PROFESSIONAL DIPLOMA IN FINANCIAL PLANNING AND MANAGEMENT (CFMP™) ENROLLMENT FORM 2007/2008

Membership no. _____

The courses have been included in the list of reimbursable courses for CEF purposes

Section A: Personal Particulars (*Delete wherever inappropriate)

Title: Mr/Ms/Mrs/Dr* Name (as on I/D card, surname first) _____ HKID/Passport* no. _____

Office Phone no. _____ Mobile/Home* Phone no. _____ E-mail _____

(Confirmation notice will be sent to you via this email address)

Section B: Entry Qualification Assessment (Assessment Fee: HK$300)

ONLY for those who are not taking HKIB Associateship Examination or are the first time to sit for this Examination.

Year of Completion	Highest Qualification obtained	School/College/Professional Institution/University

Section C: Learning Modes: **Tuition Programs** **or** **Self-learning Programs**

Candidates could choose either one of the learning modes for each subject Module	Learning Mode: **(Tuition Programs)** 10 sessions X 3 hours (HK$3,000) + examination fee (HK$500) Time: 19:00 - 21:45 (Mon to Fri); 14:30 – 17:30 (Sat)	Put a "✓"	Apply CEF? (Pls circle)	1st time to apply CEF (Pls circle)		Learning Mode: **(Self-Learning Programs)** 3 hour tutorial + study pack#(HK$1,100) + examination fee (HK$500) Time: 19:00 - 22:00 (Mon to Fri); 14:30 – 17:30 (Sat)	Put a "✓"	Re-sit examination fee (HK$500) Put a "✓"
1. Regulatory Environment for Banking and Financial Planning	8 Oct – 17 Dec (Mon) CFMP-07-0801	☐	Yes/No	Yes/No		29 Nov (Thur) G-07-0801	☐	☐
2. Investment Products and Markets	8 Oct – 17 Dec (Mon) CFMP-07-0802	☐	Yes/No	Yes/No		22 Nov (Thur) G-07-0802	☐	☐
3. Essentials of Banking and Financial Planning	9 Oct – 18 Dec (Tue) CFMP-07-0803	☐	Yes/No	Yes/No	**or**	10 Nov (Sat) G-07-0803	☐	☐
4. Insurance and Retirement Planning	10 Oct – 19 Dec (Wed) CFMP-07-0804	☐	Yes/No	Yes/No		24 Nov (Sat) G-07-0804	☐	☐
5. Tax and Estate Planning	13 Oct – 15 Dec (Sat) CFMP-07-0805	☐	Yes/No	Yes/No		5 Nov (Mon) G-07-0805	☐	☐
6. Fund and Asset Management	11 Oct – 20 Dec (Thur) CFMP-07-0806	☐	Yes/No	Yes/No		2 Nov (Fri) G-07-0806	☐	☐
7. Financial Planning and Management	5 Oct – 21 Dec (Fri) CFMP-07-0807	☐	Yes/No	Yes/No		8 Nov (Thur) G-07-0807	☐	☐

#The Study Packs will be ready for collection at our services counter from 8 Oct 2007
CEF Application deadline: 29 Sep 2007/ Early bird deadline for Tuition Program: 22 Sep 2007
Tuition / Self-learning Application deadline: 2 Oct 2007

Section D: Exam Timetable

Exam. Date
Time: 14:30 – 17:00 (For Module 1)
18:30 – 21:00 (For Module 2- 6)

Code	Module	Date
1210	1. Regulatory Environment for Banking and Financial Planning	5 Jan 2008
1208	2. Investment Products and Markets	7 Jan 2008
1209	3. Essentials of Banking and Financial Planning	8 Jan 2008
1211	4. Insurance and Retirement Planning	9 Jan 2008

Exam. Date
Time: 14:30 – 15:45
(For Module 7 except Case and Oral Examination)

Code	Module	Date
1212	5. Tax and Estate Planning	10 Jan 2008
1206	6. Fund and Asset Management	11 Jan 2008
1213	7. Financial Planning and management	12 Jan 2008
1214	Case and Oral Examination	19 Jan 2008*

*Please reserve the whole day for the Case and Oral examination. Exact time slot will be sent to candidates together with the admission form.
Examination Application deadline: 2 Oct 2007

Section E: Payment Method

☐ Cheque (made payable to "THE HONG KONG INSTITUTE OF BANKERS")

☐ Credit Card

☐ Visa ☐ Mastercard Amount HK$_____

Name of Cardholder _____

Credit card no. _____ - _____ -_____ -_____

Expiry Date ____ / _____ Signature _____

FOR INSTITUTE USE ONLY

Assessment Fee HK$_____

Number of entries: _____

Total: (HK$1,600 per module) =HK$_____

Total: (HK$3,500 per module) =HK$_____

Total: (HK$500 per module) =HK$_____

Grand total: HK$_____

Received by:_____ Assessed by: _____

Approved/Rejected: _____

Batch no.: _____ Sent on _____

GUIDANCE NOTES

Examination Entries

1. All candidates must be members of The Hong Kong Institute of Bankers.
2. Please complete and return the entry form and retain a copy for your own reference.
3. Entries must comply with the regulations and timetable published in the handbook.
4. Under no circumstances will change of subject/module entry be allowed.
5. Under no circumstances will the application fees, Program fee and examination fees be refunded or transferred.

Entry Qualification Assessment

6. The applicant should submit all relevant documentary evidence for his/her qualifications (i.e. certificates, official transcripts etc) together with this assessment form. Only **certified original copies** of the documents will be accepted. We only accept photocopies of the documents which are certified as original copy by:
   (i) Liaison Officer (District Offices), Home Affairs Department of the HKSAR; or
   (ii) The Hong Kong Institute of Bankers.

7. The assessment fee is HK$300 per application which is non-refundable regardless of the result of the assessment.

8. The application will be processed upon receipt and the result will be mailed to the applicant within 2 weeks of the application unless in certain circumstances the qualification submitted required special assessment.

9. All documentation submitted will not be returned regardless of the result of the assessment.

Method of Payment

10. (a) By cheque (no post-dated cheques), and attach it to the entry form. Cheques should be made payable to **"The Hong Kong Institute of Bankers"**. Please put your membership number on the back of the cheques.
    (b) No cash payment is accepted at the Institute's counter, but Credit card payment is allowed.
    (c) Entry Form without payment evidence will not be processed.
    (d) All fees, once paid, will not be refunded.

Application Method

11. Application can be accepted year-round, by hand, fax, e-mail or by mail. Should you choose to fax your entry form, please do not mail it to the Institute to avoid duplication.

Late Entries

12. Wherever possible, late entries will be accepted for up to **14 days** after the above closing dates if the entry form is accompanied by a late entry fee of HK$200 (in addition to the subject/module entry fees).

Attendance Notices/Admission Forms

13. These will be posted to candidates about 2 weeks before the examinations by mail. Please advise the Institute if you do not receive one.

Result Release

14. (a) Results will be posted within 2 months after the examination.
    (b) Results will not be given over the telephone or by fax.

Examination Information

15. Information on the examination modules is printed in the Examination Handbook. Examination related news will also be published in the Institute's journal "Banking Today".

ENSURE YOU HAVE SIGNED THE ENROLLMENT FORM, AND HAVE ATTACHED PAYMENT OR EVIDENCE OF PAYMENT BEFORE SUBMITTING THE FORM TO THE INSTITUTE.

ACKNOWLEDGEMENT AND DECLARATION

The information I have provided in this form is true and correct.

The information I have provided in this form will be used for the purpose of administration and communication by the Hong Kong Institute of Bankers.

All the fees, which I understand, is non-refundable.

I confirm that I have read the CFMP™ Examination Handbook on HKIB's website and the Guidance Notes printed in this form and fully understand the rules and regulations.

_____ _____

Signature Date