

# Guidelines of Application for Associate AML Professional (AAMLPP) Certification

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## Eligibility Criteria

1. The ECF-AML/CFT is targeted at “Relevant Practitioners”, including new entrants and existing practitioners, engaged by an Authorized Institution (AI) to perform AML/CFT compliance roles in its Hong Kong operation.

The ECF-AML/CFT is not intended to capture staff performing other job functions that are incidental to AML/CFT compliance. Specifically, the following categories of staff **do not** fall within the definition of Relevant Practitioner:

- (A) Staff in AML/CFT compliance function performing solely clerical and administrative duties.
- (B) AML/CFT compliance staff in overseas branches and subsidiary undertakings of locally-incorporated AIs. It should however be noted that AIs have a responsibility to ensure relevant staff in overseas branches and subsidiaries receive adequate AML/CFT training, including those applicable in relevant overseas regulatory requirements.
- (C) Regional AML/CFT compliance staff, whether located in or outside Hong Kong, performing AML/CFT duties in the AI that are “merely incidental” to duties performed in their regional role. AIs are expected to adopt a principles-based approach and to support their decisions with sound justifications in determining whether a regional staff member falls within the definition of Relevant Practitioners or not. Appropriate regard should be given to the significance of the AML/CFT compliance role performed by the relevant staff member in the Hong Kong operations of the AI.

Details of the respective roles are classified by a two-level qualification structure (i.e. Core Level and Professional Level). Please refer to HKMA circular on ["Enhanced Competency Framework on Anti-Money Laundering and Counter-Financing of Terrorism"](#) dated 22 March 2018 for details. For cases where the applicant is an employee of a subsidiary of an AI and performing AML/CFT compliance for that subsidiary, as the applicant does not fall within the definition of relevant practitioner, he/she is not required to meet the ECF on AML/CFT benchmark.

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2. A Relevant Practitioner may apply to HKIB for the certification of Associate AML Professional (AAMLP) if he or she
  - (A) has completed the training programmes and passed the examination for the Core Level (work experience is not a prerequisite for obtaining the certification); or
  - (B) has been grandfathered based on the required work experience upon the launch of the Core Level module.

3. Time frame for submitting AAMLP Certification application

Pathway	Application Deadline
Completed relevant training programme and passed the examination	2 Months after issuance of the examination result (for existing relevant practitioners) <sup>#</sup> . <i>(After the application deadline, individuals who do not submit their AAMLP Certification application must retake and passed the examination to recommence the eligibility to apply for AAMLP designation.)</i>
Grandfathered based on work experience	2 Months after issuance of the Grandfathering approval letter <i>(After the application deadline, individuals who do not submit their AAMLP Certification application must take relevant training programme and passed the examination to recommence the eligibility to apply for AAMLP designation.)</i>

<sup>#</sup> Other Relevant Practitioners may submit applications to HKIB for certification within three months of joining the AML/CFT function of an authorized institution (AI).

4. It is mandatory for all individuals to maintain a valid membership status with HKIB if the applicants want to apply for and maintain AAMLP designation and subject to HKIB membership governance. The AAMLP Certification is subject to annual renewal by HKIB. A Relevant Practitioner has to meet the annual continuing professional development (CPD) requirement and pay the annual renewal of certificate fee to renew the AAMLP certification.

AAMLP holders will be registered as Certified Individuals (CI) and included in a public register on the HKIB website. Upon successful application for AAMLP

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Certification with HKIB, HKIB will grant the AAMLP holder a professional membership. Name of designation holders around be presented on the HKIB website and also published on the Institute's journal "Banking Today" and Annual Report. AAMLP designation holders are entitled to print the designation on their business card and curriculum vitae which signifies their professional excellence.

5. AAMLP holders would be bound by the prevailing rules and regulations of HKIB. They are abided by HKIB's rules and regulations in HKIB [Members' Handbook](#). AAMLP holders are required to notify HKIB of any material changes to responses to any of the questions in application of the certification, including their contact details. HKIB may investigate the statements AAMLP holders have made with respect to applications, and that they may be subject to disciplinary actions for any misrepresentation (whether fraudulent and otherwise) in their applications.
6. Please read [Policy of Personal Data Protection](#) set out on HKIB website before application
7. To maintain ongoing professionalism and up-to-date knowledge of the latest AML/CFT risks, compliance developments, and local and international regulatory requirements and standards, AAMLP holders are required to undertake a minimum of 10 hours of verifiable CPD in each calendar year, of which at least 5 hours should be on the topic of AML/CFT while the remaining CPD hours should be on compliance (including financial crime compliance), legal and regulatory requirements, risk management or ethics.  
The renewal of AAMLP certification are subject to fulfilment of the annual CPD requirements starting from the calendar year (from 1 January to 31 December) following the year of certification.
8. It is expected to take 60 days for HKIB to process applications under normal circumstance.

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## Fee Payable

1. A Non-refundable Fee is required for AAMLP Certification applications:
  - HKD1,600 – Not currently a HKIB member:
  - HKD550 – Current HKIB Ordinary member
  - HKD3,600- HKIB Default Member  
(HK\$2,000 reinstatement fee + HK\$1,600 certification fee)
  - Current HKIB Professional Member: Waived
2. A Non-refundable annual fee of HKD1,600 is required for AAMLP Certification Renewal application:

## Payment Method

1. A crossed cheque or e-cheque made payable to “The Hong Kong Institute of Bankers”. Postdated cheques will not be accepted.
2. Credit card (Visa or Mastercard)

## Document Checklist

1. Completed and signed Application Form
2. Cheque payment (if applicable)
3. Supporting documents (if any)

## Submission

Please submit the completed and signed application form together with the required documents to HKIB by mail/in person at the following address:

### Application for AAMLP Certification

The Hong Kong Institute of Bankers  
3/F Guangdong Investment Tower  
148 Connaught Road  
Central  
Hong Kong

Application should be reviewed and endorsed by your institution's Human Resources and/ or other relevant department before submission.