

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)

Application Form (HK)

Membership / Training Programme / Examination

Please read the **“Important Notes for Application”** on page 1 **BEFORE** completing this form

IMPORTANT NOTES FOR APPLICATION

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

A. Membership

1. Applicants shall settle a one-off first registration fee and the subscription fee upon joining HKIB.
2. 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.
3. 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), CFMP, AAMLP and CAMLP). For all professional designation holders, they have to maintain HKIB professional membership status and fulfill annual CPD requirement.
4. All HKIB members are eligible to apply for HKIB professional qualification programmes and/or examinations. However, non-members can still enroll for ECF programme and/or examination only if they are not applying for any professional designation.

B. Training Programme

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

C. Examination

1. Candidates who are taking the current training programme can choose to sit for the current examination or any subsequent ones. They can choose to sit for subsequent examinations but if the training programme has been changed or updated, they may be required to re-take the tuition programme in order to be eligible for taking the examination for the subject.
2. Entries must comply with the regulations and timetable published in the handbook or on the HKIB website.
3. Late examination enrolment 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.
4. Under no circumstances will change of subject entry be allowed.
5. Under no circumstances will the examination fees be refunded or transferred.
6. Examination Attendance Notices will be sent to candidates via email about 2 weeks before the examinations. You are obligated to inform the Institute if you do not receive Attendance Notice 1 week before the examinations.
7. Candidates are required to print a new copy of the Examination Attendance Notices themselves on a plain A4 paper before attending each examination session. Candidates MUST produce the Examination Attendance Notices in each examination session, along with valid identification document (HKID/ passport) specified on the application form. Photocopy will not be accepted.
8. Results
 - (a) Issue of results: Candidates will be notified of their results by post and only with written notice. Results will not be revealed over telephone, fax or any other electronic means, except through the HKIB e-result channel. Results will be released within 2-4 weeks from the examination date for MC-type examination, and 6-8 weeks from the examination date of last subject in each examination diet for other type of examinations.
 - (b) Withholding of results: Results will be withheld from candidates who have not paid in full any monies due or payable to the Institute, including but not limited to examination entry fees.

D. Application Period and Method

1. Application will be accepted year-round.
2. Please refer to the Programme and Examination Schedule for enrolment deadline.
3. HKIB reserves the right to postpone, modify and/or cancel the scheduled training programmes 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 : hkib@hkib.org

Section A Personal Particulars

Please complete all relevant parts in BLOCK LETTERS and with BLACK PEN.

For NEW HKIB member, please complete all the required information under Part 1 and 2. For current HKIB member, you are required to complete Part 1 only if there is no update of your personal details in Part 2.

Part 1: Personal Details		
<<applicable to new and existing members>>		
Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Miss <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.	HKIB Membership: <input type="checkbox"/> Yes _____ <i>(Please specify the Membership No.)</i> <input type="checkbox"/> No	
Name in English: (as shown on identity document) (Surname) (Given Name)	Name in Chinese: (as shown on identity document)	
HKID / Passport Number* <i>(please delete where inappropriate):</i>		
Mobile Phone No. :	Primary Email Address ¹ :	
Part 2: Personal Details		
<<applicable to new and existing members who have to update their personal information>>		
Correspondence Address:	Secondary Email Address (if any):	
Name of Employer:	Office Telephone No.:	
Position:	Department:	
Office Address:		
Division (for customized service): <input type="checkbox"/> Asset Management <input type="checkbox"/> Commercial / Corporate Banking <input type="checkbox"/> Compliance & Risk Management <input type="checkbox"/> General Management <input type="checkbox"/> Investment Banking <input type="checkbox"/> Operations & Support <input type="checkbox"/> Private Banking <input type="checkbox"/> Retail Banking <input type="checkbox"/> Treasury <input type="checkbox"/> Others: _____	Industry (for customized service): <input type="checkbox"/> Accounting / Audit <input type="checkbox"/> Banking <input type="checkbox"/> Commercial / Industrial <input type="checkbox"/> Education <input type="checkbox"/> Government / Regulator <input type="checkbox"/> Insurance <input type="checkbox"/> Legal Practice <input type="checkbox"/> Securities and other financial institutions <input type="checkbox"/> Others: _____	
Highest Academic Qualification Obtained:	University / Tertiary Institution:	Year of Completion:
Other Professional Qualifications: Professional Bodies:		

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

Section B Entry Qualification Assessment

I confirm I have met the minimum entry requirement for the programme(s) or examination(s) as stated in the respective Qualifications Handbook: *(please check qualification(s) attained)*

- A Bachelor's Degree awarded by a recognized university or equivalent; OR
- An Associate Degree / Higher Diploma in Banking and Finance area; OR
- Relevant professional qualifications; OR
- Mature Student (aged 21 or above) with either
 - At least 5 years of banking and finance working experience; OR
 - At least 2 years of banking and finance experience with recommendation from employer; OR
 - At least 2 years of banking and finance experience (for CFMP only); OR
- Registered HKIB student members or post-secondary full time students
- Others, please specify: _____

Please attach the relevant **copies** of education / employment document (verifying job grade and year of experience).
HKIB reserves the right to request for certified true copy.

Section C Membership Application

I would like to apply for HKIB Individual Membership and understand that the annual membership period runs from 1 January to 31 December. A half-year rate applies for application receives in or after July.

Please check applicable box:

	Membership Type (for Hong Kong)	Subscription (Jan - Dec)	Subscription (Jul - Dec)
<input type="checkbox"/>	Professional	HK\$1,500	HK\$750
<input type="checkbox"/>	Ordinary	HK\$1000	HK\$500
<input type="checkbox"/>	Student	HK\$200	HK\$100
One-off First Registration Fee		HK\$200	
Membership Application Total:		HK\$	HK\$

Section D Training Programme Application[#]

Programme Name	Subject	Programme Code	Mode		Fee (HK\$)
<input type="checkbox"/> CB <input type="checkbox"/> CFMP <input type="checkbox"/> ECF			<input type="checkbox"/> Tuition	<input type="checkbox"/> Tutorial	
<input type="checkbox"/> CB <input type="checkbox"/> CFMP <input type="checkbox"/> ECF			<input type="checkbox"/> Tuition	<input type="checkbox"/> Tutorial	
<input type="checkbox"/> CB <input type="checkbox"/> CFMP <input type="checkbox"/> ECF			<input type="checkbox"/> Tuition	<input type="checkbox"/> Tutorial	
Late Entry Fee (HK\$200)					
					Training Programme Application Total
					HK\$

Please refer to the Training Programme and Examination Schedule for details.



Do you intend to apply for the WAM Financial Incentive Scheme?
(Please visit www.wamtalent.org.hk for details of WAM Financial Incentive Scheme)

Yes No

Section E Examination Application[#]

For all qualifications, completion of training programme is required before applying for examination.

Programme Name	Subject	Examination Code	Mode		Fee (HK\$)
<input type="checkbox"/> CB <input type="checkbox"/> CFMP <input type="checkbox"/> ECF			<input type="checkbox"/> First Attempt	<input type="checkbox"/> Re-sit	
<input type="checkbox"/> CB <input type="checkbox"/> CFMP <input type="checkbox"/> ECF			<input type="checkbox"/> First Attempt	<input type="checkbox"/> Re-sit	
<input type="checkbox"/> CB <input type="checkbox"/> CFMP <input type="checkbox"/> ECF			<input type="checkbox"/> First Attempt	<input type="checkbox"/> Re-sit	
Late Entry Fee (HK\$200)					
# Please refer to the Training Programme and Examination Schedule for details.				Examination Application Total	HK\$

Section F Payment Methods

- Cash (Payable only in person at HKIB counter).
- A cheque / e-Cheque made payable to “The Hong Kong Institute of Bankers” (cheque no. _____).

For e-Cheque, please state the 1) programme code and/or 2) examination code and/or 3) membership application under 'remarks' and email together with the completed enrolment form to hkib@hkib.org.

- Credit card:
 - Visa
 - Master

Card No. :

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Expiry Date (MM/YY):

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Name of Cardholder :

Signature:

_____ (as on credit card)

Total Amount

Membership Application: HK\$

Examination Application: HK\$

Programme Enrolment: HK\$

Total: HK\$

Section G Information Source

From which of the following sources do you know about our 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 _____

Section H 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, 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.
3. 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 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 I Acknowledgement and Declaration

- I declare that the information contained in my application is truthful and complete, and will be used for the purpose of administration and communication by The Hong Kong Institute of Bankers (HKIB). 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 that the fees paid are non-refundable and non-transferable.
- I understand and agree to comply with all conditions, requirements, policies and procedures established by HKIB as may be amended from time to time.

For Membership Application:

- I understand that as a member of the HKIB, I shall be bound by the prevailing rules and regulations of the Institute.

For Programme Enrolment:

- I declare that I have fulfilled the entry requirement of the programme.

For Examination Application:

- I confirm that I have read the relevant handbook, examination-related information published in the HKIB, and/or Examination Guidance Notes, and fully understand and accept the regulations.

By my signature below, I am submitting my application and have fully read, understood and accepted the terms and conditions stated above.

Signature

Date

Section J Document Checklist for Enrolment

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 Programme Application	Examination Application
Completed all applicable sections of this form	☑	☑	☑
Signed and dated the acknowledgement and declaration	☑	☑	☑
Enclosed a copy of your identity card / passport	☑	N/A	☑
Relevant document(s) for entry qualification assessment	N/A	☑	N/A
Payment or evidence of payment	☑	☑	☑