

## Certified Banker (Stage I) - Macao 2020 Training Class (Batch 2) 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 : _____ ID/Passport No. : _____ (DD/MM/YYYY)</p>
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Name of Current Employer : \_\_\_\_\_

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

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

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

### Training and Examination Dates

Subject Name	Training and Examination Dates 10:00am-1:00pm, 2:00pm-5:00pm	Application Deadline
<b>Stage I: Advanced Diploma for Certified Banker</b>		
<b>ECF on AML/CFT (Core Level) - Macao</b>	18, 25 April, 2, 9 May 2020 <b>Examination Date: 6 June 2020</b>	27 March 2020
<b>Fundamentals of Accounting</b>	20, 27 June 2020 <b>Examination Date: 1 August 2020</b>	5 June 2020
<b>Risk Management</b>	8, 15 August 2020 <b>Examination Date: 19 Sep 2020</b>	24 July 2020
<b>Professional Ethics and Compliance</b>	26 September, 3 October 2020 <b>Examination Date: 31 October 2020</b>	11 Sep 2020
<b>Fundamentals of Banking</b>	21, 28 November 2020 <b>Examination Date: 19 December 2020</b>	6 Nov 2020

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

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

Subject Name		Training Mode	Fee
ECF on AML/CFT (Core Level) - Macao	20 Credits	Virtual Classroom Training	<input type="checkbox"/> MOP 6,880
Fundamentals of Accounting (Macao)	10 Credits		<input type="checkbox"/> MOP 3,740
Risk Management (Macao)	10 Credits	To be announced	<input type="checkbox"/> MOP 3,740
Professional Ethics and Compliance (Macao)	10 Credits		<input type="checkbox"/> MOP 3,740
Fundamentals of Banking (Macao)	10 Credits		<input type="checkbox"/> MOP 3,740

## 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:

I declare that I have read and agreed to comply with the following statement:

1. I have fulfilled the entry requirements of the training.
2. The information contained in my application is truthful and complete, and will be used for the purpose of administration and communication by “Macau Institute of Financial Services (MIFS)” and “The Hong Kong Institute of Bankers (HKIB)”. I agree to notify MIFS of any material changes to my responses to any of the questions in this application, including my contact details. I understand and agree that MIFS may verify 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.
3. I understand that the fees paid are non-refundable and non-transferable, unless otherwise stated.
4. I understand and agree to comply with all conditions, requirements, policies and procedures established by MIFS and HKIB as may be amended from time to time.
5. I have read the Guidelines and fully understand and accept all the terms.
6. The training material (Study Guide and PPT Slides in both printed and electronic versions) and its content are copyright of MIFS and HKIB. All rights reserved. No part of this publication may be reproduced, stored in a retrieval system/database, or transmitted in any form or by any means, e.g. electronic, mechanical, photocopying, recording or otherwise, without the prior permission of the copyright owner.

7. For Virtual Classroom Training, turning on the video function, showing my face and displaying my full name during the virtual classroom training is strongly encouraged for attendance requirements.
8. Recording of training session (both of face-to-face classroom and virtual classroom) is strictly prohibited. No individual may record by any means or broadcast any portion of the training session without prior written consent of MIFS and HKIB. Unauthorised recording (audio, video, still photography, etc.) of the training session and other participants, without the express written consent of MIFS and HKIB, is strictly prohibited.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Contact Information

<p>Macau Institute of Financial Services:            Address : Avenida Sidónio Pais No.1B,            Edifício Tong Hei Koc, R/C            Telephone : (853) 2856 8280            Fax : (853) 2856 9666            Website : <a href="http://www.ifs.org.mo">www.ifs.org.mo</a>            Email address : <a href="mailto:ifs@macau.ctm.net">ifs@macau.ctm.net</a></p>	<p>The Hong Kong Institute of Bankers:            Address : 3/F Guangdong Investment Tower,            148 Connaught Road Central,            Hong Kong            Telephone : (852) 2153 7862            Fax : (852) 2544 9946            Website : <a href="http://www.hkib.org">http://www.hkib.org</a>            Email address : <a href="mailto:programme.mo@hkib.org">programme.mo@hkib.org</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.

### Exemption and Grandfathering

9. Applicants with appropriate qualification(s) may apply for module(s) exemption carrying a maximum of 30 credits of Certified Banker (Stage I)-Macao. Refer to the Exemption Application Form for more detail.