**Terms & Conditions applicable to all Affiliate members of the IFoA who became affiliates before 27 January 2021**

Further to Regulation 16 of the IFoA Charter, Bye laws, Rules and Regulations (the “IFoA Constitution”), the terms and conditions below apply to Affiliate members of the IFoA:

1. As an Affiliate member of the IFoA you agree:
   1. to comply with any obligations imposed on you by the IFoA Constitution;
   2. to comply at all times with the Actuaries’ Code;
   3. to provide true and accurate information in all applications and communications with the IFoA;
   4. to comply with all reasonable requests from IFoA employees, third party representatives or contractors and observe and adhere to the IFoA’s Unreasonable Behaviour Policy found on the IFoA website;
   5. not to harm the IFoA’s reputation or brand; and
   6. to pay your Subscription Fee within the timescale as set out in the IFoA’s Subscription Policy (as reviewed, amended and approved by Council from time to time) found on the IFoA website and all other applicable charges when they are due.
2. Insofar as applicable you will comply with relevant regulatory requirements, including
   1. relevant standards (including Actuarial Profession Standards, the CPD Scheme and, for relevant work within UK geographic scope, the FRC’s Technical Actuarial Standards); and
   2. the IFoA’s Disciplinary Scheme.
3. As a member of the IFoA, the IFoA will process your personal data. The IFoA’s privacy policy explains how your personal data will be used and your rights. You can view it at <https://www.actuaries.org.uk/privacy-policy> .
4. In order for us to enable communications between the IFoA and Affiliate members, you must ensure that we have up to date information on your current email address. Unless you tell us otherwise, your email address will be the address we use for all correspondence with you.
5. If an Affiliate member has a complaint about the service received from the IFoA, the IFoA’s complaints handling procedure explains what to do if you have a complaint about us or our services. You can view it at <https://www.actuaries.org.uk/documents/ifoa-membership-complaints-policy.>
6. An Affiliate can resign their membership of the IFoA at any time by contacting <mailto:memberservices@actuaries.org.uk>.
7. The IFoA may change or alter these terms and conditions at its discretion.