



香港銀行學會  
The Hong Kong Institute of Bankers



# Members' Handbook

(Updated in March 2018)



香 港 銀 行 學 會

The Hong Kong Institute of Bankers

### **About The Hong Kong Institute of Bankers**

The Hong Kong Institute of Bankers (HKIB) has been serving the local banking community as an independent organisation in the provision of education and professional training since 1963. The Institute also acts as an industry-recognised training and certifying hub for the local banking community. With an objective to maintain and further develop the territory's status as an international financial centre, the Institute works with the support of banks, regulators, financial institutions, academic institutions and various professional bodies to provide local banking practitioners with professional training and development opportunities. In view of the changing landscape of the banking and financial services industry in Hong Kong and Mainland China as well as on global scale, the importance of continuing to enhance the standards of professional development has gained increased attention. HKIB endeavours to provide and enhance its training and development products in order to equip its members with essential knowledge and skills that meet the industry's needs.



## **Content**

1. Introduction	<b>4</b>
2. Members' Core Values	<b>5</b>
3. Types of Membership – Individual & Corporate	<b>6</b>
3.1 Individual Membership	<b>7</b>
a. Types and Eligibility	
b. Obligations	
c. Fees	
d. Benefits	
e. Resignation	
f. Reinstatement	
g. Membership Register	
3.2 Corporate Membership	<b>11</b>
a. Eligibility	
b. Obligations	
c. Fees	
d. Benefits	
e. Reinstatement	
f. Membership Register	
4. Professional Banking Qualifications	<b>14</b>
5. Continuing Professional Development	<b>15</b>
6. Professional Conduct	<b>17</b>
a. Code of Ethics & Conduct	
b. Disciplinary Regulations	
Appendix	<b>19</b>
A. Memorandum & Articles of Association (dated 1 August 1995)	<b>20</b>
B. Bye-laws (dated 29 June 2017)	<b>36</b>
C. Summary Table of Individual Membership Eligibility	<b>43</b>
D. Member Fees Table for 2018	<b>45</b>
E. Continuing Professional Development (CPD) Scheme (updated in February 2018)	<b>46</b>



## 1. Introduction

To support the launch of the new banking qualification – “Certified Banker” – in January 2017, The Hong Kong Institute of Bankers (HKIB) has developed this Members’ Handbook (the “Handbook”). The Membership Rules contain in this Handbook shall apply to all Individual and Corporate Members of HKIB.

The Institute will review the Handbook from time to time to ensure its continued relevance to members’ practice and to keep the contents up-to-date. Any proposed amendments or updates shall be suggested by the Membership and Professional Development Committee and endorsed by the Executive Committee. The Institute reserves the right to update the Handbook as directed by the Executive Committee.

The power to interpret the Handbook shall be vested in the Executive Committee, whose interpretation shall be final and conclusive.



## 2. Members' Core Values

With reference to the objects detailed in the Memorandum & Articles of Association (refer to Appendix A) under which the Institute was established as well as the Bye-laws, the core values of each member shall include:

Facilitating the discussion of matters to further the interests of the banking and financial community;

- Acquiring and maintaining knowledge of the current theories and best practices relating to banking and finance;
- Contributing to the stability and effectiveness of the banking industry;
- Complying with all the applicable laws and regulations for the relevant areas of practice;
- Carrying out their duties with due and reasonable skill and care, and in accordance with current industry best practice and the highest ethical, professional and technical standards; and
- Contributing to the ongoing development of the Institute and the banking profession in Hong Kong.



### **3. Types of Membership – Individual & Corporate**

HKIB Membership includes both Individual and Corporate Members who/which are domicile or incorporated in Hong Kong, Mainland China, Macau and overseas.

Individual Members include current banking and financial practitioners, or those who are interested in pursuing a career in such industries or are working for any association which is related to or associated with the banking and financial industry.

Corporate Members include banks and financial institutes or other relevant institutions servicing in the banking and financial industry.



### 3.1 Individual Membership

#### a. Types and Eligibility

Individual Members shall include Fellow Members, Professional Members, Ordinary Members, Student Members and Honorary Members. Details of eligibility for each Individual Membership type are summarised in Appendix C.

#### *Fellow Members*

- shall include Fellow Certified Banker (Fellow CB), Fellow of The Hong Kong Institute of Bankers (FHKIB) and Honorary Fellows
- shall be elected by Council following a recommendation by the Executive Committee
- Fellow CB under the Individual Membership Structure must have previously been a Professional Members

#### *Professional Members*

- Shall include Certified Banker (CB), CB (Stage II), CB (Stage I), Certified Financial Management Planner (CFMP), Associate AML Professional (AAML P), Certified AML Professional (CAML P), Associate Retail Wealth Management Professional (ARWP), Certified Retail Wealth Management Professional (CRWP);
- Shall replace previous Associates (AHKIB) and Accredited Banking Practitioners (ABP) before 2017;
- Shall be elected by the Executive Committee from those who have completed the HKIB professional qualification examination and possess relevant working experience; and
- Shall be included in the Register of Certified Individuals (CI).

#### *Ordinary Members*

- Shall be elected by the Executive Committee;
- Shall include individuals who are interested in being affiliated with the Institute whether he/she has relevant working experience; and
- Shall be eligible to be elected as Professional Members upon fulfilling the requirements.



*Student Members*

- Shall be full-time post-secondary students in any discipline from registered education institutions; and
- Shall be eligible to be elected by the Executive Committee to become Ordinary Members upon completion of his/her full-time education.

*Honorary Members*

- Shall be elected by the Council upon recommendation by the Executive Committee;
- Include distinguished individuals who have made proven contributions to the Institute and the banking and financial services industry; and
- Shall have a two-year term and be re-elected by the Executive Committee before its expiry.

b. Obligations

All members shall abide by the letter and spirit of the Memorandum & Articles of Association, Bye-laws (refer to Appendix B), rules and regulations of HKIB as prescribed by the Executive Committee.

All members are expected to observe the highest standards of professional conduct and ethical behaviour as they uphold the objects stated in the Memorandum & Articles of Association of the Institute.

c. Fees

Individual Membership shall run from 1 January to 31 December in each calendar year. Subscriptions shall be payable annually in advance or within three months after they fall due, i.e. by 31 March. A one-off registration fee shall be payable upon joining the Institute.

The annual fees are determined by the Executive Committee from time to time and are applicable for members in Hong Kong, Mainland China, Macau and other overseas regions.

Honorary Fellows and Honorary Members enjoy an annual fee waiver.





Members who fail to pay their subscriptions on time shall be treated as Default Members. They shall be obliged to return their professional scrolls to the Institute where applicable. They shall no longer style themselves as members of the Institute and be removed from the Register of Certified Individuals.

Fees paid to the Institute are not refundable.

d. Benefits

Members will gain the opportunity to be:

- Informed;
- Connected;
- Educated; and
- Qualified.

To maximise these benefits, members are entitled to:

- A complimentary copy of bi-monthly journal “Banking Today”;
- Regular updates from the Institute via email, the HKIB website and social media platforms;
- Access to regular free seminars and luncheons;
- Usage of designations for Fellow Members and Professional Members;
- Inclusion in the Register of Certified Individuals for Fellow CB and Professional Members, available at the HKIB website;
- Discounted rates for enrolling in the Institute’s events;
- Discounted rates for enrolling in HKIB eLearning courses;
- Discounted rates for enrolling in events supported by HKIB;
- Merchant discounts; and
- Voting rights at the Institute’s General Meetings and Extraordinary General Meetings, except Honorary Fellows and Honorary Members.

The benefits listed above are subject to review from time to time and can be changed without prior notice. The Institute shall continue to enhance its membership benefits and provide regular updates to members via all established communication channels.



e. Resignation

Members may resign their membership by giving notice in writing accompanied by their professional scrolls, where applicable. Once the resignation is accepted by the Institute, they are then no longer eligible to style themselves as members of the Institute and be removed from the Register of Certified Individuals.

f. Reinstatement

Resigned Members or Default Members who fail to pay their subscriptions must apply to reinstate their HKIB membership. They are required to complete the application forms and settle the current year's subscription, plus the re-registration fee. For professional holders who wish to reinstate their professional qualifications, the CPD declaration form for the previous calendar year must be attached.

g. Membership Register

The Institute maintains a Membership Register of all current and archived Individual Members.

All current Individual Members are obliged to maintain an updated profile with the Institute.



## 3.2 Corporate Membership

### a. Eligibility

Corporate Membership shall be elected by the Executive Committee from such banking establishments, or relevant institutions, having met such other requirements as the Executive Committee may determine from time to time.

Interested entities should submit a signed application form, together with supporting documentation and the required fees, covering a one-off registration fee and the annual fee.

### b. Obligations

All members shall abide by the letter and spirit of the Memorandum & Articles of Association, Bye-laws, rules and regulations of HKIB as prescribed by the Executive Committee.

### c. Fees

Corporate Membership shall run from 1 July to 30 June of the following calendar year. Subscriptions shall be payable annually in advance or within three months after they fall due, i.e. by 30 September. A one-off registration fee shall be payable upon joining.

The annual fees are currently set according to employee numbers in four categories:

- Fewer than 100 employees;
- Between 101 and 1,000 employees;
- Between 1,001 and 5,000 employees; and
- More than 5,000 employees.

The fees shall be determined by the Executive Committee from time to time. For corporations operated outside Hong Kong, a single fee shall be charged, regardless of employee numbers.



d. Benefits

Members will gain the opportunity to be:

- Informed;
- Connected;
- Educated; and
- Qualified.

To maximise these benefits, members are entitled to:

- Complimentary copies of bi-monthly journal “Banking Today”;
- Complimentary tickets to the Institute’s key event e.g. Annual Banking Conference;
- Regular updates from the Institute via email, the HKIB website and social media platforms;
- Employee access to regular free seminars and luncheons;
- Inclusion in the Corporate Member List, promoted in HKIB’s communication channels such as the website and annual reports;
- Tailor-made employee training programmes;
- Discounted rates for enrolling in the Institute’s events;
- Discounted rates for employees enrolling in eLearning courses;
- Discounted rates for enrolling in events supported by HKIB; and
- Discounted rates for booking the Institute’s conference/ training room facilities.

The benefits listed above are subject to review from time to time and can be changed without prior notice. The Institute shall continue to enhance its membership benefits and provide regular updates to members via all established communication channels.

e. Reinstatement

Non-renewal Corporate Members who fail to pay their subscriptions must apply to reinstate their HKIB membership. They are required to complete the application forms with supporting documentation and settle the current year’s subscription, plus the re-registration fee.



f. Membership Register

The Institute maintains a Membership Register of all current and archived members.

All current Corporate Members are obliged to maintain an updated profile with the Institute, including their logo. Each Corporate Member will expressly give a consent to the Institute to use the corporate logo(s) on the website of the Institute and sponsored events provided that the use of such logo(s) is reasonable, bona fide and will not cause embarrassment to that member.



#### 4. Professional Banking Qualifications

##### a. Certified Banker

The Institute launched a new banking qualification programme – “Certified Banker” (CB) – on 1 January 2017. This three-level CB banking qualification programme is an enhancement from the previous Associate of The Hong Kong Institute of Bankers (AHKIB) qualification. As with AHKIB, CB has a modular programme structure. HKIB members will be entitled to use the respective CB designation upon completion of its corresponding stage and having accumulated the required banking or finance related working experience. The Awards and Designations are listed in the table below:

Awards [QF* Level]	Designations
<u>Postgraduate Diploma</u> (Stream) for Certified Banker  Streams: - Credit Management - Treasury Management - Operations Management  [QF Level 6]	<b>Certified Banker</b> (with 3 years’ banking or finance-related experience)
<u>Professional Diploma</u> for Certified Banker  [QF Level 5]	<b>Certified Banker (Stage II)</b> (with 2 years’ banking or finance-related experience)
<u>Advanced Diploma</u> for Certified Banker  [QF Level 4]	<b>Certified Banker (Stage I)</b> (with 1 year’s banking or finance-related experience)

\* QF – Qualifications Framework of the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ)



b. Enhanced Competency Framework (ECF)

With the aim of supporting capacity building and talent development for banking professionals, the Hong Kong Monetary Authority (HKMA) has been working together with the banking industry to introduce an industry-wide competency framework – the Enhanced Competency Framework (ECF) for the Banking Practitioners – in Hong Kong.

The Institute is the training and examination provider and qualification administrator for the ECF on Anti-Money Laundering and Counter-Terrorist Financing (AML/CFT) and ECF on Retail Wealth Management (RWM).

ECF on AML/CFT

Awards [QF* Level]	Designations
<u>Professional Certificate</u> for ECF on Anti-Money Laundering and Counter- Financing of Terrorism (AML/CFT)	<b>Certified Anti-Money Laundering Professional (CAMLPA)</b> (Relevant Practitioners with at least 3 years of work experience in AML/CFT compliance)
<u>Advanced Certificate</u> for ECF on Anti-Money Laundering and Counter- Financing of Terrorism (AML/CFT)  [QF Level 4]	<b>Associate Anti-Money Laundering Professional (AAMLPA)</b> (Relevant Practitioners engaged by Authorised Institutions under Banking Ordinance)

\* QF – Qualifications Framework of the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ)



ECF on RWM

Awards [QF* Level]	Designations
<u>Professional Certificate</u> for ECF on Retail Wealth Management (RWM)  [QF Level 5]	<b>Certified Retail Wealth Management Professional (CRWP)</b>  (Relevant Practitioners with 2 years relevant work experience accumulated within the 4 years)
<u>Advanced Certificate</u> for ECF on Retail Wealth Management (RWM)  [QF Level 4]	<b>Associate Retail Wealth Management Professional (ARWP)</b>  (Relevant Practitioners engaged by Authorised Institutions under Banking Ordinance)

\* QF – Qualifications Framework of the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ)





## 5. Continuing Professional Development

The objective of implementing the Continuing Professional Development (CPD) Scheme is to ensure elected Individual Members continue to maintain, upgrade and broaden their knowledge and perspectives throughout their careers. Through individuals pursuing ongoing professional improvement, the standards of the wider industry will be raised. Respective Individual Members may refer to the table below for the annual requirements:

Members	Required CPD hours
Fellow CB	15*
CB	15*
CB (Stage II)	15*
CB (Stage I)	5
CFMP	15*
CP	15*
CAML P	12**
AAML P	10**
CRWP	10***
ARWP	10***

- \* – Including at least 5 core CPD hours on the topics of compliance, code of conduct, professional ethics or risk management
- \*\* – CAMLP Certification holders should include at least 6 core CPD hours on AML/CFT while AAML P Certification holders should include 5 core hours on AML/CFT
- \*\*\* – Both ARWP and CRWP Certification holders should at least include 3 core CPD hours on the topics of compliance, code of conduct, professional ethics or risk management

The above requirements refer to a calendar year from January to December. Except ECF Certification holders (AAMP, CAMLP, ARWP and CRWP), those Individual Members who are elected in any month of the year are required to fulfill the CPD requirement on a pro-rata basis for the remaining months.

Under normal circumstances – apart from writing to technical publications, teaching or delivering speeches – one hour of a qualified CPD activity will be counted as one CPD hour.



Qualified CPD activities are structured activities – that is, activities such as training programmes and seminars – which must be relevant to the professional development of a banking and finance professional.

Respective Individual Members are required to declare their CPD compliance to HKIB at the time of annual membership renewal in January. They are also required to maintain their CPD record with proof of attendance for at least three years for random audit by HKIB. Please visit the HKIB website for copies of the annual declaration and record forms.

For further details, please refer to Appendix E.



## 6. Professional Conduct

### a. Code of Ethics & Conduct

All Members are bound by the Code of Ethics & Conduct covering the following principles:

#### *Compliance*

- Be bound by the prevailing Articles of Association, Bye-laws, rules and regulations of HKIB as prescribed by the HKIB Executive Committee, in addition to directives issued by the Executive Committee from time to time
- Comply with all regulatory and legal requirements, as well as industry and employer codes and standards

#### *Integrity*

- Be of good standing and act in an honest and fair manner

#### *Professionalism*

- Display the highest standards of professionalism and exercise due care and diligence in carrying out their duties
- Safeguard the interests of employers, colleagues, customers and industry counterparts
- Uphold the name and reputation of HKIB and the banking profession

#### *Competency*

- Continue to develop and maintain technical and professional knowledge

#### *Confidentiality*

- Treat information encountered in the workplace and HKIB with appropriate confidentiality and sensitivity

### b. Disciplinary Regulations

The HKIB Executive Committee shall appoint a Disciplinary Committee as necessary, comprising not fewer than three members, or as many as the Executive Committee shall determine from time to time.



If any member is, in the opinion of the Disciplinary Committee, unfit for membership by reason of unprofessional conduct or conduct of an immoral, scandalous and/or disgraceful nature, the Disciplinary Committee may, by a resolution passed by a majority vote of its members present and voting at a Disciplinary Committee meeting, exclude them from HKIB membership and remove their names from the membership register with immediate effect.

The appeal mechanism applies if a notice of appeal, specifying the grounds, is sent to the HKIB Council within 14 days of the decision of the Disciplinary Committee.

The decision of the HKIB Council is final.



**Appendix**

- A. Memorandum & Articles of Association (dated 1 August 1995)
- B. Bye-laws (dated 29 June 2017)
- C. Summary Table of Individual Membership Eligibility
- D. Member Fees Table for 2018
- E. Continuing Professional Development (CPD) Scheme (updated in February 2018)



## Appendix A

### ARTICLES OF ASSOCIATION OF

### THE HONG KONG INSTITUTE OF BANKERS

### (香港銀行學會)

### Company Limited by Guarantee and not having a Share Capital

#### Preliminary

1. The marginal notes, the headings and sub-headings hereto shall not affect the construction hereof. In these articles, unless there is something in the subject or context inconsistent therewith:-

"the Institute" means the Hong Kong Institute of Bankers (香港銀行學會);

"Chairman" means the Chairman of the Executive Committee for the time being;

"Member" means a Member of the Institute so registered;

"the Committee" means the Executive Committee for the time being;

"the Secretary" or "the Honorary Secretary" means the Honorary Secretary of the Institute for the time being;

"the Treasurer" or "the Honorary Treasurer" means the Honorary Treasurer of the Institute for the time being;

"the Seal" means the Common Seal of the Institute;

"Person" includes individual and body corporate;

"month" means a calendar month;

"day" means a period of 24 hours commencing at mid-night;

"the Ordinance" means the Companies Ordinance, Chapter 32 of the Laws of Hong Kong;

"in writing" means written or typewritten or printed or partly written or partly typewritten or partly printed;

words importing the singular number only shall include the plural and the converse shall also apply;

words importing the masculine gender shall include the feminine gender and vice versa.



2. The Institute is established for the objects expressed in the Memorandum of Association.

### **Members**

3. For the purpose of registration, the number of Members of the Institute is declared not to exceed one million.
4. The subscribers to the Memorandum of Association and such other persons or incorporated bodies as the Committee shall admit to membership shall be Members of the Institute. Membership shall include:
  - i Fellows who shall be elected by the Committee among the Members of the Institute;
  - ii Associates who shall be Ordinary Members of the Institute with the requisite education and working experience stipulated by the Institute;
  - iii Ordinary Members who shall be persons on the membership register of the Institute; and
  - iv Honorary Members who shall be elected by the Committee among banking and finance professionals who have contributed substantially to the progress of the Institute or to the profession. Honorary Members however, do not enjoy voting rights at the Institute's General Meetings, nor do they hold any executive power or function.
5. Any person of good standing, and who has satisfied the conditions as laid down by the Committee from time to time, shall be eligible to apply for membership.

### **Executive Committee**

6. The affairs of the Institute shall be managed by an Executive Committee which shall exercise all such powers of the Institute as conferred by these articles or by a resolution duly passed at a meeting of the Members for matters required to be determined by the Institute in General Meetings.
7. The Executive Committee ("the Committee") shall be constituted as follows:
  - i. It shall consist of not less than seven and not more than twenty Members including the Honorary Secretary and the Honorary Treasurer.
  - ii. At each Annual General Meeting of the Institute, three Members of the Committee who have been in office the longest shall retire. If two or more Committee Members were to retire due to their equal length of service in the Committee and the retiring Committee Members would exceed three if all of them were to retire, in default of agreement among them, the Committee shall hold a ballot to determine who among them shall retire.
  - iii. An Executive Committee Member retiring pursuant to (ii) above, shall be eligible for re-election or re-appointment.
  - iv. The Honorary Secretary and the Honorary Treasurer shall be elected annually by the Executive Committee and shall be eligible for re-election provided that the Honorary Treasurer shall not be eligible for re-election for more than three years in succession.



- v. The number and names of the first Executive Committee Members shall be determined in writing by the subscribers of the memorandum of association or a majority of them.
- vi. The Members of the Committee shall be Members of the Institute so registered.
- vii. Any Member of the Committee elected under these Articles shall be regarded as “director” for the purpose of the Ordinance.

The office of a Member of the Committee shall be vacated if:-

- (a) He holds any salaried office under the Institute; or
- (b) He ceases to be a Member of the Institute; or
- (c) He becomes bankrupt or makes any arrangement or composition with his creditors generally; or
- (d) He becomes prohibited from being a Member of the Committee or a director by reason of any disqualification order made under Part IVA of the Ordinance or any other law; or
- (e) He resigns his office by notice in writing to the Institute given in accordance with section 157D(3)(a) of the Ordinance; or
- (f) He is removed by ordinary resolution of the Institute before the expiration of his period of office; or
- (g) He is directly or indirectly interested in any contract (being a contract of significance in relation to the Institute’s affairs) with the Institute and, if his interest in the contract is material, fails to declare the nature of his interest in the manner as required by section 162 of the Ordinance.

For the avoidance of doubt, a Member of the Committee shall not vote in respect of any contract in which he is interested or any matter arising thereout, and if he does so vote his vote shall not be counted.

### **Chairman and Deputy Chairman**

8. After each Annual General Meeting the Committee shall elect a Chairman and, if it so determines, a Deputy Chairman who shall be the Chairman and the Deputy Chairman of the Institute and the Committee for the ensuing year and the Chairman and, in his absence, the Deputy Chairman (if elected) shall preside at all meetings of the Committee and General Meetings.

### **Proceedings of the Executive Committee**

9. Decisions of the Committee shall be made by a simple majority or as otherwise determined from time to time by the Committee.
10. A quorum for a meeting of the Committee shall be six. The quorum for the meeting shall continue to be present throughout the meeting.
11. Apart from the regular meetings, the Committee may convene a special meeting on the requisition of any two Members of the Committee on three days’ written notice being given to the Secretariat. One day’s notice of any such meeting shall be given in writing by the Secretariat to each Member of the Committee.





12. Subject to article 7i the Committee shall have the power to appoint at any time a person to the Committee either to fill a vacancy vacated by a Committee Member or to be an additional Member of the Committee. Any Member of the Committee so appointed shall hold office until the following Annual General Meeting but shall be eligible for re-election as though he is an elected Committee Member.

#### **Powers of the Executive Committee**

13. The Committee may exercise all such power of the Institute as are not required by these articles to be exercised by the Institute in General Meetings.
14. The Committee may employ or appoint such agents, officers or servants as it shall from time to time deem necessary.
15. The Committee may delegate any of its powers to committees or sub-committees consisting of such person(s) or Member(s) as it deems fit. A committee or sub-committee so formed shall only exercise its delegated power as directed by the Committee.
16. The Committee may from time to time constitute and disband an examination committee consisting of such person(s) or Member(s) as the Committee may determine. The examination committee shall for the purposes of these articles be regarded as a sub-committee of the Committee.
17. All acts done by any meeting of the Committee or of a committee or sub-committee or by any person acting as a Member of the Committee or committee or sub-committee shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of any such Member of the Committee or committee or sub-committee or person acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a Member of the Committee or committee or sub-committee.
18. A resolution in writing signed by all the Members of the Committee, shall be as valid and effectual as if it had been passed at a meeting of the Committee duly convened and held. Any such resolution may consist of several documents, each signed by one or more of the Members of the Committee.
19. The Committee shall have the power to purchase, acquire or lease any land or building, situated in Hong Kong or elsewhere, upon such terms or conditions, as it shall deem fit for the purposes of furthering the objects of the Institute but not otherwise and it shall also have the power to sell, mortgage, lease, surrender or otherwise deal with any premises which the Committee shall resolve as no longer required for the purposes of the Institute.
20. All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments, and all receipts for moneys paid to the Institute, shall be signed, drawn, accepted, endorsed, or otherwise executed, by at least two Members of the Committee.



21. The Committee shall have power at any time, or from time to time, to borrow, for the sole purpose of furthering the objects of the Institute, such amount of money, at a reasonable rate of interest, in a proper form and a prudent manner and upon an appropriate security as the Committee may by resolution determine having regard to all the circumstances. In the furtherance of the objects of the Institute but not otherwise, the Committee shall have power to mortgage or charge an appropriate part of the property of the Institute for the purpose of securing the payment of any money or the discharge of any obligation by the Institute.
22. Any and all acts and things done by the Committee in good faith in the exercise of the aforesaid powers shall be *intra vires* the Institute and shall be binding on all Members for the time being of the Institute as if they had expressly authorised the doing of the same.

### **Council**

23. There shall be a Council who shall advise the Executive Committee in all matters relating to the Institute.
24. The Council shall be constituted as follows:
  - i. It shall consist of one President and not less than five Vice-Presidents as the Executive Committee shall from time to time appoint.
  - ii. It shall consist of a number of Honorary Presidents as the Committee shall from time to time appoint.
  - iii. Persons eligible for appointment to the Council must at the date of their appointment be (a) a Director of or a senior executive employed by a bank licensed under the Banking Ordinance, Chapter 155 of the Laws of Hong Kong; (b) a person who has served or is currently serving the banking and financial industry in Hong Kong or elsewhere, including regulatory bodies, policy-making and government bodies, and who has demonstrated his/her leadership in the banking and financial industry; or (c) any persons whom the Committee thinks appropriate.
  - iv. The Members of the Council shall be Members of the Institute so registered.
  - v. The Members of the Council shall be appointed annually by the Committee.
  - vi. The Members of the Council shall be eligible for re-appointment.
25. The Committee shall advise Members of the appointment of Members of the Council in such manner as it shall from time to time determine.

### **Honorary Treasurer**

26. There shall be an Honorary Treasurer of the Institute who shall keep the accounts of the Institute as directed by the Committee from time to time.
27. The Honorary Treasurer shall be elected annually among Members of the Committee by the Committee provided he shall not be eligible for re-election for more than three years in succession.



### **Honorary Secretary**

28. There shall be an Honorary Secretary who shall supervise the secretarial activities of the Institute as the Committee shall from time to time direct.
29. The Honorary Secretary shall be elected annually among Members of the Committee by the Committee and shall be eligible for re-election.

### **The Seal**

30. The Committee shall provide for the safe custody of the seal, which shall only be used by the authority of the Committee, and every instrument to which the seal shall be affixed shall be signed by a Member of the Committee and shall be countersigned by the Honorary Secretary or by a second Member of the Committee or by some other person appointed by the Committee for the purpose.

### **General Meeting**

31. A General Meeting shall be held once every year at such time (not being more than fifteen months after the holding of the last proceeding general meeting) and place as the Committee may from time to time determine. General Meetings held under this rule shall be called Annual General Meetings. The Institute shall hold its first Annual General Meeting within eighteen months of its incorporation. General Meetings other than Annual General Meetings shall be called Extraordinary General Meetings.
32. The business of an Annual General Meeting, other than the first one, shall, among other agenda items, be to receive and consider the Annual Report of the Committee, approve the accounts of the Institute and to elect Members of the Committee and auditors in place of those retiring and to transact any other business which ought to be transacted at an Annual General Meeting.
33. The Committee may whenever it thinks fit convene an Extraordinary General Meeting of the Institute and an Extraordinary General Meeting shall also be convened on such requisition, or, in default, may be convened by such requisitionists, as provided by section 113 of the Ordinance. Any such requisition shall specify the object of the meeting required and shall be signed by the Members making the same and shall be deposited with the Honorary Secretary giving him not less than 7 days to send notice calling for an Extraordinary General Meeting.



### Notice of General Meetings

34. An Annual General Meeting and a meeting called for the passing of a special resolution shall be called by 21 days' notice in writing at the least, and a meeting of the Institute other than an Annual General Meeting or a meeting for the passing of a special resolution shall be called by 14 days' notice in writing at the least. The notice shall be exclusive of the day on which it is served or deemed to be served and of the day for which it is given, and shall specify the place, the day and the hour of meeting and, in case of special business, the general nature of that business and shall be given, in manner hereinafter mentioned or in such other manner, if any, as may be prescribed by the Institute in General Meeting, to such persons as are, under the articles of the Institute, entitled to receive such notices from the Institute:

Provided that a meeting of the Institute shall, notwithstanding that it is called by shorter notice than that specified in this article, be deemed to have been duly called if it is so agreed:-

- (a) In the case of a meeting called as the Annual General Meeting, by all the Members entitled to attend and vote at the meeting; and
  - (b) In the case of any other meeting, by a majority in number of the Members having a right to attend and vote at the meeting, being a majority together representing not less than 95 per cent of the total voting rights of all the Members entitled to attend and vote at that meeting.
35. The accidental omission to give notice of a meeting to, or the non-receipt of notice of a meeting by, any person entitled to receive notice shall not invalidate the proceedings at that meeting.

### Proceedings at General Meetings

36. All business shall be deemed special that is transacted at an Extraordinary General Meeting, and also all that is transacted at an Annual General Meeting, with the exception of the consideration of the accounts, balance sheets and the reports of the Committee and auditors, and the election of the Members of the Committee and the appointment of the auditors and the fixing of their remuneration, if any.
37. No business shall be transacted at any General Meeting unless a quorum is present at the time when the meeting proceeds to business, and 20 Members who are entitled to vote in General Meetings present in person shall be a quorum. The quorum shall continue to be present throughout the meeting.
38. The Chairman of the Committee and in his absence the Deputy Chairman shall preside as Chairman at every General Meeting of the Institute. If at any meeting the Chairman or Deputy Chairman shall not be present within 15 minutes after the time appointed for holding the meeting, or if they shall have previously notified the Institute of their intention of not being present, one of the Members of the Committee shall preside, or if no Member on the Committee be present or willing to take the chair, the Members present who are entitled to vote shall choose one of their Members to preside.



39. If within half an hour from the time appointed for the General Meeting, a quorum is not present, the Meeting, if convened upon the requisition of Members, shall be dissolved; in any other case it shall stand adjourned at such other time and place as the Chairman of the Meeting may determine, and if at the adjourned Meeting a quorum is not present within half an hour from the time appointed for the meeting, the Members present (being not less than 10) shall be a quorum.
40. The Chairman of a General Meeting of the Institute may, with the consent of the Meeting, adjourn the same from time to time and from place to place, but no business shall be transacted at any adjourned Meeting other than the business left unfinished at the meeting from which the adjournment took place.
41. At any General Meeting a resolution put to the vote of the Meeting shall be decided on a show of hands, unless a poll is (before or on the declaration of the result of the show of hands) demanded by at least 2 Members present in person entitled to vote and, unless a poll is so demanded, a declaration by the Chairman that a resolution has, on a show of hands, been carried, or carried unanimously, or by a particular majority, or lost, and an entry to that effect in the book of the proceedings of the Institute shall be conclusive evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.
42. If a poll is duly demanded it shall be taken in such manner as the Chairman directs, and the result of the poll shall be deemed to be the resolution of the Meeting at which the poll was demanded.
43. In the case of an equality of votes, whether on a show of hands or on a poll, the Chairman of the Meeting, at which the show of hands takes place or at which the poll is demanded, shall be entitled to a second or casting vote.
44. A poll demanded on the election of a chairman, or on a question of adjournment, shall be taken forthwith. A poll demanded on any other question shall be taken at such time as the Chairman of the Meeting directs.

#### **Votes of Members**

45. Every Member, except Honorary Member, shall have one vote.
46. On a poll votes may be given either personally or by proxy.
47. The instrument appointing the proxy shall be in writing, stated whether the appointor votes for or against one or more specified motion or motions, in the form supplied by the Institute on request, under the hand of the appointor or, if the appointor is a corporation, under the hand of an officer or attorney or other person(s) duly authorised by the board of directors of that corporation.



48. A Member who wishes to vote by proxy shall, after he receives the notice of the meeting or adjourned meeting, collect in person from the Institute a form of an instrument appointing the proxy and the Institute shall supply him with such a form accordingly.
49. The instrument appointing the proxy and the power of attorney or other authority, if any, under which it is signed or a notarially certified copy of that power or authority shall be deposited in person at the registered office of the Institute not less than forty-eight hours before the time for holding the meeting or adjourned meeting and in default the instrument of proxy shall not be treated as valid.
50. A Member shall not be entitled to vote at any General Meeting unless all moneys payable by him to the Institute in his capacity as Member, and which have been outstanding for more than 1 month after they fell due for payment, have been paid.

#### **Corporations acting by Representatives at Meetings**

51. Any corporation which is a Member of the Institute may by resolution of its directors or other governing body authorise such person as it thinks fit to act as its representative at any meeting of the Institute, and the person so authorised shall be entitled to exercise the same powers on behalf of the corporation which he represents as that corporation could exercise if it were an individual Member of the Institute.

#### **Audit and Auditors**

52. At every Annual General Meeting, auditors (being a firm or a corporate practice of Certified Public Accountants) being neither a Member of the Committee nor an officer of the Institute, shall be appointed the auditors of the Institute at a remuneration to be fixed by the Committee on behalf of the Institute.
53. Such auditors shall hold office until the next Annual General Meeting and shall be eligible for re-election.
54. Auditors shall be appointed and their duties regulated in accordance with section 131, 132, 133, 140, 140A and 141 of the Ordinance.

#### **Account**

55. The Committee shall cause proper books of account to be kept with respect to:-
  - i. all sums of money received and expended by the Institute and the matters in respect of which the receipt and expenditure takes place;
  - ii. all sales and purchases of goods by the Institute; and
  - iii. the assets and liabilities of the Institute.

Proper books shall not be deemed to be kept if there are not kept such books of account as are necessary to give a true and fair view of the state of the Institute's affairs and to explain its transactions.



56. The books of account shall be kept at the registered office of the Institute, or, subject to section 121(3) of the Ordinance, at such other place or places as the Members of the Committee think fit, and shall always be open to the inspection of the Members of the Committee.
57. The Members of the Committee shall from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounts and books of the Institute or any of them shall be open to the inspection of Members not being Members of the Committee, and no Member (not being a Member of the Committee) shall have any right of inspecting any account or book or document of the Institute except as conferred by statute or authorised by the Members of the Committee or by the Institute in General Meeting.
58. The Members of the Committee shall from time to time in accordance with the requirements of the Ordinance, cause to be prepared and to be laid before the Institute in General Meeting such income and expenditure accounts, balance sheets and reports as are referred to in those sections.
59. A copy of every balance sheet (including every document required by law to be annexed thereto) which is to be laid before the Institute in General Meeting, together with a copy of the report of the Members of the Committee and a copy of the auditor's report, shall not less than 21 days before the date of the meeting be sent to every Member of the Institute. Provided that this article shall not require a copy of those documents to be sent to any person of whose address the Institute is not aware.

#### **Finance**

60. To provide funds for the Institute, Members will be required to pay subscription on such a scale as determined by the Committee from time to time. If any additional funds are required for the purposes of the Institute (including the costs, charges and expenses of winding up the Institute), such funds shall be raised in such manner as the Committee may think fit.
61. The funds and investments of the Institute shall be under the control of the Committee, and the bank account(s) of the Institute shall be operated under the name of the Institute.
62. The financial year end of the Institute shall be on the last day of December in each year or such other date as the Committee may from time to time determine.

#### **Notices**

63. A notice may be given by the Institute to any Member either personally or by sending it by post to him at his address registered with the Institute or in a manner as determined by the Committee from time to time.



#### Bye-law

64. The Committee may, subject to the terms of these Articles from time to time make, add to, alter and/or repeal bye-laws for the regulation of the Institute, its officers, servants and agents, or Members. Provided always that any bye-laws may be set aside by a Special Resolution of a General Meeting of the Institute.
65. Any such alteration, addition or repeal of the existing bye-laws and new bye-laws or any additions thereto or alterations or repeal thereof shall be posted in the notice board of the Institute for not less than 7 days and shall be entered in a book to be kept by the Honorary Secretary for the purpose and such Book shall be open to the inspection of all Members.
66. Any alterations, addition or repeal of any existing bye-laws or any new bye-law or any alteration, addition or repeal thereto shall come into force at the expiration of seven days from the date of their first being posted in the notice board of the Institute or upon such later date as the Committee may decide.

#### Winding up

67. If at any time the number of Members falls below 100, the Committee shall summon an Extraordinary General Meeting and such meeting may by Special Resolution declare that the Institute ought to be wound up, in which case it shall be wound up voluntarily accordingly.
68. The Provisions of the 7<sup>th</sup> Clause of the Memorandum of Association relating to the winding-up or dissolution of the Institute shall have effect and be observed as if the same were repeated in these Articles.

#### Indemnity

69. Subject to section 165 of the Ordinance, every Member of the Committee, auditor and officer for the time being of the Institute shall be indemnified out of the funds of the Institute against all liabilities and obligations which they, or any of them, may incur in good faith in the proper and reasonable performance or purported performance of their duties in relation to the Institute other than any liability which attaches to them by law in respect of any negligence, default, breach of duty or breach of trust. Further, they shall be indemnified from the funds of the Institute against any liability incurred by them in defending any proceedings, whether civil or criminal, in which judgment is given in their favour or in which they are acquitted or in connection with any application under section 358 of the Ordinance in which relief is granted to them by the Court. Provided that none of the funds of the Institute shall be applied in payment of the whole or part of any fine or penalty imposed upon any person by sentence or order of a Court of Justice.

WE, the several persons whose names and addresses are subscribed, are desirous of being formed into an Institute in pursuance of this Article of Association.





**Names, Addresses and Descriptions of Subscribers**

1. (Sd.) AU SIU KEE ALEXANDER  
AU, Siu Kee Alexander [歐肇基], Banker  
Hang Seng Bank,  
8/F, 83 Des Voeux Road Central, Hong Kong
  
2. (Sd.) CARSE, DAVID THOMAS RHYS  
CARSE, David Thomas Rhys [簡達恒],  
Public Officer  
Hong Kong Monetary Authority,  
30/F, 3 Garden Road, Central, Hong Kong
  
3. (Sd.) CARSTAIRS, RONALD  
CARSTAIRS, Ronald [賈世德], Banker  
Dah Sing Bank,  
36/F Dah Sing Financial Centre,  
108 Gloucester Road, Hong Kong
  
4. (Sd.) FONG SHAN KWEI  
FONG, Shan Kwei [方善桂], Banker  
Bank of China Hong Kong Branch,  
Bank of China Tower, 1 Garden Road,  
Hong Kong
  
5. (Sd.) GHOSE, TUSHAR KUMAR  
GHOSE, Tushar Kumar [高東山], Academic  
City University of Hong Kong,  
College of Higher Vocational Studies,  
Division of Commerce,  
83 Tat Chee Avenue, Kowloon
  
6. (Sd.) GRAY, JOHN MALCOLM  
GRAY, John Malcolm [葛賚], Banker  
HongkongBank,  
1 Queen's Road Central, Hong Kong



7. (Sd.) HO PAK TAI PATRICK  
HO, Pak Tai Patrick [何柏泰], Banker  
Belgian Bank,  
32/F Belgian House, 77-79 Gloucester Road,  
Wanchai, Hong Kong
  
8. (Sd.) CHAN KA LING  
CHAN, Ka Ling [陳嘉玲], Banker  
Standard Chartered Bank,  
Corporate & Institutional Banking,  
13/F, 4-4A Des Voeux Road Central, Hong Kong
  
9. (Sd.) LAI WAH CHING DAMIAN  
LAI, Wah Ching Damian [黎華清], Banker  
Shanghai Commercial Bank,  
666 Nathan Road, Mongkok, Kowloon
  
10. (Sd.) LAU CHI KIT  
LAU, Chi Kit [劉智傑], Banker  
HongkongBank,  
Level 10, 1 Queen's Road Central, Hong Kong
  
11. (Sd.) LAW MEI WAH TERESA  
LAW, Mei Wah Teresa [羅美華], Banker  
Citibank N A,  
38/F Hopewell Centre, 183 Queen's Road East,  
Wanchai, Hong Kong
  
12. (Sd.) LEE QUO-WEI  
LEE, Quo-wei [利國偉], Banker  
Hang Seng Bank,  
83 Des Voeux Road Central, Hong Kong
  
13. (Sd.) LI SUEN  
LI, Suen [李蓀], Banker  
HongkongBank,  
Level 10, 1 Queen's Road Central, Hong Kong



14. (Sd.) LI FOOK WO  
LI, Fook WO [李福和], Banker  
Bank of East Asia,  
Room 1416 Prince's Building, 10 Chater Road,  
Central, Hong Kong
15. (Sd.) LI KWONG FAI  
LI, Kwong Fai [李廣輝], Public Officer  
Hong Kong Monetary Authority,  
30/F, 3 Garden Road, Central, Hong Kong
16. (Sd.) LI KWOK PO DAVID  
LI, Kwok Po David [李國寶], Banker  
Bank of East Asia,  
22/F, 10 Des Voeux Road Central, Hong Kong
17. (Sd.) NG SUK YING  
NG, Suk Ying [吳淑英], Banker  
Wing Lung Bank,  
G/F, 112 Queen's Road Central, Hong Kong
18. (Sd.) NG CHEUK WING  
NG, Cheuk Wing [吳緯榮], Banker  
Nanyang Commercial Bank,  
15/F Nanyang Commercial Bank Building,  
151 Des Voeux Road Central, Hong Kong
19. (Sd.) SAU MING PETER  
SAU, Ming Peter [壽明], Banker  
Hang Seng Bank,  
Domestic Banking Division,  
7/F, 83 Des Voeux Road Central, Hong Kong
20. (Sd.) SHU WAN-PO  
SHU, Wan-po [舒雲甫], Banker  
Nanyang Commercial Bank,  
Nanyang Commercial Bank Building,  
151 Des Voeux Road Central, Hong Kong



21. (Sd.) WILSON, IAN RAMSAY  
WILSON, Ian Ramsay [華禮信], Banker  
Standard Chartered Bank,  
32/F, 4-4A Des Voeux Road Central, Hong Kong
22. (Sd.) WU HANG YIN  
WU, Hang Yin [鄔杏賢], Banker  
Bank of East Asia,  
18/F, 314-324 Hennessy Road,  
Wanchai, Hong Kong
23. (Sd.) WU PATRICK PO KONG  
WU, Patrick Po Kong [伍步剛], Banker  
Wing Lung Bank,  
45 Des Voeux Road Central, Hong Kong
24. (Sd.) YAM CHI KWONG JOSEPH  
YAM, Chi Kwong Joseph [任志剛], Public Officer  
Hong Kong Monetary Authority,  
30/F, 3 Garden Road, Central, Hong Kong
25. (Sd.) YAN KAM PAK JOHN  
YAN, Kam Pak John [甄錦柏], Banker  
Shanghai Commercial Bank,  
12 Queen's Road Central, Hong Kong
26. (Sd.) YU YAN TACK  
YU, Yan Tack [余仁德], Banker  
Bank of China Group,  
Training and Development Centre,  
3/F Trinity Centre, 165- 171 Wanchai Road,  
Wanchai, Hong Kong
27. (Sd.) ZHOU ZHENXING  
ZHOU, Zhenxing [周振興], Banker  
Bank of China Hong Kong Branch,  
Bank of China Tower, 1 Garden Road, Hong  
Kong



香港銀行學會  
The Hong Kong Institute of Bankers

Dated the 1st day of August, 1995  
WITNESS to the above signature:

(Sd.) TING WONG YEE KUEN CECILIA

TING, WONG Yee Kuen Cecilia [丁黃儀娟]  
Chief Executive Officer  
2/F Hing Yip Commercial Centre  
272-284 Des Voeux Road Central  
Hong Kong



**BYE-LAWS OF THE HONG KONG INSTITUTE OF BANKERS**

**I. Interpretations**

1. "HKIB" or "Institute" means The Hong Kong Institute of Bankers.
2. "M&A" refers to the Memorandum and Articles of Association of HKIB.
3. "Members" shall include individuals or incorporated bodies so registered.
4. "Executive Committee" means HKIB Executive Committee.
5. "Council" refers to the Council who shall advise the Executive Committee in all matters relating to HKIB.
6. "AGM" means Annual General Meeting of HKIB.
7. "EGM" means Extraordinary General Meeting of HKIB.
8. Words importing the singular number only shall include the plural number and vice versa. Words importing the masculine gender only shall include the feminine gender and vice versa.

**II. Individual Membership**

1. Individual members shall include Fellow Members (including Fellow Certified Banker (Fellow CB), Fellow of The Hong Kong Institute of Bankers (FHKIB) and Honorary Fellows), Professional Members (replacing previous Associates), Ordinary Members, Student Members (previously a type of Ordinary Members) and Honorary Members.
2. The first Fellows, Associates, Ordinary Members of HKIB shall be the Fellows, Associates, Ordinary Members of the Chartered Institute of Bankers - Hong Kong Centre prior to its independence provided that they have completed the transfer of membership procedures as prescribed by the Executive Committee.
3. **Fellow Members (including Fellow Certified Banker, Fellow of The Hong Kong Institute of Bankers and Honorary Fellows)**
  - 3.1 Fellows shall include Fellow Certified Banker, Fellow of The Hong Kong Institute of Bankers and Honorary Fellow.
  - 3.2 Fellow Certified Banker shall be elected by the Council upon recommendation by the Executive Committee, having regard to the applicants' qualifications, proven commitment and contribution to HKIB and/or to the banking and financial industry. The applicants should be at senior management or executive director level, preferably with at least 10 years



banking or finance related working experience. The applicants must hold the relevant HKIB professional designations including CB, AHKIB and FHKIB. Fellow Certified Banker is eligible to use the designation of Fellow CB.

- 3.3 Fellows of The Hong Kong Institute of Bankers are those members elected by the Executive Committee carrying this designation before 2017, including those founding Fellows elected at the inauguration of HKIB in 1995. This class of Fellow Members is eligible to use the designation of FHKIB.
- 3.4 Honorary Fellows shall be elected by the Council upon recommendation from the Executive Committee, having regard to those distinguished individuals having exemplary accomplishments and contributions to the banking and financial community and/or to the Institute locally or globally. This class of Fellow Members enjoys annual fee waiver and does not have voting rights at the AGM and EGM.
- 3.5 Subject to paragraph 1.4 in Section IV below, all Fellow Members shall be eligible to apply for Life Membership.

#### **4. Professional Members (replacing previous Associates)**

- 4.1
  - (a) Professional Members shall be elected by the Executive Committee, having regard to the applicants' qualifications and to the banking or finance related working experience. The applicants shall have completed pre-requisite HKIB professional qualification examinations and shall possess at least one-year relevant working experience.
  - (b) The applicants may be exempted from completing the pre-requisite HKIB professional qualification examinations if they have previously participated in the grandfathering scheme.
  - (c) The one-year relevant working experience requirement may also be exempted if applicants are currently banking practitioners or practitioners who demonstrate relevant experience in the Enhanced Competency Framework (“**ECF**”) and are eligible to use its related professional designations. The Executive Committee shall also retain the discretion to decide whether the said requirement may be exempted.
- 4.2 Professional Members shall also be elected by the Executive Committee from those who have completed such other examinations (including by virtue of mutual recognition of overseas banking institute's qualification) or have been granted other professional status recognised by the Executive Committee. The applicants possess banking and finance related working experience and may be required to sit and pass one or more non-exempted subjects of the Institute's professional qualifications examination decided by the Executive Committee.
- 4.3 Professional Members shall be awarded a diploma/certificate as determined by the Executive Committee upon completion of HKIB's professional qualification



examinations.

- 4.4 Professional Members shall be eligible to use the designations e.g. CB, CB (Stage I), CB (Stage II), ABP, AHKIB, CFMP, CPiCM, CPiTM, CPiOM, CPiWM, AAMLPL, CAMLP and other designations as determined by the Executive Committee.

Professional Members shall be awarded scrolls as determined by the Executive Committee and shall maintain valid HKIB membership.

- 4.5 Professional Members are required to fulfill the annual CPD requirement as determined by the Executive Committee.
- 4.6 Subject to paragraph 1.4 in Section IV below, Professional Members shall be eligible to apply for Life Membership.

## 5. Ordinary Members

- 5.1 In order to become an Ordinary Member, applicants shall be elected by the Executive Committee the staff of any banking establishment, or from persons in other relevant employment or possessing other professional qualifications, or from persons without regard to any employment, who have met such other requirements as the Executive Committee may determine from time to time.
- 5.2 Ordinary Members may choose to pursue HKIB professional banking qualification examinations and be elected to Professional Members upon completion of the examinations required and possess banking and finance related working experience, and have satisfied other requirements as determined by the Executive Committee.

## 6. Student Members (previously a type of Ordinary Members)

- 6.1 In order to become a Student Member, applicants shall be full-time students currently admitted to universities or post-secondary education institutes in any discipline from local or overseas registered education institutions aiming to affiliate with the banking and financial industry.
- 6.2 Upon completion of full-time education, Student Members are no longer eligible to be elected in this class of membership and shall be elected by the Executive Committee to Ordinary Members.
- 6.3 This class of members does not have any voting rights at the AGM and EGM.

## 7. Honorary Members

- 7.1 Honorary Members shall be elected by the Council upon recommendation by the Executive Committee, having regard to those distinguished individuals having proven contributions to HKIB e.g. ex-members of Council or the Executive Committee.





- 7.2 The Honorary Members shall be re-elected by the Executive Committee at the year-end of the two-year period.
- 7.3 This class of members enjoys annual fee waiver.
- 7.4 This class of members does not have any voting rights at the AGM and EGM.



### III. Corporate Membership

1. All Corporate Members shall be elected by the Executive Committee, having met such requirements as the Executive Committee may determine from time to time.
2. All Corporate Members shall be divided into one of two classes:
  - (a) Council Banks; and
  - (b) Banks and Relevant Institutions.

3. Council Banks

- (a) “**Council Banks**” refer to the Banks, who are registered as members of HKIB, who have provided the specified financial sponsorships and/or shown commitment in supporting HKIB and/or the banking and financial community, in accordance with the criteria determined by the Executive Committee from time to time.

This class shall also include the Hong Kong Monetary Authority and Securities and Futures Commission, who have provided the said financial sponsorships and/or demonstrated the said commitment.

- (b) Notwithstanding paragraph 3(a) above, eligibility for this class shall be subject to the final approval of the Executive Committee.
  - (c) This class of members shall have voting rights at the AGM and EGM.
  - (d) Subject to election pursuant to the M&A, this class of members may become members of the Council and Executive Committee.

4. Banks and Relevant Institutions

- (a) “**Banks**” refer to organisations who are “Authorised Institutions” within the meaning of section 2 of the Banking Ordinance (Cap. 155). Such organisations can be verified against the list of authorised institutions kept by the Hong Kong Monetary Authority.
  - (b) “**Relevant Institutions**” refer to regulatory and (quasi-)governmental bodies within the banking and financial community.
  - (c) This class of members shall have voting rights at the AGM and EGM.
  - (d) This class of members may become members of the committees, subject to the approval of the Chairman of the respective committees.

### IV. Membership rights and obligations

#### 1. Fees

- 1.1 Individual Membership shall run from 1st January to 31st December in each



calendar year while Corporate Membership shall run from 1st July to 30th June of the following year. The subscriptions shall be payable annually in advance before the new subscription year commences.

- 1.2 One year's subscription and first registration fee shall be payable on registration unless:
  - (a) For Individual Membership, if the date of registration falls on a date later than 30th June, the subscription fee payable shall be determined by the Executive Committee; and may be modified from time to time.
  - (b) For Corporate Membership, the registration date falls within the month of June when they will enjoy an extra month of membership service or otherwise determined by the Executive Committee.
- 1.3 The fees payable by Members shall be determined by the Executive Committee and may be modified from time to time.
- 1.4 Eligibility for Life Membership shall be reviewed from time to time and determined at the sole discretion of the Executive Committee.
- 1.5 Subscriptions for Life Membership may be compounded by a single payment of the annual sum multiplied by a factor prescribed by the Executive Committee from time to time.
- 1.6 Members who fail to pay their subscriptions within three months after it is due, may be declared Default Members by the Executive Committee, whereupon they shall cease to be a member of HKIB. Their names shall accordingly be removed from the Register of Certified Individuals.
- 1.7 Fees paid are not refundable.

## 2. Obligations

All members shall be bound by the prevailing Articles of Association, Bye-laws, rules and regulations of HKIB as prescribed by the Executive Committee, in addition to directives issued by the Executive Committee from time to time.

## 3. Disciplinary

- 3.1 The Executive Committee shall appoint a Disciplinary Committee, comprising not less than three members, or as the Executive Committee shall determine from time to time.
- 3.2 If any of the above HKIB members is in the opinion of the Disciplinary Committee unfit for membership by reason of unprofessional conduct or conduct of an immoral, scandalous and/or disgraceful nature, the Disciplinary Committee may by a resolution passed by a majority vote of the members of the Disciplinary Committee present and voting at a meeting of the Disciplinary Committee, exclude him from the membership and remove his name from the membership register with immediate effect, provided that:
  - (a) At least 14 days' advance notice shall have been sent to all members of the



Disciplinary Committee, specifying the intention and the grounds on which it is proposed.

(b) The person whose conduct is called in question shall be given not less than 14 days' notice of the meeting and shall be given an opportunity to appear before the Disciplinary Committee to put forward an explanation or defence as he may think fit.

3.3 The person who is determined by the Disciplinary Committee unfit for membership shall be given an opportunity to appeal against the decision by appearing before the Council, provided that a notice of appeal, specifying the grounds, is sent to the Council within 14 days of the decision of the Disciplinary Committee.

3.4 The decision of the Council is final.

#### 4. Resignation

Members may resign on giving notice of their intention in writing to the Executive Committee. Resigned members are not entitled to use the HKIB professional designations and may not claim themselves as HKIB members. Their professional scrolls shall be void and shall be returned to HKIB. Their names shall accordingly be removed from the Register of Certified Individuals.

#### 5. Reinstatement

5.1 Default or Resigned Members ("**Former Members**") who have ceased to be a member of the Institute may apply to reinstate their HKIB membership by paying the current year's subscription plus the re-registration fee ("**Reinstatement Fee**").

5.2 Notwithstanding paragraph 5.1 above, the said Reinstatement Fee is payable subject to the Executive Committee's discretion to:

5.2.1 Impose additional fees upon such Former Members (including, but not limited to, circumstances where Default Members may be required to settle their subscriptions in arrears prior to reinstating their membership with HKIB); and

5.2.2 Granting a waiver of the Reinstatement Fee under special circumstances, (as determined by the Executive Committee from time to time).

#### 6. Membership Register

HKIB shall maintain a Membership Register and all members shall furnish the Executive Committee with all required information when applying for membership and provide regular updates.



## V. Corporate Affiliates

1. “**Corporate Affiliates**” refer to organisations relevant to the banking and financial community who have been selected by HKIB to act as its external advisors. Their role is to provide strategic support and guidance in carrying out HKIB’s objectives.

Corporate Affiliates are not Members of HKIB, therefore they do not enjoy voting rights at the AGM or EGM.

2. Corporate Affiliates shall be divided one of two classes:
  - (a) Non-Bank Financial Institutions; and
  - (b) Relevant Service Providers.

3. Non-Bank Financial Institutions

“**Non-Bank Financial Institutions**” refers to an entity that is primarily engaged in the provision of financial services or the conduct of financial services and includes an insurer, a licensed corporation, trust companies and financial market participants (but excludes a bank).

4. Relevant Service Providers

“**Relevant Service Providers**” refers to organisations who provide educational, professional and business support services relevant to the banking and financial community (save and except those who provide services contrary to HKIB’s objectives). Relevance shall therefore be determined by whether the said service provider can provide services that enhance HKIB’s objectives. Such organisations shall include, but not be limited to, accounting firms, law firms, information technology providers, etc.

The previous Bye-Laws of July 2016 shall be superseded.



## Appendix C

### Summary Table of Individual Membership Eligibility

	Member type	Eligibility and qualifying criteria
1	Fellow CB	<ul style="list-style-type: none"><li>- Elected by Council upon recommendation by Executive Committee</li><li>- At senior management level preferably with <u>at least 10 years</u> banking or finance related experience</li><li>- Holders of HKIB professional qualifications including CB, AHKIB (with or without QF status) and FHKIB via qualification route</li><li>- Individuals having <u>proven</u> commitment in advancing the banking industry and/or the Institute locally or globally</li><li>- Individuals having commitment in contributing to the Institute locally or globally</li></ul>
2	Honorary Fellows	<ul style="list-style-type: none"><li>- Elected by Council upon recommendation by Executive Committee</li><li>- Distinguished individuals having exemplary accomplishments and contributions to the banking and financial community and/or to the Institute locally or globally</li><li>- At top management level preferably with <u>at least 10 years</u> banking or finance related experience</li><li>- Targeting distinguished individuals from regulators, government, banking and financial community as well as current Fellows via conferment</li></ul>
3	FHKIB	<ul style="list-style-type: none"><li>- Current FHKIB not eligible or willing to convert to Fellow CB and those who are not eligible to be converted to Hon Fellows</li></ul>
4	Honorary Members	<ul style="list-style-type: none"><li>- Elected by Council upon recommendation by Executive Committee</li><li>- Individuals having <u>proven</u> commitment in contributing to the Institute locally or globally</li></ul>



	Member type	Eligibility and qualifying criteria
		<ul style="list-style-type: none"><li>- At senior management level preferably with <u>at least 10 years</u> of banking or finance related experience</li><li>- Targeting individuals previously holding the Institute's positions of presidents, vice-presidents, honorary treasurers, honorary secretaries, consultant or senior consultants</li></ul>
5	Professional Members	<ul style="list-style-type: none"><li>- Individuals who have completed HKIB professional qualification examinations</li><li>- At least 1 year of banking or finance related experience</li></ul>
6	Ordinary Members	<ul style="list-style-type: none"><li>- Individuals who are looking for affiliations with HKIB (networking with banking professionals or receiving latest update of the banking industry)</li><li>- No qualification and relevant working experience are required</li></ul>
7	Student Members	<ul style="list-style-type: none"><li>- Full-time post-secondary students in any discipline from local, Mainland China, Macau or other overseas registered education institutions</li><li>- No age restriction</li></ul>



## Appendix D

### Membership Fees Table for 2018

First registration fee	HK\$200
<i>Membership Class</i>	<i>Annual Fee</i>
Fellow CB	HK\$3,050
Professional Members	HK\$1,550
Ordinary Members	HK\$1,020
Student Members	HK\$200

**Remarks:**

- Same fees apply for Hong Kong, Mainland China, Macau and overseas.
- For Ordinary Members, 50% off for annual membership fee for a maximum of three years for enrollment in CB training & examination (ECF training & examination excluded).
- Members (except Student Members) aged 65 or above can enjoy a discounted annual fee at HK\$200
- First registration fee waiver in 2018 as part of 55<sup>th</sup> anniversary celebration






---



---

**HKIB – Continuing Professional Development (CPD) Scheme**

---

**1. Objectives**

- 1.1 Fellow Certified Bankers (Fellow CB) and Professional Members are required to comply with the Continuing Professional Development (CPD) requirements set out by The Hong Kong Institute of Bankers (HKIB). The objective of implementing the CPD requirements is to ensure banking practitioners continue to maintain, upgrade and broaden their knowledge and perspectives throughout their careers. Through individuals pursuing ongoing professional improvement, the standards of the wider industry will continue to rise.
- 1.2 HKIB regards commitment to CPD is vital for opening up a brighter future for individuals and maintaining one’s competitiveness in today’s knowledge-based and rapidly changing environment.
- 1.3 HKIB Professional Members shall include:
- Certified Banker (CB)
  - Certified Banker (Stage II)
  - Certified Banker (Stage I)
  - Certified Financial Management Planner (CFMP)
  - Certified Professional (CP)
  - Certified Anti-Money Laundering Professional (CAMLPA)
  - Associate Anti-Money Laundering Professional (AAMLPA)
  - Certified Retail Wealth Management Professional (CRWMP)
  - Associate Retail Wealth Management Professional (ARWMP)

**2. CPD Requirements**

- 2.1 Respective Fellow CB and Professional Members may refer to the below table for the annual CPD requirement:

Individual Members	Required CPD hours
Fellow CB	15
CB	15
CB (Stage II)	15
CB (Stage I)	5
CFMP	15
CP	15
CAMLPA	12
AAMLPA	10
ARWMP	10
CRWMP	10



- 2.2 All Fellow CB and Professional Members are required to earn the required CPD hours as specified in Section 2.1 for **every calendar year** (1 January to 31 December) according to qualified CPD activities as stated in Section 3.1 below. Any excess CPD hours accumulated within a particular year cannot be carried forward to the following year.
- 2.3 For those HKIB Members who are required to earn 15 CPD hours, at least five CPD hours must be earned from activities related to topics of compliance, code of conduct, professional ethics or risk management (i.e. five CPD core hours).
- 2.4 For Members holding more than one HKIB professional designations, they are only required to earn the maximum required CPD hours for one of his/her professional designations in a calendar year.
- 2.5 Except ECF Certification holders (AAML, CAMLP, ARWP and CRWP), Fellow CB and other HKIB Professional Members elected in any month of the year are required to fulfill the CPD requirement on a pro-rata basis of the remaining months up to December.
- 2.6 CAMLP are required to earn a minimum of 12 CPD hours for the following year after obtaining his/ her professional designation. At least six out of the required CPD hours should be on the topic of AML/ CFT, with the remaining hours on compliance (including financial crime compliance), risk management, ethics, or legal and regulatory requirements.
- 2.7 AAML are required to earn a minimum of 10 CPD hours for the following year after obtaining his/her professional designation. At least five out of the required CPD hours should be on the topic of AML/ CFT, with the remaining hours on compliance (including financial crime compliance), risk management, ethics, or legal and regulatory requirements.
- 2.8 Both ARWP and CRWP Certification holders are required to earn a minimum of 10 CPD hours for the following year after obtaining his/her professional designation. At least three out of the required CPD hours should be on the topic of compliance, code of conduct, professional ethics or risk management (i.e. three CPD core hours)
- 2.9 Unless otherwise specified, one hour of a qualified CPD activity will be counted as one CPD hour under normal circumstances.
- 2.10 CPD activities lacking proof of attendance or assessment record for verification may not be counted.

### **3. Qualified CPD Activities**

- 3.1 Unless otherwise stated in Sections 3.3 and 3.4, qualified CPD activities must be relevant to the professional development of a banking and finance



professional within the following scopes:

- Compliance, code of conduct, professional ethics or risk management
  - Banking and financial knowledge
  - Economics
  - Accounting
  - Legal principles
  - Business and people management
  - Language and information technology
  - Subject areas covered in HKIB professional examinations
- 3.2 HKIB e-learning courses are recognised as qualified CPD activities provided that they are within the relevant scopes specified in Section 3.1
- 3.3 CPD/ CPT courses organised/ formally accredited by professional bodies or financial regulatory bodies for their own CPD/ CPT programs (confined to structured activities) are also recognised as qualified CPD activities provided that they are within the relevant scopes specified in Section 3.1.
- 3.4 Studies for local or overseas university bachelor degrees or postgraduate degrees in any disciplines that fall within the scopes of qualified CPD activities in Section 3.1 may be granted 15 CPD hours for each year's studies, and **for six years at most**, in respect of each university degree program. It is required that at least five hours of these studies completed in a year should be related to the scopes of compliance, code of conduct, professional ethics or risk management. Evidence of passing the examination of at least one subject in a particular year must be submitted upon request by HKIB in order to be granted the 15 CPD hours for that particular year.
- 3.5 Studies for the following professional qualifications may be granted five or 15 CPD hours for each year's studies, **for three years at most**, in respect of each qualification. It is required that at least five hours of these studies completed in a year should be related to the scopes of compliance, code of conduct, professional ethics or risk management.
- Certified Banker (CB)
  - Certified Financial Management Planner (CFMP)
  - Associate of The Hong Kong Institute of Chartered Secretaries (ACS/ACIS)
  - Chartered Banker of The Chartered Institute of Bankers in Scotland
  - Chartered Financial Analyst (CFA)
  - Certified Financial Planner (CFP)
  - Chartered Life Underwriter (CLU)
  - Fellow Member of the Life Management Institute (FLMI)
  - Fellow Member of the Life Underwriter Training Council (LUTCF)
  - Fellow Member of the Actuarial Society of Hong Kong
  - Member of Association of Chartered Certified Accountants (ACCA)



- Member of CPA Australia (CPA)
- Member of Hong Kong Institute of Certified Public Accountants (HKICPA)

Studies for professional qualifications other than above will be assessed on case-by-case basis.

Evidence of passing the examination of at least one subject in a particular year must be submitted upon request by HKIB in order to be granted the 15 CPD hours for that particular year.

- 3.6 In the case of writing of published technical research articles, papers or books relating to the relevant scopes specified in Section 3.1, **one CPD hour will be granted for every 1,000 words published subject to a maximum of 10 CPD hours granted per year.** CPD hours must be claimed in the particular year in which the article, paper or book is published. Evidence of the articles and publications must be submitted upon request by HKIB in order to be granted the CPD hours for that particular year.
- 3.7 In the case of teaching/ delivering speeches on topics relating to the relevant scopes specified in Section 3.1, **each hour spent on such for organisations other than HKIB will be counted as 1.5 CPD hours ; and two CPD hours if such activities are carried out for HKIB. A maximum of 10 CPD hours will be granted per year in either case.**
- 3.8 In the case of serving as a member of committees and working groups of HKIB, government bodies or any other relevant professional bodies relating to the relevant scopes specified in Section 3.1, **each serving hour for organisations other than HKIB will be counted as 1.5 CPD hours ; and two CPD hours if such service is carried out for HKIB. A maximum of 10 CPD hours will be granted per year in either case.**
- 3.9 Community/ voluntary activities will be counted as claimable CPD activities provided that they are within the scopes specified in Section 3.1 and **a maximum of 10 CPD hours will be granted per year in such case.**
- 3.10 Mentoring scheme appointed by tertiary institutes, government bodies or professional bodies as a Mentor will be counted as claimable CPD activities provided that they are within the scopes specified in Section 3.1 and **a maximum of 10 CPD hours will be granted per year in such case.**
- 3.11 Serving as judge for HKIB industry awards relating to the banking and financial sector will be counted as claimable CPD activities and **a maximum of 5 CPD hours will be granted per year in such case.**
- 3.12 Activities, including training programs, which do not have proof of attendance or assessment record, generally **will not** be accepted as qualified CPD activities. Other examples include self-study, reading and subscription to professional or



business publications, preparing for the presentation or meeting, mentoring or coaching where such activities are an integral part of your job role, in-house training due to changing or new internal systems, etc.

#### 4. CPD Records

4.1 Fellow CB and Professional Members are required to declare their CPD compliance to HKIB at the time of membership renewal annually except for those who are granted exemption from CPD requirements. For exemption, please refer to Section 6.

4.2 Fellow CB and Professional Members are required to maintain appropriate records (such as date, duration, type of CPD activities, categories covered, etc.) of all CPD activities completed in a calendar year with sufficient supporting documentary evidence such as:

- HKIB CPD Records Form
- proof of attendance/ assessment record/ transcript/ result slip/ appointment letter with specific roles identified/ minutes of meeting/ published articles
- course outlines

4.3 Documentary evidence should be kept for at least three years for random audit by HKIB.

#### 5. Non-Compliance

Failure to comply with the CPD requirements will result in suspension of professional designations during which the holder must stop using the professional designation concerned in all business and social contexts, for instance, on name cards and in personal profile, until the necessary documents confirming the fulfillment of CPD requirements are submitted. While Member's professional designation is being suspended, his/ her name and status information will not appear on the Register of Certified Individuals (CI) published on the HKIB website.

#### 6. CPD Exemption

6.1 Fellow CB and Professional Members who cannot comply with the CPD requirements for health reasons, retirement from employment or other circumstances beyond their control may submit a written request to HKIB to apply for CPD exemption.

6.2 The request must include an explanatory letter and adequate relevant supporting documentary evidences. Such individual requests will be considered by the HKIB Membership and Professional Development Committee on a case-by-case basis. The Committee reserves the right to make the final



decision.

6.3 For retired members:

- One-off CPD exemption application is adequate for those aged 55 or above.
- One-off CPD exemption application is adequate for those aged between 50-54. However, HKIB reserves the rights to require them to reconfirm their retirement status.
- Annual CPD exemption application is required and members are subject to annual audit for aged below 50.

**7. Updates and Changes**

HKIB reserves the right to interpret, update and amend the CPD requirements and policies when necessary. Members, therefore, are advised to pay attention to the latest announcements on the HKIB website and notices sent to them by HKIB.



**香 港 銀 行 學 會**  
**The Hong Kong Institute of Bankers**



CERTIFIED  
BANKER

### 香港銀行學會

#### 香港總部

香港上環干諾道中 148 號粵海投資大廈 3 樓

電話 (852) 2153 7800

傳真 (852) 2544 9946

電郵 [hkib@hkib.org](mailto:hkib@hkib.org)

#### 北京代表處

中國北京市西城區月壇南街 1 號院金融街

月壇中心 5 號樓 8 層

郵編 100045

電話 (86) 10-6657 5550

傳真 (86) 10-6657 4966

電郵 [hkib-beijing@hkib.org](mailto:hkib-beijing@hkib.org)

### The Hong Kong Institute of Bankers

#### Hong Kong Head Office

3/F Guangdong Investment Tower

148 Connaught Road Central, Hong Kong

Tel (852) 2153 7800

Fax (852) 2544 9946

E-mail [hkib@hkib.org](mailto:hkib@hkib.org)

#### Beijing Representative Office

8/F, Tower 5, Courtyard 1

Yuetan South Street, Xicheng District

Beijing, China

Post Code 100045

Tel (86) 10-6657 5550

Fax (86) 10-6657 4966

E-mail [hkib-beijing@hkib.org](mailto:hkib-beijing@hkib.org)