



1 Personal Details

Form with fields: Title, First Name(s), Family Name(s), Sex (M/F), Date of Birth (optional), Address, Area, Town, Postcode/Zip, State, Country, Telephone No -Daytime, Evening, Fax No, E-mail (compulsory)

2 Exemption Claim Details

Please tick the appropriate box(es) to indicate the paper(s) from which you are claiming exemption (max. 2 of the Diploma papers).

Table with exemption options: Foundation Certificate, Trust Creation: Law and Practice, Company Law and Practice, Trust Administration and Accounts, Trustee Investment and Financial Appraisal

Qualification(s) upon which your claim(s) is/are based

Form with three sections for awarding bodies: 1. Awarding Body, Name and Date of Award; 2. Awarding Body, Name and Date of Award; 3. Awarding Body, Name and Date of Award

For office use only:

3 Checklist

Please enclose the following when claiming exemption.

Checklist items: Exemption claim form, Verification that each relevant prior qualification has been obtained and the syllabi for these qualifications, Form EA2 (a), (b), (c) or (d), available to download from the website (Diploma applications only)

4 Payment Method

The fee for each exemption application is £150 (refundable if exemption is not granted).

Payment form with fields: I enclose a cheque/bankers draft made payable to CLT International Ltd., I authorise you to debit my Visa/Access/Mastercard (delete as appropriate), Name on card, Credit card No., Card expiry date, Payment amount, Security code

Please invoice my employer who has agreed to pay the fee

Employer information form with fields: Firm, Address, Telephone Contact, Telephone No, Fax No, Signature of Employer, Signature of Applicant, Date

On completion of this form please send to:

CLT International/STEP Registrar, CLT International Ltd, Wrens Court, 52-54, Victoria Road, Sutton Coldfield, Birmingham B72 1SX ENGLAND. Tel: +44 (0)121 355 0900 Fax: +44 (0)121 362 7510 Email: cltstep_registrar@centlaw.com