resources | My Details" at iob.ie

Privacy/Employee Funding

If you are taking part in this CPD scheme in a private capacity (i.e. outside the course of your employment) and funding the designation fee yourself, you may indicate that your designation information should not be disclosed to your employer. **If you do not wish this information to be disclosed to your employer**, please tick the box below:

I can confirm that I am participating in this CPD scheme outside the course of my employment and funding the initial and subsequent annual designation fees myself.	<input type="checkbox"/>
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However, if your employer subsequently seeks such information in relation to you and submits evidence to us that you took part within the course of your employment, we reserve the right to disclose your information to your employer.

If you wish to change this preference in the future, please contact info@iob.ie

Declaration

I wish to apply for Accredited Funds Professional Designation and CPD membership.

I have read in full, understand and agree to be bound by the terms and conditions for designation as an Accredited Funds Professional set out and referred to online at iob.ie/cpdrules and iob.ie/terms

Signature

Date

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Please return the completed form as soon as possible to cpdapplications@iob.ie