



Institute  
and Faculty  
of Actuaries

# Guidelines for all Disciplinary Hearing Events on the Service of Documents

by the Disciplinary Committee of  
the Institute and Faculty of Actuaries

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# Guidelines for all Disciplinary Hearing Events on the Service of Documents

## 1. Introduction

- 1.1 The purpose of these guidelines is to provide information for users of the [Disciplinary and Capacity for Membership Schemes](#) (“the Scheme”) in understanding how documents should be served.
- 1.2 There are a number of notes like this available on our [website](#), dealing with different stages of the Scheme. If you cannot find a note that deals with your query, please contact us for assistance.
- 1.3 The Disciplinary Committee’s objective in producing these guidelines is to achieve and demonstrate consistency and fairness in the operation of the Scheme. These guidelines are published on the IFoA’s website, to assist the transparency of the procedures.
- 1.4 These guidelines are not directives, nor do they limit the discretion under the Scheme of the relevant Panel or Chair.
- 1.5 The Disciplinary Committee will review this guidance every three years or earlier if the need arises.

## 2. Service of Documents

- 2.1 Any notice or document required to be served on any person under the Scheme, including notices, Case Reports, Charges and determinations, shall be served by:
  - 2.1.1 sending the notice or document by email to the email address recorded in the IFoA’s database for the person; or
  - 2.1.2 sending the notice or document by post or courier to the postal address recorded in the IFoA’s database for the person; or
  - 2.1.3 sending the notice or document to any other email or postal address nominated in writing by the person for service; or
  - 2.1.4 sending the notice or document to the business email address or postal address of the person’s nominated representative.
- 2.2 If the IFoA is aware that an email or postal address is no longer current, service will be to the last known email or postal address of the person.
- 2.3 Service by sending hard copy documents by post or courier should only happen where electronic service is not possible.

- 2.4 Where a Respondent is required to serve documents on the secretary to any Panel under the Scheme, the documents should be sent by email to the Judicial Committees Secretary at [clerk@actuaries.org.uk](mailto:clerk@actuaries.org.uk). Where email service is not practicable, documents may be served on the secretary to any Panel by post or courier to the following address:

Judicial Committees Secretary  
Institute and Faculty of Actuaries  
Level 2, Exchange Crescent  
7 Conference Square  
Edinburgh EH3 8RA

#### **Service by email**

- 2.5 Where documents are served by email, service shall be deemed to have been effected on the day the email is sent.
- 2.6 In proving that a document was served by email it shall be sufficient to provide a copy of the cover email and attachments showing the email was properly addressed to the relevant person, unless a delivery failure notification has been received.

#### **Service by post**

- 2.7 Rule 3.3 of the Scheme provides further information on service by post. This states that service of any notice or document by post shall be deemed to have been effected at the end of 48 hours from the time of posting.
- 2.8 In proving that a document has been served by post, it shall be sufficient to prove that the cover letter enclosing the document was properly addressed, stamped and posted.

### **3. Further information**

- 3.1 If you have any further questions, please contact the secretary to the Panels, whose contact details are as follows:

Judicial Committees Secretary

Email: [clerk@actuaries.org.uk](mailto:clerk@actuaries.org.uk)