



For office use only

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Batch no.

HKXM-S

Exemption Application Form (CIOB Transfer Exemption) (Associateship Examinations – Subject Exemption)

- Please read the **NOTES** carefully before completing this form.
- Please complete the form in **BLOCK LETTERS**.
- Please tick or delete as appropriate

PERSONAL PARTICULARS

Title <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Dr	HKIB Membership no.	
Surname	Given Names	
HKID/Passport no.	Mobile	
Current Employer		
Correspondence Address <input type="checkbox"/> Business <input type="checkbox"/> Residential		
Telephone no.	Fax no.	E-mail

ACADEMIC/PROFESSIONAL QUALIFICATION

Year of completion	Qualification obtained	University /Institute	Duration of study

APPLICATION FOR EXEMPTION

Please fill in the subjects you would like to apply for exemption and the year of award.

Subjects	Year
1.	
2.	
3.	
4.	
5.	

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Total subject(s) apply (please circle) 1 2 3 4 5

CHECKLIST

- Completed all sections of this form
- Enclosed exemption fees (cheque or filled in the credit card mail order payment instructions)
- Enclosed certified true copies of your certificate(s) and official transcripts

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Assessed by	Amount
Entry Date	Send on
Remarks	

FEES SCHEDULE

Application Fee * (per form)	HK\$200
Exemption Fee # (per subject)	HK\$800

* Application fee is non-refundable

Exemption fee will not be charged if the application is unsuccessful

PAYMENT METHOD

Cheque (made payable to "THE HONG KONG INSTITUTE OF BANKERS")
Please use separate cheques for Application Fee and Subject Exemption Fees (use separate cheque for each subject)

Credit Card

Visa Master Amount HK\$ _____

Name of Cardholder _____

Credit card no. _____ - _____ - _____ - _____

Expiry Date ____ / ____ Signature _____

Please fill in the total amount of your Application Fee and Subject Exemption Fees

NOTES FOR EXEMPTION

- To apply for exemption, the applicant should be a current member of the Hong Kong Institute of Bankers.
- This Exemption Application Form (Special) is specifically designed for the application for exemption on the basis of CIOB paper attainments obtained in or prior to October 1997.
- All CIOB passes, exemptions and ACIB qualifications obtained during the period abovementioned shall be eligible for exemption and to be recorded in the HKIB examination record as "Transfer Exemption".
- Conditions for the award of Banking Diploma and Associate Scroll
 - For the award of Banking Diploma and Associate Scroll, members must have satisfied the prevailing membership/working experience requirements **and have passed (by examination) at least one subject in the HKIB syllabus** and this paper should not overlap with the CIOB paper. That is, a maximum of 5 CIOB papers will be counted towards the award of "AHKIB" qualification.
 - Members who do not take the current examination, but have satisfied the abovementioned requirements, will be awarded the Banking Diploma and Associate Scroll at the date of election to Associateship.
- The applicant should submit all relevant documentary evidence for his/her qualifications (i.e. certificates issued by CIOB, official transcripts etc) together with this form. Only **certified true copies** of the documents are accepted. We only accept photocopies of the documents which are certified as true copies by:
 - Liaison Officer (District Offices), Home Affairs Department of the HKSAR; or
 - the Hong Kong Institute of Bankers.
- Exemption claims will only be considered if over 70% of the Institute's syllabus is covered.
- The application fee of HK\$200 is non-refundable.
- Only successful application will be charged for exemption fees.
- The application result will normally be sent to the applicant within two months of the application.
- Exemption assessment will be done by the Validation Committee on a regular basis: **MARCH, JUNE, SEPTEMBER AND DECEMBER** unless such qualification has previously been assessed.
- All documents submitted will not be returned regardless of the result of the application.
- The Institute reserves its right to refuse application for exemption if deemed appropriate.

ACKNOWLEDGEMENT AND DECLARATION

I, the undersigned, hereby make application for the exemption of the Associateship Examination offered by The Hong Kong Institute of Bankers. I declare that the information given in this form is true and accurate.

I fully understand that the application fee (HK\$200) for this application is non-refundable.

I confirm that I have read the Institute's Examination Handbook and Notes for Exemption printed in this form and fully understand the rules and regulations.

Signature _____

Date _____

Hong Kong Office :

Address: 3/F Guangdong Investment Tower, 148 Connaught Road Central, Hong Kong

Telephone no.: (852) 2815 1552 Fax no.: (852) 2544 9946 E-mail: hkib@hkib.org Website: <http://www.hkib.org>

Beijing Representative Office :

Address: Room 1002, Tower B, Focus Place, 19 Finance Street, Beijing, China (Post code : 100032)

Telephone no.: (86) 10-6657 5550 Fax no.: (86)10-6657 4966 E-mail: hkib-beijing@hkib.org