

# Membership / Training / Examination Application Form (Hong Kong)

## for

# **Professional Banking Qualifications**

- Certified Banker (CB, CB Stage II, CB Stage I)
- ECF on AML/CFT (Core and Professional Level)
- ECF on RWM (M1 M7)
- ECF on Cybersecurity (Core Level)
- ECF on CRM (Core Level)

Please read "Important Notes for Application" BEFORE completing this form

#### IMPORTANT NOTES FOR APPLICATION

This Application Form is designed to facilitate applicants to apply for HKIB membership, training and examination by submitting one single form. Applicants may choose to complete the respective sections as deemed appropriate.

#### A. Membership

- All HKIB members are eligible to apply for HKIB professional qualification training and/or examinations. However, non-members can still enroll for ECF training and/or examination only if they are not applying for any professional designation.
- 2. It is compulsory for all individuals to maintain a valid membership status with HKIB if the applicants want to be elected and maintain HKIB professional designations (e.g. CB, CB (Stage II), CB (Stage I), AAMLP, CAMLP, ARWP, CRWP, ACSP, ACRP). For all professional designation holders, they have to renew their certification, maintain HKIB professional membership status and fulfill annual CPD requirement.
- 3. Individual Membership shall run from 1 January to 31 December in each calendar year. Members who fail to pay their subscription fees by 31 January of each calendar year will be treated as default members and the reinstatement policy will therefore be applied.

## **B.** Training

- 1. Places will be allocated on 'first-come-first-serve' basis.
- 2. Participants who have settled payments will receive course confirmation by e-mail 7 days prior to the course commencement date.
- 3. Participants are obligated to inform the Institute if they do not receive the confirmation 3 days before the course begins.
- 4. Late training enrolment will be accepted up to 7 days after the stipulated application deadline. A late entry fee of HK\$200 (in addition to the training fee) will apply.
- 5. We reserve the right to reject an application at any time.
- 6. Participants can apply for the Government funding for eligible training programmes. Please visit <a href="https://www.wamtalent.org.hk">www.wamtalent.org.hk</a> for the list of reimbursable pilot training under Asset and Wealth Management (WAM) sector and also the relevant details. Please note that only training fee can be applied for funding and examination fee is excluded.

#### C. Examination

- Candidates who are taking the current training can choose to sit for the current examination or any subsequent examination.
- 2. Applications must comply with the regulations published in the respective programme handbooks.
- 3. Late examination application will be accepted up to 14 days after the stipulated application deadline. A late entry fee of HK\$200 (in addition to the examination fee) will apply.

## D. Application Period and Method

- 1. Application will be accepted year-round.
- 2. Please refer to the Training and Examination Schedule for application deadline.
- 3. HKIB reserves the right to postpone, modify and/or cancel the scheduled training and/or examinations.
- 4. All fees paid are non-refundable and non-transferable.
- Applicants can complete the Application Form with copies of relevant documents and submit to HKIB in person, by mail, by e-mail or by fax.

## **Contact Us**

Address: 3/F Guangdong Investment Tower, 148 Connaught Road Central, Hong Kong Website: www.hkib.org

Telephone : (852) 2153 7800 Fax : (852) 2544 9946 Email : application@hkib.org

# **Application Form**

# **Section A: Personal Particulars**

Part 1: Personal Deta	ils				
Title: □ Mr. □Miss □	□ Ms. □ Dr.	HKIB Membership:  ☐ Yes		□ No	
Name in English: (as sho	wn on identity document)	Name in Chinese: (as sl	hown on ider	ntity document)	
,	(Given Name)				
HKID / Passport Number	:	Mobile Phone No.:			
Primary Email Address <sup>1</sup> :		Secondary Email Addres	ss (if any):		
Part 2: Personal Deta					
	applicants or <u>CURRENT</u> applican	ts who have to complete or upd			
Residential Address:				respondence Address Lesidential	s:
Office Address				Office	
Office Address:			Pleas	se put "√" in the opriate box	
Name of Current Employ	er:	Office Telephone No.:	1		
Position:		Department:			
Division (for customized	service):	Industry (for customized service):			
☐ Asset Management		☐ Accounting / Audit			
☐ Commercial / Corpora		☐ Banking	☐ Banking☐ Commercial / Industrial☐		
<ul><li>☐ Compliance &amp; Risk Management</li><li>☐ Investment Banking</li><li>☐ Commercial / Industrial</li><li>☐ Education</li></ul>					
☐ Operations & Support ☐ Government / Regulator					
☐ Private Banking		☐ Insurance			
☐ Retail Banking☐ Treasury		<ul><li>☐ Legal Practice</li><li>☐ Securities and other f</li></ul>	inancial insti	tutions	
☐ Others: ☐ Others:					
Attention: Please state qualifications/ work experience relevant to the programme entry requirement you are applying for, and (i) attach proof of qualifications OR work experience and (ii) a copy of your HKID card/					
Passport for entry qualifi		iversity / Tertion / Institution		Date of Awar	. d.
Highest Academic Qualifi	cation Obtained. Of	iversity / Tertiary Institution:		Date of Awar	u.
Total years of work experiences in Banking and Finance:					
Other Professional Qualifications: Professional Bodies:					
☐ Apply for Direct Entry	to * CB (Stage II) or CB (ple	ease delete whichever is not appropriate)			
* For those practitioners with higher attainment of academic qualification or stronger banking experience, <b>direct entry</b> to CB (Stage II) or CB can be applied. Please refer to CB programme handbook for details.					
Note: <sup>1</sup> All HKIB Training Confirmation	n, Examination Attendance and related con	-	ng the <b>Primary Er</b>	nail Address.	
	For Office	•	140		7
Ack	Log	CRM	MO		
		AN	RE		

# Section B: Membership

I would like to apply for HKIB Individual Membership and understand that the annual membership period runs from 1 January to 31 December. Please check applicable box:

	Membership Type (for Hong Kong)	Annual Subscription (Jan - Dec)	Semi-Subscription (Jul - Dec)	
	Ordinary	HK\$1,050	HK\$525	
	Student #	HK\$200 *		
Reinstatement for default member		HK\$2,000		
One-off First Registration Fee		HK\$200		
Membership Application Total (B)		HK\$	HK\$	

<sup>\*</sup> HKIB Student Membership is valid till end of the respective graduation year, i.e. 31 December.

# **Section C: Training**

Programme	Module Title	Training Code	М	Mode	
□ CB □ ECF			☐ Tuition	☐ Tutorial (for AML only)	
□ CB □ ECF			☐ Tuition	☐ Tutorial (for AML only)	
□ CB □ ECF			☐ Tuition	☐ Tutorial (for AML only)	
	Late Entry F	ee (HK\$200)			
Note: please refer to the Training and Examination Schedule for details.		r details.	Training Application Total (C)		нк\$

# **Section D: Examination**

Programme	Module Title	Examination Code	Mode		Fee (HK\$)
□ CB □ ECF			☐ First Attempt	□ Re-sit	
□ CB □ ECF			☐ First Attempt	□ Re-sit	
□ CB □ ECF			☐ First Attempt	□ Re-sit	
Late Entry Fee (HK\$200)					
Note: please refer to the Training and Examination Schedule for details.		Applica	ination tion Total (D)	нк\$	

<sup>#</sup> HKIB Student Membership is indispensable for full-time post-secondary students. Student members are required to provide a copy of student card for application.

## **Section E: Payment Methods** ☐ Cash (Payable only in person at HKIB counter) Paid by Employer A cheque / e-Cheque made payable to "The Hong Kong Institute of Bankers" For e-Cheque, please state the 1) membership application and/or 2) training code and/or 3) examination code under 'remarks' and email together with the completed enrolment form to application @hkib.org. Credit card: □ Visa ☐ Mastercard Card No: Expiry Date (MM/YY) Name of Cardholder: Membership Application (B): HK\$ HK\$ Training Application (C): Examination Application (D): HK\$ Signature: Total (B + C + D): HK\$ (as on credit card) 2019 Marketing Campaign for Certified Banker (CB) Section F: Ordinary members who are perusing CB qualification can enjoy 50% discount off on annual membership subscription. This discount offer will be granted on refund basis by SIX months after the completion of each programme intake. Please provide the bank account information: Name of Bank Account (same as members' name): Bank Name: Bank Account No (please include bank code):

## Section G: Statement on Collection of Personal Data

- 1. It is necessary for applicants to supply their personal data and to provide all the information requested in the application documents, as otherwise HKIB may be unable to process and consider their applications.
- 2. The personal data provided in this form will be used for processing your application for membership, training and examination, statistical and marketing (including direct marketing) purposes. The data will be solely handled by HKIB staff but may be transferred to an authorised third party providing services to HKIB in relation to the above purposes and prescribed purposes as allowed by the law from time to time.
- 3. When the processing and consideration of all the applications for a particular training have been completed: (a) the application papers of unsuccessful candidates will be destroyed (if you have indicated to receive our promotional materials then your contact details and related papers would be retained for such purposes); and (b) the application papers of successful candidates will serve as part of the applicant's official student records and will be handled by HKIB staff or by staff of an authorised third party providing services to HKIB in relation to the stated purposes. In all such circumstances, please be assured that any personal information you supply will be kept strictly confidential.
- 4. Applicants understand that they have the right to check whether HKIB holds personal data about the applicants and that, if so, they have a right of access to their personal data. They can request HKIB to correct any inaccurate personal data and if they need to obtain a copy of their personal data or have it corrected, they can write to the HKIB. They understand that HKIB is permitted by law to charge a reasonable fee for the processing of any data access request.
- 5. Personal data provided on the application form will be used by HKIB for the purpose relating to application and admission. For details of the Personal Data Collection Statement, please refer to the website: <a href="http://www.hkib.org">http://www.hkib.org</a>

☐ Please tick if you DO NOT WISH to receive our latest updates and promotional materials through the communication channels as stated above, including discounts and offers from time to time.

## **Section H: Information Source**

From which of the follow	ving sources do you know about o	ur Professional Banking Qualification?
☐ HKIB's website	☐ HR/Training Department	☐ Homepage of Education and Manpower Bureau
□ Newspaper/Magazine	☐ Colleagues/Classmates/Friends	☐ Information Session/Exhibition
□ Labour Department	☐ Social Media	☐ Others, please specify
Section I: Ack	nowledgement and D	eclaration
administration and con changes to my respor agree that HKIB may in disciplinary actions for I understand that the fe	nmunication by The Hong Kong Institute asses to any of the questions in this approvestigate the statements I have made wany misrepresentation (whether fraudule ees paid are non-refundable and non-trage to comply with all conditions, requirements	
For Membership Application:  I understand that as a r		the prevailing rules and regulations of the Institute.
For Training Application:  I declare that I have fulf	filled the entry requirement of the training	<b>J</b> .
		elated information published in the HKIB, and/or Examina- ations.
By my signature below, I am stated above.	submitting my application and have fully	read, understood and accepted the terms and conditions
Signature		 Date

# Section J: Document Checklist for Application

Please check the following items before submitting to the Institute and keep a copy of all relevant documents for your own record.

	Membership Application	Training Application	Examination Application
Completed all applicable sections of this form	$\overline{\checkmark}$	$\overline{\checkmark}$	$\overline{\checkmark}$
Signed and dated the acknowledgement and declaration			
Enclosed a copy of your identity card / passport			$\square$
Relevant proof of qualification or work experience for entry qualification assessment	N/A	V	N/A
Payment or evidence of payment		$\checkmark$	$\overline{\checkmark}$