

# Examination Entry Form 2018

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 11 February 2019. Please contact our student support on +44 (0)1908 248 250.

## 3 ETHNIC ORIGIN

I consent to the processing of my ethnicity information for the purposes of statistical analysis only.

Please tick this box to confirm your consent

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:

White English	Mixed White and Black African	Black Caribbean
White Scottish	Mixed White and Asian	Black African
White Welsh	Mixed other	Black other
White British	Asian India	Chinese
White Irish	Asian Pakistani	Malay
White Northern Irish	Asian Bangladeshi	Other
White other	Asian other	Do not wish to say
Mixed White and Black Caribbean	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

From November 2018, all JIEB candidates will sit their exams on a computer. For more information please visit [www.jieb.co.uk/computer-based-exams-cbe](http://www.jieb.co.uk/computer-based-exams-cbe)

The JIEB exams have also changed structure from three exams to two. Please visit [www.jieb.co.uk](http://www.jieb.co.uk) for more information.

The closing date for applications is Wednesday 5 September 2018 - 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

Corporate Insolvency - Tuesday 13 November 2018

Personal Insolvency - Wednesday 14 November 2018

Please ensure you make the correct selection of examination(s) and under which law. Incorrect selection of examination and/or jurisdiction cannot be changed or refunded after the closing date.

## 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 5 September 2018.

£1,000 - one paper      £2,000 - two 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.

## 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.

## 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 5 September 2018. 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 19 October 2018.

## 12 WITHDRAWING FROM THE EXAMINATION

Any requests to withdraw needs to be emailed to **logistics@icaew.com**. You can withdraw from an exam at any time to ensure you are not recorded as absent. However, a refund will be dependent on how close to the exam you make the withdrawal. To be considered for a refund you need to notify us before the closing date. After this date a refund will only be considered if appropriate medical evidence is submitted. If your notification is during the examination week medical evidence must be obtained no later than 2 days after your exam and submitted within 14 calendar days. If you are eligible for a refund this will be issued to you within 15-20 working days after the examination session.

## 13 ACCESS ARRANGEMENTS

Do you have a medical condition or disability that may require access arrangements for your examinations?

YES

NO

If you have answered 'Yes', you must email **aa@icaew.com** with your supporting documents no later than the 1 October for consideration. For further details please go to **www.jieb.co.uk/the-exams/alternative-arrangements**

I consent to my Health and Disability data being used for Examination Access Arrangements and wish to notify ICAEW of a condition/s that may fall under the above.

Please tick this box to confirm your consent

## 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

The protection of personal privacy is an important concern to ICAEW and JIEB. Any personal data collected will be treated in accordance with current data protection legislation. We will use your personal data to deliver your inclusive student services including; advice, awareness, assessment, communication, examinations, quality, regulation, research, services. Any documents submitted as part of your registration may be checked with the issuing authority to ensure their authenticity. In order to meet our student obligations to you we may share relevant personal data including examination entry and results with regulatory bodies and with external assessment, training and examination partners. For more information about our data protection policy please go to [icaew.com/dataprotection](http://icaew.com/dataprotection)

\* Version 2018/06

## 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
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Certificate of proficiency in insolvency	
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Insolvency Qualification	
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## 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](http://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 for each exam will be published on [jieb.co.uk](http://jieb.co.uk) on 1 March 2019. Your personal results letter will be posted 1st class on this day.

Please tick this box if you give your consent 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)

£1,000 - one paper

£2,000 - two 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

£1,020 - one paper

£2,040 - two 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 5 September 2018. 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

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

Authorisation  
ACCA  
110 Queen Street  
GLASGOW  
G1 3BX

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

## USING YOUR PERSONAL INFORMATION

The protection of personal privacy is an important concern to ICAEW and JIEB. Any personal data collected will be treated in accordance with current data protection legislation. We will use your personal data to deliver your inclusive student services including; advice, awareness, assessment, communication, examinations, quality, regulation, research, services. Any documents submitted as part of your registration may be checked with the issuing authority to ensure their authenticity. In order to meet our student obligations to you we may share relevant personal data including examination entry and results with regulatory bodies and with external assessment, training and examination partners. For more information about our data protection policy please go to [icaew.com/dataprotection](http://icaew.com/dataprotection)

\* Version 2018/06