



Application Form for Trainer / Examiner / Writer / Reviewer / Moderator

Personal Information Collection Statement

- 1. The personal data provided by the Applicant will be used by the The Hong Kong Institute of Bankers (the Institute) to assess the Applicant's suitability for assuming the applied position.
2. Applicant's personal data held by the Institute will be kept strictly confidential and only disclosed to the authorized persons within the Institute for processing the application.
3. The completion of all items on the application form is essential for the further processing of the application.
4. Under the Personal Data (Privacy) Ordinance, Applicant (data subject) may make a request to access to, and to request correction of, own personal data.
5. Please submit the application by email to recruit@hkib.org or by submitting to the Institute in person. For enquiry, please contact HKIB at Tel: 2153 7800.

NOTE

You may attach a Resume along with this Application Form.

A. Personal Information (Please attach Business Card, if applicable)

Form section A containing fields for Title, Full Name, Nationality, Passport Number, Working Visa, Current Employer, Department, Position, Telephone Number, Email Address, and Correspondence Address.

B. Education (In Descending Chronological Order)

Table with 3 columns: School, College, University, etc. Attended / Attending; Period (From/To in mm/yy); Qualification obtained / to be obtained.

C. Professional Qualifications (In Descending Chronological Order)

Name of Institution	Date of Attainment	Professional Qualification Attained

D. Teaching Experience (In Descending Chronological Order)

Name of Institute	Period	Course / Subject

E. Working Experience (In Descending Chronological Order)

Name of Institute	Period	Position & Job Responsibilities

F. Service to HKIB

Please indicate the job you are interested to apply for

- | | | | |
|------------------------------------|---|---|--|
| <input type="checkbox"/> Trainer | <input type="checkbox"/> Writer | <input type="checkbox"/> Examiner | <input type="checkbox"/> Course Reviewer |
| <input type="checkbox"/> Moderator | <input type="checkbox"/> English Language moderator | <input type="checkbox"/> Chinese Language moderator | |

For training job, please indicate the language you can deliver

- | | | | |
|------------------------------------|----------------------------------|------------------------------------|---|
| <input type="checkbox"/> Cantonese | <input type="checkbox"/> English | <input type="checkbox"/> Putonghua | <input type="checkbox"/> Others, please specify _____ |
|------------------------------------|----------------------------------|------------------------------------|---|

For training job, please indicate your availability

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Weekday evening | <input type="checkbox"/> Saturday daytime | <input type="checkbox"/> Weekday daytime | <input type="checkbox"/> Others, please specify _____ |
|--|---|--|---|

G. Expertise / Experienced Area

Please indicate your expertise areas

Retail Banking

- | | |
|--|--|
| <input type="checkbox"/> Retail Wealth Management Services | <input type="checkbox"/> Financial Planning / Advising |
| <input type="checkbox"/> Personal Lending | <input type="checkbox"/> Others, please specify _____ |

Corporate Banking

- | | |
|---|---|
| <input type="checkbox"/> Credit Analysis | <input type="checkbox"/> Trade Finance |
| <input type="checkbox"/> Syndicated Lending / Project Finance | <input type="checkbox"/> Treasury / Cash Management |
| <input type="checkbox"/> Cross Boarding Financing | <input type="checkbox"/> Others, please specify _____ |

Private Banking

- Private Wealth Products / Services
- Customer Relationship Management
- Tax / Trust / Estate Planning
- Others, please specify _____

Banking Law / Regulations / Compliance

- Ethics and Compliance
- Regulatory Framework for Securities and Futures Industry in Hong Kong
- Banking Regulations in Mainland China
- Banking Law and Practice
- Anti-Money Laundering and Counter-Financing of Terrorism (AML/CFT)
- Others, please specify _____

Information Technology

- Cybersecurity
- Support and Operations
- Data Management
- Blockchain / Artificial Intelligence
- Network & System
- IT Auditing
- Software Development
- Others, please specify _____

Bank Management

- Business and People Management
- Credit Risk Management
- Bank Asset and Liability Management
- Treasury Markets and Operations
- Human Resources Management
- Risk Management in Banking
- Operational Risk Management
- Branch Management and Operations
- Bank Accountancy / Audit
- Others, please specify _____

Investment / Insurance / Mandatory Provident Fund

- Securities
- Mandatory Provident Fund
- Technical Analysis
- Securities & Futures Commission (SFC) Licensing Examination Paper _____
- Insurance
- Portfolio Management
- Funds / Custody / Trust
- Others, please specify _____

Soft Skills / Management Training

- Selling / Presentation Skills
- Customer Service / Complaint Management
- Coaching
- Communication
- People Management Skills
- Project Management Skills
- Others, please specify _____

If you have other professional knowledge / skills, please specify below

H. Professional Qualification Programme Training

Please ✓ the course you are interested to teach / develop (may ✓ more than one choice)

Enhanced Competency Framework (ECF)

- ECF on Anti-Money Laundering and Counter-Financing of Terrorism (Core Level)
- ECF on Anti-Money Laundering and Counter-Financing of Terrorism (Professional Level)
- ECF on Cybersecurity

ECF on Retail Wealth Management (RWM)

- M1: Regulatory Environment for Banking
- M2: Investment Planning
- M3: Essentials of Banking
- M4: Insurance and Retirement Planning
- M5: Investment and Asset Management: Product
- M6: Investment and Asset Management: Alternatives
- M7: Financial Planning and Wealth Management

ECF on Credit Risk Management (CRM)

- M1: Credit Risk Management and Key Regulations
- M2: Fundamental Credit Risk Analysis
- M3: Fundamentals of Bank Lending
- M4: Advanced Commercial Lending
- M5: Advanced Credit Risk Management and Regulatory Requirements

Certified Banker (CB)

CB (Stage I)

- | | |
|---|--|
| <input type="checkbox"/> Professional Ethics and Compliance | <input type="checkbox"/> Introduction to Banking Law |
| <input type="checkbox"/> Fundamentals of Banking | <input type="checkbox"/> Risk Management |
| <input type="checkbox"/> Fundamentals of Accounting | |

CB (Stage II)

- | | |
|---|---|
| <input type="checkbox"/> Business and People Management | <input type="checkbox"/> Technology Management and Innovation in Banking |
| <input type="checkbox"/> Corporate Finance Services | <input type="checkbox"/> Banking Industry and Regulations in Mainland China |
| <input type="checkbox"/> Finance of International Trade | |

Certified Banker

- | | |
|--|--|
| <input type="checkbox"/> Bank Lending | <input type="checkbox"/> Treasury Markets and Operations |
| <input type="checkbox"/> Credit Risk Management | <input type="checkbox"/> Banking Law and Practice |
| <input type="checkbox"/> Bank Asset and Liability Management | <input type="checkbox"/> Operational Risk Management |

I. Continuous Professional Training

If applicable, please advise the detail of the course name / topic you are interested to design / delivery.

Declaration

I hereby declare that the above information is true, and the documents/credentials in connection with this application are true copies. I will provide the true copies of any documents/credentials as requested by The Hong Kong Institute of Bankers if appointed. I understand that if I knowingly provide false information or withhold any material information, The Hong Kong Institute of Bankers shall have the right to rescind any kind of verbal/written offer of appointment, and I shall render myself as liable to dismissal if appointed by The Hong Kong Institute of Bankers.

Signature of Applicant

Date