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|  | Referral of allegation about member(s) |
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| --- | --- | --- | --- |
| **Your personal details** | | | |
| Surname |  | | |
| First name(s) |  | | |
| 🞎Mr 🞎Mrs 🞏Miss 🞎 Ms 🞎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.**

Office use only

Please indicate below whether you authorise the Institute and Faculty of Actuaries 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:  Office use only | Work |  |  |
| Home |  |  |
| Telephone: | Work: |  |  |
| Home: |  |  |
| Mobile: |  |  |
| Email: | Work |  |  |
|  | Private |  |  |

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|  | Referral of allegation about member(s) |
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|  |  |
| --- | --- |
| **Your personal details** | |
| Surname |  |
| First name(s) |  |
| Mr Mrs Miss  Ms Other (please specify): | |

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| --- | --- |
| **Details of the member(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: |  |

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| --- | --- |
| **Details of the allegation** | |
| Have you already raised the allegation with the member(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 member 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. | |

|  |  |
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| **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 the Institute and Faculty of Actuaries 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 member concerned.**

**Under the Disciplinary Scheme you do not have a formal role and are not a party to the process**. When an allegation is made about a Member, the IFoA takes over the allegation and investigates it. We may ask you to provide more details about the allegation and relevant documentation in order to assist our investigation, however, it is up to us as to how to manage the investigation. In making an allegation against a Member you accept that the IFoA will decide how to best investigate the matter.

**Please sign and date your completed form:**

|  |  |  |
| --- | --- | --- |
| Signed: |  | Print name: |
| Dated: |  | |

**Send to:**

|  |
| --- |
| Michael Scott, Head of the Disciplinary Investigation Team  Email: [Disciplinary.Enquiries@actuaries.org.uk](mailto:Disciplinary.Enquiries@actuaries.org.uk)  Telephone: +44 (0)131 240 1307 |