

### **The Accredited Financial Planning Firm™ of the Year Award 2023**

1. The Accredited Financial Planning Firm™ of the Year Award (“the Competition”) is being conducted by the Chartered Institute for Securities and investment (CISI), 20 Fenchurch Street, London EC3M 3BY.
2. Entry to the Award is open to all current CISI Accredited Financial Planning Firms™, except any firm that is a company involved in the Competition and are based in the UK.
3. The 2023 Competition applications (i.e. fully completed entries) must be submitted in accordance with these terms and conditions by the closing date as outlined below.
4. The stages of the competition are as follows:

First round: Complete your firm’s submission, answering all questions and providing required data, keeping to the 2,500 word limit, to demonstrate the impact upon the profession that the firm has made within the last twelve months to [FPawards@cisi.org](mailto:FPawards@cisi.org) by **Wednesday 7 June 2023**. Please be aware that entries are allowed a maximum of three attachments that have been produced within the previous 12 months.

A panel of judges (“The Panel”) consisting of representatives from the CISI and invited experts will review the applications and shortlist two applicants to progress. Applicants will be judged according to the calibre of their submission supported by the business data provided. The business data will only be used in connection with this competition. Applicants will be notified of the outcome of the first round on **Thursday 13 July 2023**.

Second round: The top three shortlisted applicants will be invited to attend an interview with the Panel on **Monday 18 September 2023**. This will take place via video call.

**Shortlisted applicants will be given a 15 mins speaking slot, to make their case about why they should win the award, followed by Q&A with judges.**

5. Firms may only submit one entry to the competition. The CISI accepts no responsibility for incorrectly submitted, delayed, misdirected or illegible entries into this Competition. Firms who submit multiple entries will be judged on their first submitted entry only.
6. The Winner will be announced at The Financial Planning Conference 2023. Their details will be subsequently published on the website and by press release to various industry publications.
7. General feedback by way of comments from the Panel will be made available on request once the Winner has been announced.
8. The Winner will receive:
  - a) One free ticket and accommodation for The Financial Planning Conference 2024.
  - b) Two free delegate places at the 2024 Accredited Financial Planning Firms™ Conference.
  - c) Feature on a CISI website.
  - d) Profile on CISI social media channels.
  - e) Announcement in *The Review*.
  - f) As well as a trophy and the accolade of winning.
9. The Winner must take the prizes as specified above. Where applicable, the prizes cannot be redeemed for cash, exchanged or transferred to another person. The Winner acknowledges and agrees that all other costs associated with the prize, including taxes and other ancillary costs, are their own responsibility.
10. The CISI may without notice combine the awards and prize fund if it is deemed that there are insufficient entries.
11. Chance plays no part in this Competition. The Panel’s decision is final, and no correspondence will be entered into. Any applicants or applications not complying with these terms and conditions or involving fraud or any other illegal activity may be disqualified by the Panel and/or replaced by another applicant at

any time. The CISI reserves the right to undertake at any time any verification checks of the application submitted.

12. By entering the Competition, all applicants confirm and agree that they will abide by these terms and conditions, they are the person who submitted the application, and the application is their own work. Applicants who submit multiple entries will be judged on their first entry only.
13. The CISI is not responsible for any incorrect or inaccurate information, either submitted by the applicant, or caused by equipment or programming used in this Competition, or for any technical error that may occur during the administration of this Competition including any omission, interruption, deletion, defect, delay in operation or transmission, network failures, technical problems or traffic congestion on the internet or on the website, software failure, theft, destruction, alteration or unauthorised access to the applications or any injury or damage to any person's computer related to, or resulting from, participating in this Competition.
14. The CISI and its associated companies and agencies shall not be liable in any way (including, without limitation, in negligence) for any loss or damage whatsoever suffered (including, without limitation, indirect or consequential loss) or for any loss or damage or personal injury suffered or sustained in connection with using any prize, except any liability that cannot be excluded by law.
15. By entering the Competition, the Winner agrees to participate in publicity activities associated with the Award including interviews and photo sessions requested by the CISI or the award sponsors.
16. The information entrants provide will be used by the CISI for the purpose of conducting the Competition in accordance with the CISI privacy policy.
17. By entering the competition, the Winner agrees to the public disclosure of their entry to be used as a benchmark for existing and potentially new Accredited Financial Planning Firms™.