

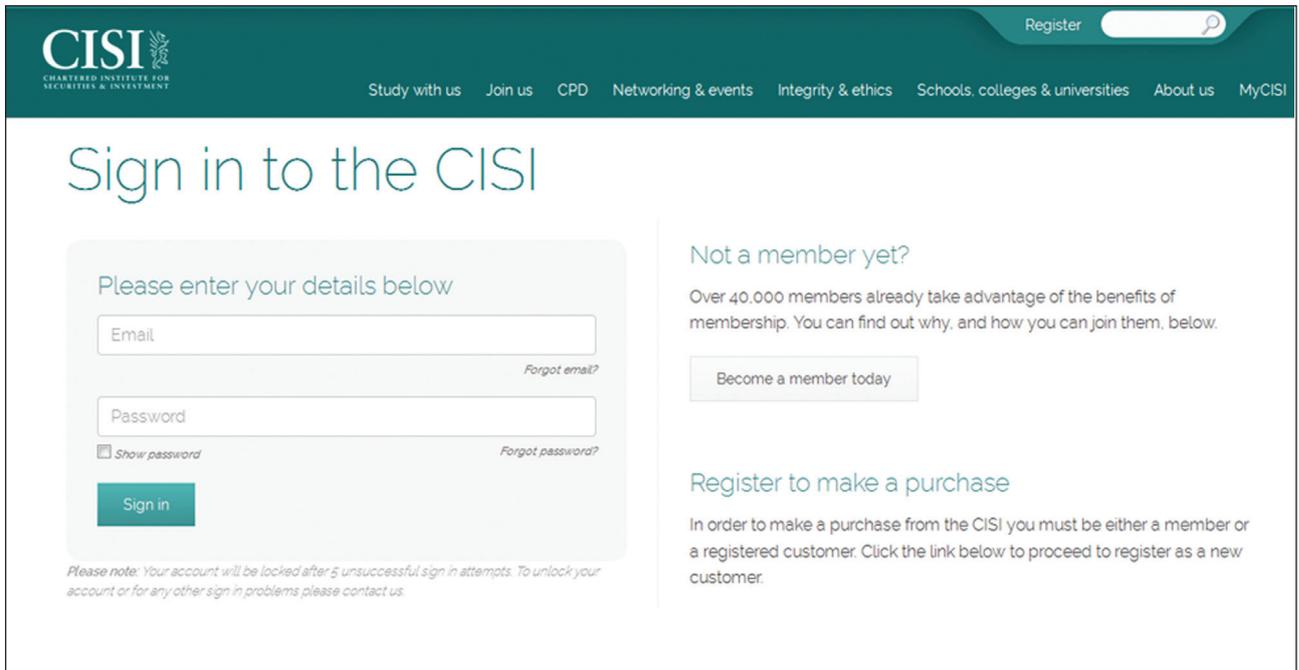
# A Guide to Renewing Your SPS Online

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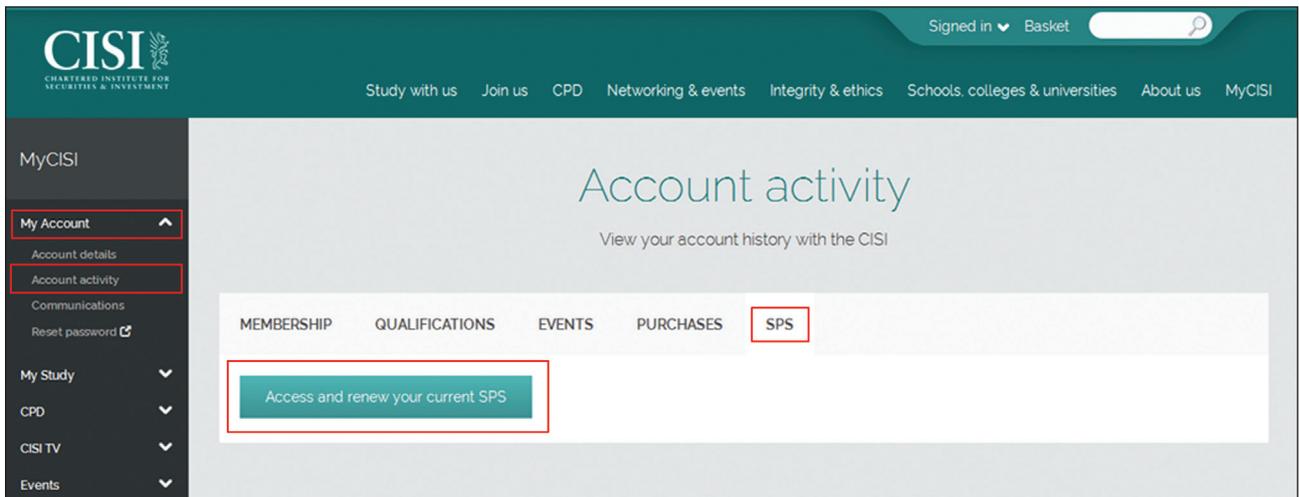
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# Accessing our Online SPS Renewal System

You can renew your SPS online via MyCISI, ([www.cisi.org/mycisi](http://www.cisi.org/mycisi)), the CISI's member only portal. To log into MyCISI, you will require your email address or CISI customer number and password.



Once logged into My CISI, select 'My Account', then 'Account Activity' and finally 'SPS' You will then have the option to click 'Access and renew your current SPS'.



## New Renewal Application

You will then be presented with the below screen in a new tab.

### SPS Applications

**NAME**

Customer Number	<b>1245667</b>
Membership Type	<b>Associate</b>
Firm Name	<b>AAAAAA</b>
Firm Verifier(s)	<b>BBBBBBB</b>
Status:	<b>current</b>
Start Date	<b>10/06/2015</b>
Expiry Date	<b>09/06/2016</b>
Earliest Renewal Date	<b>10/04/2016</b>
SPS to be verified by firm	<b>Yes</b>

This is the earliest date you can apply for your renewal

### Current or Pending Applications

Status	Type	Start Date	
Not Started	Renewal	10 June 2016	<a href="#">Start Application</a>
Complete	Renewal	10 June 2015	<a href="#">View Application</a>
Complete	Application	10 June 2014	<a href="#">View Application</a>

Select 'Start Application' to commence your renewal application

Should you wish to leave this application process at any time, select 'Save & Exit' Application.

## Expired SPSs

You can renew your SPS online up to 45 days after your SPS has expired. If your SPS has expired, beyond 45 days the status of your application will be set to 'Expired' and you will be unable to renew your SPS online. To renew your SPS, you will be required to complete and return a [manual SPS renewal form to spsapplications@cisi.org](mailto:spsapplications@cisi.org).

Please contact the CISI Customer Support Centre on +44 20 7645 0777 or email [spsapplications@cisi.org](mailto:spsapplications@cisi.org)

# Reviewing Your Details

Please review the information the CISI has listed for you to ensure all details are correct and are listed as they would appear on the FCA's Approved Persons Register (for Sole Traders and Appointed Representatives) or with your firm (Senior Managers/Certification Regime).

If any of your details are incorrect and require changing, please contact the CISI Customer Support Centre on +44 20 7645 0777 or email [spsapplications@cisi.org](mailto:spsapplications@cisi.org)

**NAME**

## Personal Details Sole Traders and Appointed Representatives

### Personal Details

CISI Membership number  
CISI Candidate number  
Title  
First name  
Middle name(s)  
Surname  
Date of birth



If you are a Sole Trader or Appointed Representative, you will be unable to continue with your application, if you do not appear as active on the FCA register.

If any of your personal details require changing, please contact the CISI Customer Support Centre on +44 20 7645 0777 or [customersupport@cisi.org](mailto:customersupport@cisi.org).

I am an Appointed Representative or a Sole Trader  Yes  No

I can confirm that my FCA numbers are correctly recorded in the boxes below:

Firm name

Your renewal start date will be:

You previously stated that your specialist RDR areas were:  Securities  Derivatives  Retail investment products and friendly society tax-exempt policies

I confirm that my 'contact details' and 'profile' as held in the 'my details' section at [MyCISI](#) are current and correct.

Have you changed any specialist areas since your last SPS application?  Yes  No

[Next](#) [Back to Applications](#)

Select the check box to confirm your details are correct.

## Personal Details for SMCR Individuals

SPS verified by firm: Yes - verification required

### Personal Details

CISI Membership number  
CISI Candidate number  
Title  
First name  
Middle name(s)  
Surname  
Date of birth



SMCR individuals must have a verifier appointed to their record in Order to complete their online SPS renewal.

If any of your personal details require changing, please contact the CISI Customer Support Centre on +44 20 7645 0777 or [customersupport@cisi.org](mailto:customersupport@cisi.org).

I work under the SMCR and my firm FCA reference number is

Firm name

Your renewal start date will be:

You previously stated that your specialist RDR areas were:  Securities  Derivatives  Retail investment products and friendly society tax-exempt policies

I confirm that my 'contact details' and 'profile' as held in the 'my details' section at [MyCISI](#) are current and correct.

Have you changed any specialist areas since your last SPS application?  Yes  No

[Next](#) [Back to Applications](#)

Select the check box to confirm your details are correct.

## Specialist RDR Areas

If your specialist RDR areas have not changed since your last application, select 'No' and 'Next' to proceed.

Have you changed or added any RDR specialist areas since your last SPS application?  Yes  No

Please amend your specialist RDR areas as necessary. You will be required to upload evidence for your new specialist areas such as certificates of qualifications or gap-fill or confirmation letters. For more detailed information about appropriate examples of evidence, please visit [www.cisi.org/sps](http://www.cisi.org/sps) or email [rdr@cisi.org](mailto:rdr@cisi.org)

To upload evidence, select 'browse', attach your evidence and 'upload'.

Have you changed or added any RDR specialist areas since your last SPS application?

Yes  
 No

Please detail the RDR specialist areas you have added since your last SPS application

	Securities	Derivatives	Packaged Products
Added	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Removed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please attach evidence.

No file selected.

Select 'Next' to proceed

## RDR CPD Requirements

The CISI online renewal system will automatically identify if you have achieved the required CPD hours. If your firm's in-house CPD scheme has been accredited by the CISI, the hours you have gained via this scheme will be identified also.

SPS verified by firm: No

**RDR CPD Requirements**

CPD is a mandatory requirement for all SPS renewals. Please see the CISI guidance at [cisi.org/rdr](https://cisi.org/rdr) for more information.

We've automatically checked you have met the RDR CPD requirements

**CPD Audit Declaration**

I confirm that if selected for CPD audit, I will cooperate fully with the CISI and provide a completed audit pack, which meets the CISI audit requirements, within 35 days

You will be required to confirm your adherence to the CPD Audit Declaration by selecting the check box.

Please note:

If you have not met the required CPD hours under the RDR, you will be unable to proceed with your application. Contact the CISI Customer Support Centre on +44 20 7645 0777 or email [cpdscheme@cisi.org](mailto:cpdscheme@cisi.org)

## APER/COCON Requirements & CISI Code of Conduct

You will be required to confirm your adherence to either the FCA APER requirements or the FCA COCON requirements. This is dependent on whether your firm now fall under the new Senior Managers Regime as to which is applicable.

You will also need to accept the CISI's Code of Conduct by selecting a check box for each statement. If you do not select these check boxes, your application cannot be processed.

**APER/COCON Requirements**

I confirm that I understand and have fully complied with the [FCA APER requirements](#) or [FCA COCON requirements](#) (whichever is applicable) over the preceding 12-months.

**CISI Code of Conduct**

I confirm that I understand and will fully comply with the [CISI Code of Conduct](#) over the following 12-months.

# Declaration and SPS Terms and Conditions

As the advisor applying for the SPS renewal, you must confirm you have read, understood and agreed with the declaration and the CISI's SPS terms and conditions by 'ticking' the check box. If you do not agree to the declaration and the SPS terms and conditions your application cannot be processed.

## Declaration

This section **must** be completed by the adviser for whom an SPS is being applied for. No other persons are permitted to complete this section of the application form.

- I am a retail investment adviser as defined by the FCA and I currently work within the Financial Services sector as defined by the RDR.
- I confirm that this application is a true and accurate reflection of my status and competence. I understand that if I am found to have provided the CISI with a false declaration or false information in relation to any aspect of this SPS application, then this may result in the SPS not being issued or subsequently withdrawn.
- I understand that if issued with an SPS by the CISI, this is subject to passing a CPD audit if selected.
- I understand that if issued with an SPS, this will remain the property of the CISI and can be withdrawn at any time upon request.
- I agree to inform the CISI immediately if any information related to this application changes.
- I confirm that I understand and will fully comply with the [CISI Code of Conduct](#)
- I confirm that if selected for CPD audit, I will cooperate fully.

By ticking this checkbox I confirm that I have read, understood and agreed to the CISI's SPS terms and conditions above, and those available at [cisi.org/rdrspapplication](http://cisi.org/rdrspapplication)

[Back](#) [Submit Application](#) [Save and Exit Application](#) [Back to Applications](#)

## Submit Application

If your SPS renewal has been paid in advance, as part of your CISI annual membership renewal, select 'Submit Application' to complete your application.

By ticking this checkbox I confirm that I have read, understood and agreed to the CISI's SPS terms and conditions above, and those available at [cisi.org/rdrspapplication](http://cisi.org/rdrspapplication)

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## Next

If your SPS renewal application requires payment. Select 'Next' to proceed to the payment screen.

# Payment

You are required to pay for your renewal application via credit card. Once your payment has been made, you will be able to submit your application to the CISI.

SPS verified by firm: Yes - verification required

## NAME

SPS verified by firm: No

## Payment

Please select an option below:

### CISI Members

I am paying for my SPS on application. (Price of SPS Renewal)

Card number   
Start date MMY   
Expiry date MMY   
Switch/AMEX issue date   
Switch only issue no.   
Security Number

[Take Payment](#)

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Complete your details and select 'Take Payment'. Once your payment has been made, you will be prompted to submit your application.

## Application Submission

Once you've submitted your application, you will receive email notification advising you that your application has been approved by the CISI.

If you have made changes to any of your details, your application will be submitted to the CISI for review. You will receive notification via email once your application has been approved by the CISI.

If your employer has indicated that firm verification is required, then your application will be sent to the nominated firm verifier(s) for approval before it will be processed by the CISI. You will receive notification of this via email. Notification will also be sent to you via email once your firm verifier(s) has approved your application.

If you have any questions, or if you require any further information, please contact the CISI Customer Support Centre on +44 20 7645 0777 or email [spsapplications@cisi.org](mailto:spsapplications@cisi.org)

# PDF of SPS Certificate/SPS Statement

Once your application has been approved, you will be able to generate your PDF SPS certificate as well as a PDF SPS statement through your MyCISI online portal.

## SPS Applications

Customer Number  
Membership Type  
Firm Name  
Firm Verifier(s)  
Status: current  
Start Date 06/02/2020  
Expiry Date 05/02/2021  
Earliest Renewal Date 07/12/2020  
SPS to be verified by firm Yes

Select 'View Application' to access your PDF certificate & statement.

## Current or Pending Applications

Status	Type	Start Date	
Complete	Renewal	06 February 2020	<a href="#">View Application</a>
Complete	Renewal	06 February 2019	<a href="#">View Application</a>
Complete	Renewal	24 March 2017	<a href="#">View Application</a>
Complete	Application	24 March 2016	<a href="#">View Application</a>

[Download SPS Statement](#)

[Download PDF Certificate of SPS](#)

SPS verified by firm: Yes - verified Verified by:

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20 Fenchurch Street, London EC3M 3BY

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- the\_cisi