

Membership / Training / Examination Application Form (Hong Kong)

for

Professional Banking Qualifications:

- Certified Banker (CB)
- ♦ Certified Banker (CB) (Stage II)
- ♦ Certified Banker (CB) (Stage I)
- ♦ Certified Financial Management Planner (CFMP)
- Enhanced Competency Framework (ECF)

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

- 1. 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 and CRWP). For all professional designation holders, they have to 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 you 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. Please visit www.wamtalent.org.hk 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

- 1. Candidates who are taking the current training can choose to sit for the current examination or any subsequent ones. They can choose to sit for subsequent examinations
- 2. Applications must comply with the regulations published in the handbook.
- 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.
- 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.
- 5. Applicants can complete the Application Form and then submit to HKIB by hand, by mail, by e-mail or by fax.

Contact Us

Address: 3/F Guangdong Investment Tower, 148 Connaught Road Central, Hong Kong Fax: (852) 2544 9946

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

Application Form

Section A: Personal Particulars

Part 1: Personal Details				
Title: ☐ Mr. ☐ Miss ☐ Ms. ☐ Dr.	HKIB Membership: □ Yes (Please specify the Membership No.)	_ □ No		
Name in English: (as shown on identity document)	Name in Chinese: (as shown on identity document)			
(Surname) (Given Name)				
HKID / Passport Number (please delete where inappropri	ate):			
Mobile Phone No. :	Primary Email Address ¹ :			
Part 2: Personal Details				
< <for and="" current="" have="" members="" new="" td="" to="" update<="" who=""><td>their personal information>></td><td></td></for>	their personal information>>			
Correspondence Address:	Secondary Email Address (if any):			
Name of Current Employer:	Office Telephone No.:			
Position:	Department:			
Office Address:				
Division (for customized service):	Industry (for customized service):			
□ Asset Management □ Commercial / Corporate Banking □ Compliance & Risk Management □ Investment Banking □ Operations & Support □ Private Banking □ Retail Banking □ Treasury □ Others:	□ Accounting / Audit □ Banking □ Commercial / Industrial □ Education □ Government / Regulator □ Insurance □ Legal Practice □ Securities and other financial institutions □ Others:			
Highest Academic Qualification Obtained: University	ersity / Tertiary Institution:	Date of Award:		
Total years of work experiences in Banking and Finance:				
Other Professional Qualifications: Professional Bodies:				
For entry qualification assessment, please attach copies of documentary proof of academic/				
work experience/ professional qualification and submit together with this application form.				
Note: : ¹ All HKIB Training Confirmation, Examination Attendance and related communication will be sent via email by using the Primary Email Address .				
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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)	2018 Annual Subscription (Jan - Dec)
Ordinary	HK\$1,020
Student	HK\$200
Reinstatement for default member	HK\$500
One-off First Registration Fee*	-HK\$200
Membership Application Total:	HK\$
	Ordinary Student Reinstatement for default member One-off First Registration Fee*

^{*}The one-off registration fee will be waived in 2018 membership application as the 55th Anniversary special offer.

Section C: Training

Name	Module	Training Code Mode		Fee (HK\$)	
□ CB □ ECF			☐ Tuition	☐ Tutorial (for AML only)	
□ CB □ ECF			☐ Tuition	☐ Tutorial (for AML only)	
□ CB □ ECF			☐ Tuition	☐ Tutorial (for AML only)	
Late Entry Fee (HK\$200)					
# Please refer to the Training and Examination Schedule for details.		Training Application Total		нк\$	

Section D: Examination

Name	Module	Examination Code	Мс	ode	Fee (HK\$)
☐ CB ☐ CFMP ☐ ECF			☐ First Attempt	□ Re-sit	
☐ CB ☐ CFMP ☐ ECF			☐ First Attempt	□ Re-sit	
☐ CB ☐ CFMP ☐ ECF			☐ First Attempt	□ Re-sit	
Late Entry Fee (HK\$200)					
# Please refer to the Training and Examination Schedule for details.		Examination Application Total		нк\$	

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 ☐ Master Card No: Expiry Date (MM/YY) Name of Cardholder: Membership Application: HK\$ HK\$ Training Application: HK\$ **Examination Application:** Signature: Total: HK\$ (as on credit card) Section F: 2018 Marketing Campaign for CB (Stage I) Ordinary members who enrolled CB (Stage I) training and examination can enjoy 50% discount off on annual membership subscription. This discount offer will be granted on refund basis by 30 days after the official examination result announced. Please provide the bank account information: Name of Bank Account: 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 in Paragraph 6 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 me 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: 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 and offers from time to time.

Section H: Information Source

rom which of the follov	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	☐ Others, please specify	
 I declare that the information by The H the questions in this app made with respect to this otherwise) in this applica 	long Kong Institute of Bankers (HKIB). I agre blication, including my contact details. I under s application, and that I may be subject to disc tion.	d complete, and will be used for the purpose of administration and e to notify HKIB of any material changes to my responses to any of stand and agree that HKIB may investigate the statements I have ciplinary actions for any misrepresentation (whether fraudulent and
	s paid are non-refundable and non-transferable o comply with all conditions, requirements, poli	e. cies and procedures established by HKIB as may be amended from
For Membership Application:		
 I understand that as a mer 	mber of the HKIB, I shall be bound by the preva	ailing rules and regulations of the Institute.
For Training Application		
 I declare that I have fulfille 	d the entry requirement of the training.	
For Examination Application:		
	·	ormation published in the HKIB, and/or Examination Guidance
Notes, and fully understan	d and accept the regulations.	
By my signature below, I am sul	bmitting my application and have fully read, un	derstood and accepted the terms and conditions stated above.
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	\checkmark	\checkmark	
Signed and dated the acknowledgement and declaration		V	V
Enclosed a copy of your identity card / passport	\checkmark	\checkmark	4
Relevant document(s) for entry qualification assessment	N/A		N/A
Payment or evidence of payment	V	\checkmark	\checkmark