

## Certified Banker (Stage I) - Macao 2019 Training Class (Batch 1) Enrollment Form

**IMPORTANT :** Please read the “Guidelines” on the last page before completing this form, and keep a copy of all relevant documents for your own record.

### Please confirm that you fulfil the Enrollment Requirements

<p>Are you a “HKIB” Member? Please put “✓” in the box accordingly</p>	<p><input type="checkbox"/> <b>Yes</b> “HKIB” Member No. : _____ (Please specify the Membership No.)</p> <p><input type="checkbox"/> <b>No</b> Please provide a copy of your ID card and a completed enrollment form and send to “Macau Institute of Financial Services” (MIFS)</p>
<p>Do you fulfill the relevant enrollment requirements? Please put “✓” in the box accordingly.</p>	<p><input type="checkbox"/> <b>Yes</b> A Bachelor’s Degree in any discipline awarded by an recognized university or equivalent; OR</p> <p><input type="checkbox"/> <b>Yes</b> An Associate Degree (AD) / Higher Diploma (HD) in a banking and finance discipline or equivalent; OR</p> <p><input type="checkbox"/> <b>Yes</b> A Mature Applicant with either</p> <ul style="list-style-type: none"> <li>- At least five years of banking and finance work experience; OR</li> <li>- Two years of banking and finance work experience with a recommendation from employer</li> </ul> <p>Please send copy of relevant documentations, for example, proof of education or work experience, with this enrollment form to “Macau Institute of Financial Services” (MIFS).</p>

<p>“MIFS” Reference No. :</p>	<p>_____ (For internal use only)</p>
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### Personal Information (All Information must be filled out)

<p>Title : <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Dr</p>	
<p>Name in Chinese : ( as shown on identity document ) _____</p>	
<p>Name in English : ( as shown on identity document ) _____</p>	
<p>Date of Birth : _____ (DD/MM/YYYY)</p>	<p>ID/Passport No. : _____</p>

Name of Current Employer : \_\_\_\_\_

Job Title : \_\_\_\_\_ Email : \_\_\_\_\_

Phone (Mobile) : \_\_\_\_\_ Phone (Office) : \_\_\_\_\_ Fax : \_\_\_\_\_

Correspondence Address :  
\_\_\_\_\_  
\_\_\_\_\_

### Training and Examination Dates

Subject Name	Training and Examination Dates	Application Deadline
<b>Stage I: Advanced Diploma for Certified Banker</b>		
<b>ECF on AML/CFT (Core Level) - Macao</b>	2, 9, 16, 23 March 2019 <b>Examination Date: 6 April 2019</b>	22 Feb 2019
<b>Fundamentals of Accounting</b>	4, 11 May 2019 <b>Examination Date: 1 June 2019</b>	18 April 2019
<b>Risk Management</b>	6, 13 July 2019 <b>Examination Date: 3 Aug 2019</b>	20 Jun 2019
<b>Professional Ethics and Compliance</b>	7, 21 September 2019 <b>Examination Date: 5 October 2019</b>	22 Aug 2019
<b>Fundamentals of Banking</b>	9, 16 November 2019 <b>Examination Date: 30 November 2019</b>	24 Oct 2019

*If there are any changes with above dates, you will be notified as soon as possible.*

### Module Selection & Fees (Please ✓ in the appropriate box)

ECF on AML/CFT (Core Level) - Macao	20 Credits	MOP 6,880 <input type="checkbox"/>
Fundamentals of Accounting (Macao)	10 Credits	MOP 3,740 <input type="checkbox"/>
Risk Management (Macao)	10 Credits	MOP 3,740 <input type="checkbox"/>
Professional Ethics and Compliance (Macao)	10 Credits	MOP 3,740 <input type="checkbox"/>
Fundamentals of Banking (Macao)	10 Credits	MOP 3,740 <input type="checkbox"/>

## Payment Method

Please pay with Cheque or Cashier's Order.

Please make Cheque payable to "Macau Institute of Financial Services".

Issuing Bank : \_\_\_\_\_ Cheque No. : \_\_\_\_\_

## Document Checklist

For your good self to successfully enroll, please check the following items before submitting the enrollment form to MIFS

- Completed all applicable sections of this form with signature
- Relevant proof of qualifications or work experience for entry qualification assessment
- Cheque or Cashier's Order of payment

It is recommended to keep a copy of all relevant documents for your own record before submitting to MIFS

## Declaration:

1. The information I provided in this form is true and accurate. I am aware that the information provided in this form will be used by "Macau Institute of Financial Services" and "The Hong Kong Institute of Bankers"
2. I understand that all payment cannot be refunded
3. I have read the guidelines and fully understand and accept the by-law

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Contact Information

<p>The Hong Kong Institute of Bankers:</p> <p>Address : 3/F Guangdong Investment Tower, 148 Connaught Road Central, Hong Kong</p> <p>Telephone : (852) 2153 7876</p> <p>Fax : (852) 2544 9946</p> <p>Website : <a href="http://www.hkib.org">http://www.hkib.org</a></p> <p>Email address : <a href="mailto:programme.mo@hkib.org">programme.mo@hkib.org</a></p>	<p>Macau Institute of Financial Services:</p> <p>Address : Avenida Sidónio Pais No.1B, Edifício Tong Hei Koc, R/C</p> <p>Telephone : (853) 2856 8280</p> <p>Fax : (853) 2856 9666</p> <p>Website : <a href="http://www.ifs.org.mo">www.ifs.org.mo</a></p> <p>Email address : <a href="mailto:ifs@macau.ctm.net">ifs@macau.ctm.net</a></p>
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## Guidelines

### Enrollment Acknowledgement

1. All candidates must be a member of “The Hong Kong Institute of Bankers”.
2. Please submit the completed enrollment form and keep a copy for record.
3. You must follow the scheduled timetable and rules
4. You cannot change your studying subject once selected.

### Payment Method

5. (a) Pay with Cheque or Cashier's Order, make payable to “Macau Institute of Financial Services”.  
Please write your name at the back of the Cheque or Cashier's Order
- (b) Cash payment is not accepted
- (c) Any enrollment form without receipt will not be proceed
- (d) All paid training fees and examination fees are not refundable or transferable

### Enrollment Method

6. (a) Non- “The Hong Kong Institute of Bankers” Member:  
Please submit the following documents to “Macau Institute of Financial Services”:
  - Programme Enrollment Form
  - “The Hong Kong Institute of Bankers” Membership Enrollment form
  - ID card copy
  - Proof of qualification and work experience
  - Payment: Cheque or Cashier's Order
- (b) “The Hong Kong Institute of Bankers” Member:  
Please submit the following documents:
  - Programme Enrollment Form
  - Proof of qualification and work experience
  - Payment: Cheque or Cashier's Order

### Examination Result Notification

7. (a) Candidates will receive Email Notification from The Hong Kong Institute of Bankers after 2 to 4 weeks of the examination. You can also check your examination result on the Hong Kong Institute of Bankers website
- (b) Examination Results will be sent by post 4 to 6 weeks after the examination
- (c) Examination Results will not be notified by telephone, Email or Fax

### Examination Information

8. (a) Examination Information for every subject will be listed on the enrollment form
- (b) Details of the examinations for each subject will be printed on the examination admission ticket and sent to the candidates by email two weeks before the test.