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Batch no.

HKXM-AE

## Exemption Application Form (For China Member Only) (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

<b>PERSONAL PARTICULARS</b>			
Title <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Dr		HKIB Membership no.	
Surname	Given Names	Name in Chinese	
ID no.	E-mail		
Current Employer			
Correspondence Address <input type="checkbox"/> Business <input type="checkbox"/> Residential			
Telephone no.	Fax no.	Mobile	
<b>ACADEMIC/PROFESSIONAL QUALIFICATION</b>			
Year of completion	Qualification obtained	University / Institute	Duration of study

### APPLICATION FOR EXEMPTION

A maximum of 4 subjects is allowed for exemption in the Associateship Examination. Please put ✓ near the subject(s) which you would like to apply for exemption.

Subjects	Please ✓
Accountancy for Banking	<input type="checkbox"/>
Finance of International Trade	<input type="checkbox"/>
Financial Services Marketing & CRM	<input type="checkbox"/>
Investments	<input type="checkbox"/>
Law Relating to Banking	<input type="checkbox"/>
Management of Information Systems	<input type="checkbox"/>
Monetary and Financial System	<input type="checkbox"/>
Treasury-Banking Practice & Operations	<input type="checkbox"/>

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**Total subject(s) apply (please circle)**    1    2    3    4    5    6    7    8

<b>CHECKLIST</b>
<input type="checkbox"/> Completed all sections of this form
<input type="checkbox"/> Enclosed certified true copies of your certificate(s) and official transcripts
<input type="checkbox"/> Enclosed course outlines, question papers of relevant courses, samples of assignment/course work, etc

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Assessed by	Amount
Entry Date	Send on
Remarks	

### FEES SCHEDULE

Application Fee * (per form)	HK\$200/RMB240
Assessment Fee # (per subject)	HK\$800/RMB960

\* Application fee is non-refundable

# Exemption fee will not be charged if the application is unsuccessful

### PAYMENT METHOD

**Telegraphic Transfer (Account in Hong Kong)**

Account No: 003-447-004-16806  
Bank: Standard Chartered Bank (HK) Ltd  
Address: 15/F, Standard Chartered Tower, 388 Kwun Tong Road, Kwun Tong, Kowloon

**Credit Card (in HKD)**

Visa  Mastercard Amount HK\$ \_\_\_\_\_

Name of Cardholder \_\_\_\_\_

Credit card no. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Expiry Date \_\_\_\_ / \_\_\_\_ Signature \_\_\_\_\_

### NOTES FOR EXEMPTION

1. To apply for exemption, the applicant should be a current member of the Hong Kong Institute of Bankers.
2. The applicant should submit all relevant documentary evidence for his/her qualifications (i.e. certificates, 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:  
(i) the Training Department/Personnel Department of the Bank; or  
(ii) the university  
(iii) the Hong Kong Institute of Bankers.
3. Exemption claims will only be considered if over 70% of the Institute's syllabus is covered.
4. The application fee of HK\$200/RMB240 is non-refundable.
5. Only successful application will be charged for exemption fees.
6. The application result will normally be sent to the applicant within two months of the application.
7. Successful candidates need to pay the exemption fees in HKD or RMB. The payment method will be advised by separate notice. Members will be invoiced once the application is processed/successful. Members may ask their relatives, friends and colleagues in Hong Kong to submit the form and the fees.
8. 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.
9. All documents submitted will not be returned regardless of the result of the application.
10. 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/RMB240) 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 :

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Beijing Representative Office :

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

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