

Examination entry form 2017

Joint
Insolvency
Examination
Board

Please print in block capitals

1 YOUR DETAILS

Name (title/forename/surname)

Previous names

Date of birth

ICAEW student number (if known)

2 CONTACT DETAILS

Please indicate below whether this is your permanent or temporary address Permanent address temporary address

Address

Telephone

Postcode

Email

Please indicate if you would like your results sent to you by SMS and/or email.

If so, please ensure that your email address and/or mobile number are correct, as JIEB cannot accept responsibility for mistakes when using the information you have provided. Please note that the deadline for altering your results release preferences, including if you wish to appear on the Published Pass List is 12 February 2018. Please contact our student support on +44 (0)1908 248 250.

3 ETHNIC ORIGIN

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:

- | | | |
|---|--|--|
| <input type="radio"/> White English | <input type="radio"/> Mixed -White and Black African | <input type="radio"/> Black Caribbean |
| <input type="radio"/> White Scottish | <input type="radio"/> Mixed - White and Asian | <input type="radio"/> Black African |
| <input type="radio"/> White Welsh | <input type="radio"/> Mixed Other | <input type="radio"/> Black Other |
| <input type="radio"/> White British | <input type="radio"/> Asian Indian | <input type="radio"/> Chinese |
| <input type="radio"/> White Irish | <input type="radio"/> Asian Pakistani | <input type="radio"/> Malay |
| <input type="radio"/> White Northern Irish | <input type="radio"/> Asian Bangladeshi | <input type="radio"/> Other |
| <input type="radio"/> White Other | <input type="radio"/> Asian Other | <input type="radio"/> Do not wish to say |
| <input type="radio"/> Mixed - White and Black Caribbean | <input type="radio"/> Arab | |

4 PREVIOUS EXAM HISTORY

If you have previously sat a JIEB exam please indicate your last sitting date. Enter the year next to the appropriate paper.

Liquidations

ACVAR

Personal

5 EXAMINATIONS

The closing date for applications is Wednesday 6 September 2017 - late applications will not be accepted under any circumstances. Please select which examination(s) you wish to sit and under which law:

	Law of England and Wales	Law of Scotland
Liquidations - Monday 6 November (morning)	<input type="radio"/>	<input type="radio"/>
ACVAR - Tuesday 7 November (morning)	<input type="radio"/>	<input type="radio"/>
Personal - Wednesday 8 November (morning)	<input type="radio"/>	<input type="radio"/>

Please ensure you make the correct selection of examination(s) and under which law. Incorrect selection of examination and/or jurisdiction requiring a change after the entry deadline may be subject to an administration charge of £50.

6 FEES

Cheque to accompany the application form made payable to the JIEB, must be submitted to the relevant body at the address overleaf by 6 September 2017.

£500 - one paper £1,000 - two papers £1,500 - all three papers

7 EXAMINATION CENTRE SELECTION

Please enter a '1' for your first choice and a '2' for your second choice.

Belfast	Birmingham	Bristol	Cardiff	Edinburgh
Glasgow	Leeds	London	Manchester	Newcastle
Norwich	Nottingham	Plymouth	Southampton	

If you do not make a second choice, one will be allocated for you. We endeavour to place candidates in their first choice centre but cannot guarantee this. Incorrect selection of an examination centre requiring an administrative change after the entry deadline may be subject to a fee of £50.

8 PROFESSIONAL BODY OR DEPARTMENT

Please indicate which Professional Body or Department you are applying through:

Date membership commenced

- The Association of Chartered Certified Accountants
- Chartered Accountants Ireland
- Insolvency Service (Northern Ireland) (previously known as the Department of Enterprise, Trade and Investment)
- Insolvency Practitioners' Association
- The Institute of Chartered Accountants in England and Wales
- The Institute of Chartered Accountants of Scotland

Please indicate whether you are

- An accountant A lawyer Other

Membership number within this body (where applicable)

It is important that you enter this number to ensure that your unique examination record is kept up-to-date

9 PROFESSIONAL BODY OR DEPARTMENT

* Applicants applying through the Insolvency Service (Northern Ireland) must sign the self certification below: I certify that subject to passing this examination, it is my intention to make an application to the Insolvency Service (Northern Ireland) for authorisation to act as an Insolvency Practitioner. I have read and understand the Insolvency Service (Northern Ireland) form IA1 - 'Application for Authorisation to Act as an Insolvency Practitioner', together with the leaflet 'Guidance Notes for Persons Seeking Authorisation to Act as an Insolvency Practitioner.' I further certify that subject only to passing this examination I am able to satisfy the Secretary of State [or within two years will be able to satisfy the Secretary of State] that I meet the additional requirements with regard to education and practical training and experience. I understand that the Insolvency Service (Northern Ireland) will only grant my application if it appears to the department that I am a fit and proper person to act as an Insolvency Practitioner

Signature

Date

10 EXAMINATION RESOURCES

Your examination script(s) remains the property of the JIEB.

However, please tick this box if you **do not** agree to the JIEB using your script(s) for the purpose of examination resources.

NOTE

Please note that the JIEB examinations will be changing format in 2018. The exams will consist of two papers instead of three papers. For further information please go to **JIEB.co.uk**.

11 NOTES

This completed application form must be submitted with the appropriate payment to the Professional Body or Department through which you are applying (to the address shown at the end of the form) no later than 6 September 2017. Late applications will not be accepted under any circumstances. It is your responsibility to ensure that the application arrives on time. Please note that proof of postage will not be accepted as proof of receipt.

Admission information, including timetable and location of the examinations, will be posted to the address entered above on 20 October 2017.

12 WITHDRAWING FROM THE EXAMINATION

If you decide you no longer wish to sit the examination(s), you must notify us of this decision in writing by 16 October 2017 in order to receive a full refund. If you cancel an entry after the cancellation deadline no refund is normally available. If you are unable to attend an examination due to illness, you may request a refund. You must make your request in writing to **logistics@icaew.com** and we must receive it within 14 calendar days from the date of examination. Your request must include appropriate medical evidence obtained no later than two days after your exam, to be considered for a refund.

13 ALTERNATIVE ARRANGEMENTS

Do you have a special requirement, indisposition, impairment or disability that may need alternate arrangements for your examinations?

YES NO

If you have answered 'Yes', you must provide details of your requirements along with appropriate supporting evidence by the closing date. If you wish to discuss this further, please telephone +44 (0)1908 248 250.

14 TERMS AND CONDITIONS

Application forms must be received by your Professional Body or Department before 17.00 on the closing date. Allowances cannot be made for any special circumstances, errors or omissions by applicants or persons acting on their behalf.

Disclaimer: The JIEB will make its best endeavours to meet its published timetables for the holding of examinations and the publication of results but will not be liable for any loss arising from students' reliance on these dates if they are not met.

Declaration: I hereby declare that the information on this application is correct and I understand that if the answers are untrue my application may be rejected or my results withheld. I am aware of the eligibility regulations and will be eligible to sit the examination for which I have applied and I agree to comply with the examination regulations, terms and conditions.

Signature

Date

USING YOUR PERSONAL INFORMATION

We will treat your personal information in accordance with data protection legislation. We will use your information for administration, communication and research. To do this we will share your information with our business partners and with organisations that help us administer our training and exams.

We may transfer your information outside the European Economic Area (EEA) eg, to one of our offices. These countries may not have similar data protection laws to the EEA.

So, if we do transfer your information we will take the necessary steps to ensure that your privacy rights are still protected.

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



If you do not wish your details to be shared with interested parties, please tick this box.

15 PREVIOUS INSOLVENCY QUALIFICATIONS

Have you passed either the certificate of Proficiency in Insolvency (CPI), run by the Insolvency Practitioners' Association, or the Insolvency qualification, run by ICAEW? Please note this is not an entry requirement for the JIEB.

Qualification

Year achieved

Certificate of proficiency in insolvency

Insolvency Qualification

16 YOUR FIRM

Please tell us how many authorised IPs work in all the UK offices of your firm:



0-3



4-9



10 or more

17 ELIGIBILITY

The syllabus and Notes to Candidates are available at [JIEB.co.uk](https://www.jieb.co.uk). You are advised to check these to verify your eligibility for the examinations and familiarise yourself with the regulations to be followed during your examination(s).

18 RESULTS

A pass list* will be published on the R3 website on 2 March 2018 ([JIEB.co.uk](https://www.jieb.co.uk)). Your personal results letter will be posted 1st class on this day.

* Please note that only candidates passing the qualification as a whole will appear on the Published Pass List



Please tick this box if you do not wish to be included on this published pass list.

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19 PAYMENT METHODS

PAY BY CHEQUE

Name (title/forename/surname)

ICAEW student number (if known)

£500 - one paper £1,000 - two papers £1,500 - all three papers

I enclose a cheque for £ made payable to JIEB

Send cheques to the Professional body or Department address below.

PAY BY CARD: A CARD HANDLING FEE OF 2% HAS BEEN ADDED

£510 - one paper £1,020 - two papers £1,530 - all three papers

Please charge my credit /debit card with the amount £

Card number

Visa, MasterCard, Amex and Maestro only
(we can not accept SOLO cards)

Valid from

(Maestro and Amex only)

Expiry date

(all cards)

Issue no

(Maestro only)

Signature

Date

Please send your completed form and payment to the Professional Body or Department through which you are applying at the address below no later than 6 September 2017. Late applications will not be accepted under any circumstances.

Candidates should only send their completed form and payment by post to one of the addresses below. Due to PCI regulations we cannot accept emails.

ICAEW
Finance
PO Box 6173
MILTON KEYNES
MK10 1TW

Authorisation
ACCA
110 Queen Street
GLASGOW
G1 3BX

ICAS
Insolvency Technical
CA House
21 Haymarket Yards
EDINBURGH
EH12 5BH

Insolvency Practitioners'
Association
Valiant House,
4-10 Heneage Lane
LONDON
EC3A 5DQ