



APPLICATION FOR MEMBERSHIP (Confidential)

Please indicate the membership class you are applying for (see Appendix A – Page 9).

Chartered Development Finance Analyst (CDFA)	
Student Member	
Associate Member	

This form should be read and completed in conjunction with the associated Notes for Guidance.

Title:	Surname:	Other Name(s):
Date of Birth:	Nationality:	
Address for Hard Copy Correspondence:		
Telephone (Office Hours):	Cell Number:	
Email Address:	Fax Number:	

DECLARATION

I, the undersigned, certify that all the details submitted in this application for CDFA are correct. In the event of my election, I undertake to observe and be bound by the bye-laws and rules, for the time being in force, to abide by the Code of Conduct. [Please note that this form **must** be signed. An electronic (i.e. scanned) signature is acceptable.]

Signature:

Date:

The information given in this form will be used by the CIDEF to process your application. If successful, it will be retained and used by staff, officers and members in furtherance of the aims of CIDEF. The Institute prefers to deliver services to members by email whenever possible. We never share your details with third parties.

ACADEMIC QUALIFICATIONS

Section A:

Provide full details of any degree with a substantial finance and development finance content. Each Include title of degree, level of award achieved, awarding institution, year awarded and **all** the courses/options taken including the year of the degree programme in which they were taken. In addition, state whether full-time (F), part-time (P), sandwich (S) or Modular (M).

Degree 1:		
Awarding Institution:		
Year Awarded:		
Courses/Options Taken:	Year course was taken:	Format:

Degree 2:		
Awarding Institution:		
Year Awarded:		
Courses/Options Taken:	Year course was taken:	Format:

Degree 3:		
Awarding Institution:		
Year Awarded:		
Courses/Options Taken:	Year course was taken:	Format:

Degree 4:		
Awarding Institution:		
Year Awarded:		
Courses/Options Taken:	Year course was taken:	Format:

*****Ensure that the following documents are submitted along with this Membership Form:**

- 1) Curriculum Vitae Degree
- 2) Certificate(s)
- 3) Full Academic Transcripts

ACADEMIC QUALIFICATIONS; Continued

For the degree(s) you are submitting for consideration, please provide the name and address of the awarding institution, the student reference number (if known), as well as your name at the time of award. We will be approaching the institution for confirmation of qualifications.

Name of Institution 1:
Address:
Student Reference Number:
Your name at the time (if different to now):

Name of Institution 2:
Address:
Student Reference Number:
Your name at the time (if different to now):

Name of Institution 3:
Address:
Student Reference Number:
Your name at the time (if different to now):

Name of Institution 4:
Address:
Student Reference Number:
Your name at the time (if different to now):

The Institute will be approaching the awarding institution for each degree which you are submitting for consideration. Increasingly, many institutions require written authority to release qualification details. Therefore, we request that you please complete and sign this form, which will be sent by the Institute to the Registrar (or equivalent official) at the awarding institution. This should avoid the need to request authority from you at a later date, which may delay your application. If you are applying on the basis of qualifications from more than one institution, please photocopy and complete an authority form for each.

AUTHORITY TO RELEASE INFORMATION

For the attention of the Registrar of (Name of University/Institution),

I, _____ give authority for confirmation of my qualification(s) and my transcript(s) (where requested) to be released to the Chartered Institute of Development Finance for the purpose of assessing my application for professional membership.

I request that this information is sent to:

Mr Robin Parenzee robin@globalcidef.com, or

Mr Robin Parenzee
Membership
The Chartered Institute of Development Finance
PO Box 3628
Tygervalley
Cape Town
South Africa

Signed:

Date:

PRACTICAL DEVELOPMENT FINANCE EXPERIENCE

Surname:	Other Name(s):
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Please note: There is a continuation space at the end of this section, if required.

Section B:

Please list here, in chronological order starting with the most recent, all periods of professional finance training and experience that you wish to submit for consideration in your application.

Period*:
Employer:
Job title and brief description:

Period*:
Employer:
Job title and brief description:

Period*:
Employer:
Job title and brief description:

Period*:
Employer:
Job title and brief description:

*If part-time, please give details including the proportion of full-time

Section C:

ADDITIONAL CONSIDERATIONS

Please list any other relevant considerations that you wish to be taken into account in considering your application. Examples might include other development finance activities in which you have been involved, organising meetings, attending or presenting development finance material at conferences, or publishing (either internally within organisations or in journals) development finance material.

REFEREES

At least two referees are required. The referees must, between them, span the entire period on which the application is based.

The referees must be willing to answer the Institute's confidential questions relating to the application. They must be able to comment authoritatively on the development finance aspects of the applicant's academic degree or work. They should also be able to comment on the professional experience and any on-the-job professional training of the applicant. At least one referee should be in a position of seniority.

It is expected that in the majority of cases, two referees will be sufficient, however, this depends on the career development of the applicant. It is the responsibility of the applicant to provide sufficient referees.

Normally, all referees should themselves be development finance specialists and, where possible, should hold the professional qualification of CDFA. It is however appreciated that some applicants will not be able to provide such referees, though in such cases, applicants should endeavour to provide referees holding equivalent status in other professions.

* If you have changed your name, please make clear by which name the referee knows you.

Referee – Name of Referee:
Period of experience to be covered by referee:
Relationship with Applicant:
Postal Address of Referee:

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Period of experience to be covered by referee:
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Period of experience to be covered by referee:
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Period of experience to be covered by referee:
Relationship with Applicant:
Postal Address of Referee:

Appendix A

Member Category	Membership Requirements
Chartered Development Finance Analyst (CDFA)	Must have a Master's Degree in Development Finance from a CIDEF Accredited Academic Institution.
Student Member	Must be a student of development finance at a degree level (BA, BSc, BCom, Hons, MA, MSc, etc.)
Associate Member	Any individual interested in development finance

Ensure that the following documents are submitted along with this Membership Form:

Curriculum Vitae
Degree Certificate(s)
Full Academic Transcripts