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| STUDENT REGISTRATION NUMBER(If known) |  | BRANCH |  |  |  |
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| **PERSONAL DETAILS** |  |  |  |  |  |  |  |
| PLEASE WRITE CLEARLY IN CAPITAL LETTERS (Personal details as they appear on your passport) |
| Title (Please circle) | Mr | Mrs | Miss | Ms | Dr | Capt |  |
| First name |  |
| Middle name (If applicable) |  |
| Family name/surname/last name |  |
| Date of birth (dd/mm/yyyy) |  / / |  |
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| **HOME ADDRESS** |  |
| Address |  |
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|  |  |
| City |  | Postcode |  | Country |  |
|  |  |  |  |  |  |
| Personal email address |  |
|  |  |  |  |
| Home tel. |  | Mobile no. |  |  |  |
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| **BUSINESS ADDRESS** |  |  |  |  |  |  |  |
| Company |  |
| Job title |  |
| Address |  |
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| City |  | Postcode |  | Country |  |
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| Office email address |  |
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| Where do you wish to receive your correspondence/books/certificates/etc.? (Please tick) | HOME |  | BUSINESS |  |
| STUDENT REGISTRATION NUMBER(If known) |  | BRANCH |  |  |  |
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| **NOVEMBER 2025 EXAMINATIONS** |
| Note: The **compulsory annual registration fee of £145.00** is due every academic year you wish to register for exams [the fee covers November and May sessions]. **9th October 2025** is the deadline to register for November 2025 examinations. The deadline for deferment and subject changes is **15th October 2025**. We will **not** accept changes after this date. Please email **education@ics.org.uk** for more information. |
|  |  |  |  |  |  |
| **QUALIFICATION YOU ARE STUDYING FOR:** |  | **WHERE WOULD YOU LIKE TO SIT YOUR EXAMINATIONS** |
|  | **Foundation Diploma(FD)** |  | Please note in November we only offer exams in our established exams centres. Please visit [www.ics.org.uk](http://www.ics.org.uk) for a complete list. |
|  | *Introduction to shipping +* ***any subject except Shipping Business*** |  |
|  | **Advanced Diploma(AD)** |  | City |  |  |
|  | *Shipping business +* ***any subject except Introduction to Shipping*** |  |  |  |  |  |  |  |
|  | **Professional Qualifying Examinations(PQE)** |  | Country |  |  |
|  | *All 4 subjects in Group 1 are compulsory + three subjects of your choice from Group 2* |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Subjects available in November 2025** | **Fees per subject**  | **Examinations** | **Tutorship** | **Books** |  |
| Please tick the boxes related to the exams you want to sit in November 2025. | Select those you wish to take this November 2025.-£110 before 25th Sept 2025-£185 after 25th Sept 2025 | Fees include book, other course materials and exam entry - does not include registration fee.-£825 | £107.10 each plus postage and packaging costs (per book)-United Kingdom £10-Europe £15-Rest of World £20 |
| **Introduction to Shipping***(Compulsory for Foundation Diploma)* | **Group 1**Compulsory subjects for PQE |  |  |  |
| **Legal Principles in Shipping Business** |  |  |  |
| **Economics of Sea Transport & International Trade** |  |  |  |
| **Shipping Business** *(Compulsory for Advanced Diploma)* |  |  |  |
|  |  |  |  |  |
| **Dry Cargo Chartering** | **Group 2** |  |  |  |
| **Ship Operations and Management** |  |  |  |
| **Ship Sale and Purchase** |  |  |  |
| **Tanker Chartering** |  |  |  |
| **Liner Trades** |  |  |  |
| **Port Agency** |  |  |  |
| **Logistics & Multi-modal Transport** |  |  |  |
| **Port & Terminal Management** |  |  |  |
| **Offshore Support Industry** |  |  |  |
| **Shipping Law** |  |  |  |
| **Marine Insurance** |  |  |  |
| **Shipping Finance** |  |  |  |
| STUDENT REGISTRATION NUMBER(If known) |  | BRANCH |  |  |  |
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| **MAY 2026 EXAMINATIONS** |
| **9thApril 2026** is the deadline to register for May 2026 examinations; **15th April 2026** is the deadline to defer your examinations or change subjects. We will not accept changes after this date. Please email **education@ics.org.uk** for more information. |
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| **QUALIFICATION YOU ARE STUDYING FOR:** |  | **WHERE WOULD YOU LIKE TO SIT YOUR EXAMINATION** |
|  | **Foundation Diploma(FD)** |  | Please indicate which exam centre you would like to sit your exams in. **8th January 2026** is the deadline to request an exceptional exam centre.Please visit [www.ics.org.uk](http://www.ics.org.uk) for a complete list |
|  | *Introduction to shipping +* ***any subject except Shipping Business*** |  |
|  | **Advanced Diploma(AD)** |  | City |  |  |
|  | *Shipping business +* ***any subject except Introduction to Shipping*** |  |  |  |  |  |  |  |
|  | **Professional Qualifying Examinations(PQE)** |  | Country |  |  |
|  | *All 4 subjects in Group 1 are compulsory + three subjects of your choice from Group 2* |  |  |  |  |  |  |  |
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| **Subjects available in May 2026** | **Fees per subject**  | **Examinations** | **Tutorship** | **Books** |  |
| Please tick the boxes related to the exams you want to sit in May 2026. | Select those you wish to take in May 2026.-£110 before 25th Sept 2025-£185 after 25th Sept 2025 | Fees include book, other course material and exam entry - does not include registration fee.-£825 | £107.10 each plus postage and packaging costs (per book)-United Kingdom £10-Europe £15-Rest of World £20 |
| **Introduction to Shipping***(Compulsory for Foundation Diploma)* | **Group 1**Compulsory subjects for PQE |  |  |  |
| **Legal Principles in Shipping Business** |  |  |  |
| **Economics of Sea Transport & International Trade** |  |  |  |
| **Shipping Business** *(Compulsory for Advanced Diploma)* |  |  |  |
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| **Dry Cargo Chartering** | **Group 2** |  |  |  |
| **Ship Operations and Management** |  |  |  |
| **Ship Sale & purchase** |  |  |  |
| **Tanker Chartering** |  |  |  |
| **Liner Trades** |  |  |  |
| **Port Agency** |  |  |  |
| **Logistics & Multi-modal Transport** |  |  |  |
| **Port &Terminal Management** |  |  |  |
| **Offshore Support Industry** |  |  |  |
| **Shipping Law** |  |  |  |
| **Marine Insurance** |  |  |  |
| **Shipping Finance** |  |  |  |

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| **BILLING ADDRESS** |  |  |  |  |  |  |  |
| (Please tick) |  |  |  |  |
|  |  |  |  |  |  | Home |  |  | Office |  |  | Other |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| If other please provide details here: |  |  |  |  |  |  |  |  |  |
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| **PAYMENT OPTIONS** |  |  |  |  |  |  |  |  |  |  |
| Please tick one of the following options |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | **Card payment** |  | **Bank transfer** |  | **Cheque** |  | **Pay via local branch** |
| Please call us:+44 (0) 20 7357 9722 | Tick here if you would like to receive an invoice. Kindly use your invoice number as a reference for payment via bank transfer [BACS]. | Please make your GBP only cheque payable to ‘Institute of Chartered Shipbrokers’, and send it together with this form to our address below. | Please note that I have already paid via my local branch/teaching centre.Please indicate which teaching centre/ITC you paid your fees to: |
| **THE GENERAL DATA PROTECTION REGULATION PRIVACY POLICY** |  |  |  |  |  |  |

The Institute of Chartered Shipbrokers is committed to protecting your personal data and maintaining your privacy. The General Data Protection Regulation (GDPR) came into effect on 25 May 2018 and is a really positive step towards you having more control over how your data is stored, used and how you are contacted. The changes will also help protect your data. The Institute of Chartered Shipbrokers uses the personal data that you have shared with us for the purpose of your involvement as a student of the Institute. Students can log on to their profile in shipbrokers.org and view the data that we hold and update it any time. As a student of the Institute, you will receive some information from the Institute that is intrinsic to your education and exams (such as exam details and exam results) by post, email or telephone. The below opt in boxes allow you to manage what and how you receive other communications from us. Your data may be shared with your local Institute branch, teaching centre and exam centre as applicable, and our third party logistics provider for the purpose of distributing our magazine Shipping Network and other Institute publications. Your data will not be shared with any other third party without your express permission. Our new Privacy Policy is effective from 25 May 2018 and can be viewed at [www.ics.org/about-us/privacy-policy](http://www.ics.org/about-us/privacy-policy)

I would like to receive email communications from the Institute of Chartered Shipbrokers which may include newsletters, invitations to events and information about the Institute

I would like to receive communication by post from the Institute of Chartered Shipbrokers which may include the Shipping Network magazine, the Institute Annual Report and other information from the Institute

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| **DECLARATION** |  |  |  |  |  |  |  |  |  |  |  |
| I hereby confirm that the information that I have provided is true and correct. |
| I declare that by signing this form I consent that the Institute of Chartered Shipbrokers can use my information to announce my diploma and PQE completion results at both international and local branch levels.I also consent to being informed from time to time about local events and consent to receiving email correspondence from the Institute of Chartered Shipbrokers and its officers.The Institute of Chartered Shipbrokers will never share your personal information with third party organizations or marketing companies. |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Date |  |  |  |  | Signature |  |  |
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| **The Institute of Chartered Shipbrokers** |  |  | Warwick House 65-66 Queen StreetLondonEC4R 1EB |  | t. +44 (0) 20 7357 9722f. +44 (0) 20 7357 6348education@ics.org.uk |