

# CISI Statement of Professional Standing (SPS) Policy: SPS – Appeals Process

This policy relates to appeals in relation to the CISI's SPS decisions, in accordance with the UK Regulator's requirements.

## Definitions

Throughout this document, the following terms will have the following meanings:

“RDR”	Retail Distribution Review
“FCA”	Financial Conduct Authority
“SPS”	Statement of Professional Standing
“CISI”	Chartered Institute for Securities & Investment
“CPD”	Continuing Professional Development
“Applicant”	The individual applying for a new SPS or the renewal of an SPS
“Holder”	The individual to whom a valid SPS has been issued

In all instances, references to the singular shall be deemed to include the plural where necessary and/or appropriate. References to the masculine shall be deemed to include the feminine and vice versa.

## 1. Background

Following the implementation of the UK Regulator's Retail Distribution Review (RDR) on 31 December 2012, Retail Investment Advisers will require a Statement of Professional Standing (SPS) to practice their profession. Advisers need to obtain an SPS from an Accredited Body. The CISI is an Accredited Body recognised to provide the independent verification required under TC 2.1.27 R to issue SPSs to Retail Investment Advisers. This policy sets out the procedure for appeals relating to a CISI SPS decision.

## 2. CISI SPS requirements and outcomes

The CISI will accept applications for an SPS from current CISI members (excluding Student members) and current employees of CISI Corporate Supporter firms affected by the RDR. The requirement to have an SPS applies to all retail investment advisers.

To obtain an SPS, an adviser must:

- be able to provide verifiable evidence that they have met the requirements in TC 2.1.1 R of having obtained an RDR appropriate qualification (key a or b in the FCA Appropriate Qualifications list – TC Appendix 4);
- be able to provide verified gap-fill, to meet the FCA's RDR gap-fill requirements (applicable only if verified by the CISI before 1 January 2021);
- be able to provide verifiable evidence of having undertaken acceptable Continuing Professional Development (CPD) as required by the FCA in TC 2.1.15, unless exempt from this requirement (details at [cisi.org/cpdrdr](http://cisi.org/cpdrdr)).

- confirm that they have complied with the FCA Code of Conduct Rules COCON or Statements of Principle and Code of Practice for Approved Persons (APER) - (Applicable to Appointed Representatives).
- confirm that they have adhered to the CISI's Code of Conduct
- be certified/assessed on the FCA register unless they are an Appointed Representative where they will be required to hold an active CF30 registration with the FCA.

### 3. CISI SPS Decisions

3.1 If an Applicant or Holder fails to meet any of the SPS eligibility criteria listed by the FCA, is the subject of a disciplinary decision by the CISI, FCA, or any other party, the CISI may:

- Refuse to issue an SPS
- Cancel an SPS that has been issued

3.2 Should such action be necessary the Applicant or Holder will be notified in writing to the address held on the CISI membership register or by e-mail to the e-mail address held on the CISI database within three working days of the decision. The notification will be deemed to have been received by the Applicant or Holder by midnight on the third working day after the notification has been sent. For such a decision to take effect, it will be sufficient to show that the notification has been sent.

### 4. Formal Appeal against CISI SPS Decision

Applicants and holders will have the right to formally appeal a decision by CISI to not issue an SPS or to cancel an SPS already issued. Appeals will be considered (when submitted as outlined in section 5) on the following grounds only:

- The applicant or holder can provide substantive additional information that was not available at the time of the initial CISI decision, which is pertinent to the Appeal; or
- The applicant or holder has evidence that the CISI has not followed due process and that this is material to the decision made.

Appeals will only be accepted:

- if submitted within 14 working days of the CISI communicating the SPS decision.
- if submitted by the applicant or holder (unless there is medical evidence why the member cannot do so and a third-party can provide evidence that they have been asked to do so on the applicant's behalf).

## 5. Process for lodging an Appeal

5.1 The applicant or holder must give formal Notice of Appeal, in writing to the Assistant Director, Operations at the CISI Head Office, the full address being:

Chartered Institute for Securities & Investment  
 20 Fenchurch Street  
 London  
 EC3M 3BY

5.2 The formal Notice of Appeal must be accompanied by a fee of £100, made payable to the Chartered Institute for Securities & Investment, which will be refunded if the Appeal is upheld.

5.3 The Notice of Appeal will be acknowledged in writing within 10 working days of receipt. The acknowledgment will be sent by email to the address for the Applicant or Holder held on the CISI database.

5.4 If an acknowledgment is not received within 10 working days, the applicant should contact the CISI Operations Department to see if the appeal has been received at [spsapplications@cisi.org](mailto:spsapplications@cisi.org).

## 6. Appeal process and outcomes

6.1 If an appeal application is granted, the member concerned shall be given four weeks notice of the date, time, and place fixed for the Appeal Hearing. The Appeal Panel will comprise no fewer than three persons, including at least one member who is independent of the CISI.

6.2 The applicant or holder appealing will not normally be permitted to appear before the Appeals Panel in person. An exception may be granted if the Applicant or Holder can clearly demonstrate why evidence relating to the Appeal can only be presented in person.

6.3 The decision to permit an applicant or holder to appear in person before the Appeals Panel shall be at the sole discretion of the Appeals Panel.

6.4 The decision of the Appeals Panel will be communicated to the applicant or holder in writing within 10 working days of the Appeals Panel being convened.

6.5 Where the decision of the Appeals Panel upholds the Applicant's appeal, the CISI will proceed to issue the SPS and will review any other SPS decisions that may be similarly affected.

6.6 The decision of the Appeals Panel is final.

## Formal Appeal Process

Applicant wishes to appeal against the SPS decision.



1. Applicant sends a written appeal detailing the grounds for their appeal together with any relevant documentation within 14 working days of the CISI communicating the SPS decision. A cheque payable to the Chartered Institute for Securities & Investment for £100 must be enclosed with the letter.



2. Appeal acknowledged by letter within 10 working days.



3. The appeal panel will meet within four weeks of receipt of appeal submission.



4. A letter communicating the outcome of the appeal will be sent to the applicant within 10 working days of the panel meeting.