



Module Exemption Application Form for Professional Certificate for ECF on Credit Risk Management (CRM)

Please read **“Important Notes for Application”** **BEFORE** completing this form



IMPORTANT NOTES FOR APPLICATION

1. Please read the “ECF on CRM Programme Handbook” and fully understand the rules and regulations.
2. This application form is only applicable for current ECF on CRM (Core Level) programme candidates to apply Module exemption.
3. Exemption claims will only be considered for the stated pre-approved/recognised qualifications.
4. All applications are subject to review and approval by HKIB. The Institute reserves its right to refuse application for exemption if deemed appropriate.
5. Completed application form with all required supporting documents must be submitted to HKIB office in person or by mail to the following address. Application with incomplete information and/or applications by fax will NOT be accepted. Application sent to HKIB with insufficient postage or packaging will NOT reach HKIB.

“Application for ECF on CRM (Core Level) Module Exemption”

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

6. The applicant should submit all relevant documentary evidence for his/her qualifications (i.e. certificates, official transcripts, etc.) together with this form. Only certified true copies of the documents are accepted. We only accept photocopies of the documents which are certified as true copies by:
 - HKIB staff; or
 - HR/authorised staff of current employer (Authorized Institution); or
 - recognised certified public accountant / lawyer / banker / notary public; or
 - Hong Kong Institute of Chartered Secretaries (HKICS) member.

Certifier must **sign** and **date** the copy document (printing his/her **name** clearly in capitals underneath) and clearly indicate his/her **position** on it. Certifier must state that it is a true copy of the original (or words to similar effect)

7. All documents submitted will not be returned regardless of the result of the application.
8. Please read “Policy of Personal Data Protection” set out on HKIB website before application.
9. Application fee for each exemption application form is HKD200. It will be **non-refundable** and **non-transferrable**.
10. Exemption fee per module is HKD830. Exemption fee will not be charged if the application is unsuccessful. The amount of exemption fee is subject to the number of module(s) approved.
11. It is expected to take 60 days for HKIB to process exemption applications under normal circumstance.

Contact Us

Address : 3/F Guangdong Investment Tower, 148 Connaught Road Central, Hong Kong

Website : <http://www.hkib.org>

Telephone : (852) 2153 7821

Email : exam@hkib.org

Section A: Personal Particulars

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Prof		HKIB Membership: <input type="checkbox"/> Yes _____ <input type="checkbox"/> No (Please specify the Membership No.)	
Name in English: (as shown on identity document) (Surname) (Given Name)		Name in Chinese: (as shown on identity document)	
HKID / Passport Number (please delete where inappropriate):			
Mobile Phone No. :		Primary Email Address ¹ :	
Correspondence Address:		Secondary Email Address (if any):	
Name of Employer:		Office Telephone No.:	
Position/ Job Title:		Department:	
Office Address:			
Highest Academic Qualification Obtained:		University / Tertiary Institution:	Date of award:
Other Professional Qualifications:		Professional Bodies:	

¹All HKIB Training Confirmation, Examination Attendance and related communication will be sent via email by using the **Primary Email Address**.

Section B: Module Exemption

Applicants with appropriate qualification(s) may apply module(s) * exemption carrying a maximum of 30 credits on ECF on CRM (Core Level) Programme, unless otherwise specified. Please “✓” the module(s) which you would like to apply for exemption.

Please “✓”	Module to be Exempted	Qualification Obtained / Examination Passed
<input type="checkbox"/>	Module 1- Credit Risk Management and Key Regulations (15 credits)	Financial Risk Manager (FRM) Part II
<input type="checkbox"/>	Module 2- Fundamental Credit Risk Analysis (15 credits)	Chartered Financial Analyst (CFA) Level 1; OR Module A – Financial Reporting and Module B – Corporate Financing of the Qualification Programme of the Hong Kong Institute of Certified Public Accountants (HKICPA); OR Other equivalent academic / professional qualification(s) in accounting and financial statements analysis, please specify: (_____)

* Note: **Module 3 – Fundamentals of Bank Lending (30 credits)** cannot be exempted.

Please “✓” the appropriate boxes.

Section D: Statement on Collection of Personal Data

- 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.
- The personal data provided in this form will be used for processing your application for membership, programme 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.
- When the processing and consideration of all the applications for a particular programme 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.
- 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 HKIB. They understand that HKIB is permitted by law to charge a reasonable fee for the processing of any data access request.
- Personal data provided on the application form will be used by HKIB for the purpose relating to application and admission. For details of the Policy of Personal Data Protection Statement, please refer to the website: <http://www.hkib.org>

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

Section E: Acknowledgement and Declaration

- I hereby make application for the exemption of the ECF on CRM (Core Level) programme module(s) offered by The Hong Kong Institute of Bankers (HKIB). I declare that the information given in this form is true and accurate.
- I understand that the application fee paid is non-refundable and non-transferable.
- I fully understand that HKIB reserves the rights to reject any application without sufficient documents (e.g. personal information, certificates, official transcripts, etc.), and to charge application fee and exemption fee.
- I acknowledge that HKIB has the right to withdraw my exemption application if I do not meet the requirements.
- I agree to notify HKIB of any material changes to my responses to any of the questions in this application, including my contact details. I understand and agree that HKIB may investigate the statements I have made with respect to this application, and that I may be subject to disciplinary actions for any misrepresentation (whether fraudulent and otherwise) in this application.
- I understand and agree to comply with all conditions, requirements, policies and procedures established by HKIB as may be amended from time to time.
- I confirm that I have read and understood the Policy of Personal Data Protection set out on HKIB website at <https://www.hkib.org/>, and consent to the terms set out therein. I also understand that the Institute will use the information provided and personal data collected for administration and communication purposes.
- I confirm that I have read the relevant Qualification Handbook and Notes for Exemption printed in this form and fully understand the rules and regulations.
- I have read and agreed to the comply with **“Important Notes for Application”** BEFORE completing this application form.

Signature of Applicant
(Name:)

Date

Please “✓” the appropriate boxes.

Document Checklist

To facilitate the application process, please check the following items before submitting to HKIB.
Thank you.

- Completed and signed this Application Form
- Copies of your HKID / Passport enclosed¹
- Certified true copies of your certificate(s) and official transcripts enclosed¹
- Certified true copies of relevant qualification(s), corresponding course outlines, syllabus, samples of assessments, etc., if applicable enclosed¹
- Payment or evidence of payment enclosed (cheque or completed Credit Card Payment Instructions)

¹Submitted copies of documents to HKIB must be certified as true copies of the originals by:

- HKIB staff; or
- HR/authorised staff of current employer (Authorized Institution); or
- A recognised certified public accountant / lawyer / banker / notary public; or
- Hong Kong Institute of Chartered Secretaries (HKICS) member.

Certifier must **sign** and **date** the copy document (printing his/her **name** clearly in capitals underneath) and clearly indicate his/her **position** on it. Certifier must state that it is a true copy of the original (or words to similar effect)

FOR INSTITUTE USE ONLY

Received by: _____ (Staff Name) _____ (Date)

Assessed by: _____ (Staff Name) _____ (Date)

Number of Module(s) approved: _____

Remarks: _____

Please "✓" the appropriate boxes.