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|  | Self Referral Form |
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This form should be used by IFoA members to report their own conduct to the IFoA. The IFoA will consider the information provided and will decide whether any action needs to be taken, including whether a referral should be made to the Disciplinary Scheme.

IFoA members have a duty to disclose, as soon as is reasonably possible,to the IFoA any of the following to which they become subject:

* an adverse final determination, judgement, or disqualification by a regulatory body acting in the exercise of its statutory or regulatory function;
* a court finding of fraud or dishonesty;
* a conviction of a criminal offence.

IFoA members must also report to the IFoA, as soon as is reasonably practicable, any matter that appears to constitute Misconduct under the Disciplinary Scheme.

Further information about members’ reporting obligations can be found on the [Actuaries’ Code webpages](https://actuaries.org.uk/the-actuaries-code/).

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| **Your personal details** | | | |
| ARN |  | | |
| Surname |  | | |
| First name(s) |  | | |
| 🞎Mr 🞎Mrs 🞏Miss 🞎 Ms 🞎Other (please specify): | | | |
| Address: |  | | |
| Postcode: |  | | |
| Email: |  | | |
| **Details of the matter you are reporting to the IFoA** | | | |
| When did the conduct take place? | |  | |
| If there has been a delay in reporting this matter to the IFoA, please explain why. | | | |
| Please provide full details of the matter you wish to report. | | | |
| Please provide details of any mitigating circumstances which are relevant to the matter you are reporting. | | | |
| **Other people with information** | | | |
| Please give the names and addresses of any other people who may be able to provide information to assist the IFoA with their consideration of this matter. | | | |
| Name: |  | | |
| Address: |  | | |
| Name: |  | | |
| Address: |  | | |
| **Documents** | | | |
| Please provide copies of any supporting evidence, for example a copy of any conviction, determination or judgement. **Please do not send original documents**. Please list below what you have sent: | | | |
|  | | | |
| Have you written to the IFoA before about this matter? | | | Yes  No |
| If yes, please give the date of your communication: | | |  |

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

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

**Send to:**

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| Disciplinary Investigation Team via email:  [Disciplinary.Enquiries@actuaries.org.uk](mailto:Disciplinary.Enquiries@actuaries.org.uk) |