



香 港 銀 行 學 會

The Hong Kong Institute of Bankers

Membership / Training / Examination Application Form (Hong Kong)

for

Professional Banking Qualifications

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), AAMLPL, CAMLPL, ARWP, CRWP and ACsP). 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 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 for eligible training programmes. 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 examination.
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.
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.
5. 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

Fax : (852) 2544 9946

Telephone : (852) 2153 7800

Email : application@hkib.org

Application Form

Section A: Personal Particulars

Part 1: Personal Details	
Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Dr.	HKIB Membership: <input type="checkbox"/> Yes _____ <input type="checkbox"/> No <i>(Please specify the Membership No.)</i>
Name in English: (as shown on identity document) (Surname) (Given Name)	Name in Chinese: (as shown on identity document)
HKID / Passport Number:	Mobile Phone No.:
Primary Email Address ¹ :	Secondary Email Address (if any):
Part 2: Personal Details	
<<Applicable only to <u>NEW</u> applicants or <u>CURRENT</u> applicants who have to complete or update their personal information >>	
Residential Address:	Correspondence Address: <input type="checkbox"/> Residential <input type="checkbox"/> Office Please put "✓" in the appropriate box
Office Address:	
Name of Current Employer:	Office Telephone No.:
Position:	Department:
Division (for customized service): <input type="checkbox"/> Asset Management <input type="checkbox"/> Commercial / Corporate Banking <input type="checkbox"/> Compliance & Risk 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: _____
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 qualification assessment.	
Highest Academic Qualification Obtained:	University / Tertiary Institution:
	Date of Award:
Total years of work experiences in Banking and Finance: -	
Other Professional Qualifications:	Professional Bodies:

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

For Official Use

Ack	Log	CRM	MO
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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)	Annual Subscription (Jan - Dec)	Semi-Subscription (Jul - Dec)
<input type="checkbox"/>	Ordinary	HK\$1,050	HK\$525
<input type="checkbox"/>	Student [#]	HK\$200	HK\$100
Reinstatement for default member		HK\$2,000	
One-off First Registration Fee		HK\$200	
Membership Application Total:		HK\$	HK\$

[#] 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 C: Training

Programme	Module Title	Training Code	Mode		Fee (HK\$)
<input type="checkbox"/> CB <input type="checkbox"/> ECF			<input type="checkbox"/> Tuition	<input type="checkbox"/> Tutorial (for AML only)	
<input type="checkbox"/> CB <input type="checkbox"/> ECF			<input type="checkbox"/> Tuition	<input type="checkbox"/> Tutorial (for AML only)	
<input type="checkbox"/> CB <input type="checkbox"/> ECF			<input type="checkbox"/> Tuition	<input type="checkbox"/> Tutorial (for AML only)	
Late Entry Fee (HK\$200)					
Training Application Total					HK\$

Note: please refer to the Training and Examination Schedule for details.

Section D: Examination

Programme	Module Title	Examination Code	Mode		Fee (HK\$)
<input type="checkbox"/> CB <input type="checkbox"/> ECF			<input type="checkbox"/> First Attempt	<input type="checkbox"/> Re-sit	
<input type="checkbox"/> CB <input type="checkbox"/> ECF			<input type="checkbox"/> First Attempt	<input type="checkbox"/> Re-sit	
<input type="checkbox"/> CB <input type="checkbox"/> ECF			<input type="checkbox"/> First Attempt	<input type="checkbox"/> Re-sit	
Late Entry Fee (HK\$200)					
Examination Application Total					HK\$

Note: please refer to the Training and Examination Schedule for details.

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”
(cheque no. _____)

*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:

□	□	□	□	□	-	□	□	□	□	□	-	□	□	□	□	-	□	□	□	□
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Expiry Date (MM/YY)

□	□	/	□	□
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Name of Cardholder :

Membership Application: HK\$ _____

Training Application: HK\$ _____

Examination Application: HK\$ _____

Signature:

(as on credit card)

Total:

HK\$

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Section F: 2019 Marketing Campaign for Certified Banker (CB)

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

- 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, 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.
- 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.
- 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.
- 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

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 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 Training Application:

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

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 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	☑	☑	☑
Signed and dated the acknowledgement and declaration	☑	☑	☑
Enclosed a copy of your identity card / passport	☑	☑	☑
Relevant proof of qualification or work experience for entry qualification assessment	N/A	☑	N/A
Payment or evidence of payment	☑	☑	☑