



Batch no.	

**Certified Banker (CB)  
Module Exemption Application Form**

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**SECTION A: PERSONAL PARTICULARS**

Title <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Other (please specify)		HKIB Membership No.	
Name (Surname)		Name (Given Name)	
<small>(as shown on HKID/Passport)</small>		HKID/Passport No.	
Current Employer, if applicable			
Department		Position	
Telephone / Mobile no.		E-mail	

**SECTION B: APPLICATION FOR EXEMPTION**

Applicants with appropriate qualification(s) may apply module(s) exemption with exemption ceiling as required.

- Advanced Diploma for Certified Banker: 75% (with non-HKIB programmes no more than 50%) of total credits.
- Professional Diploma for Certified Banker: 50% of total credits.
- 2 Modules of the Postgraduate Diploma in Credit Management for Certified Banker. The candidate needs to pass the Integrated Case Study Examination to complete Postgraduate Diploma for Certified Banker.

Please “√” the module(s) which you would like to apply for exemption.

**Advanced Diploma for Certified Banker:**

Qualifications	Modules	Please “√”	For office use only
Advanced Diploma for Certified Banker (QF Level 4)	Core: Fundamentals of banking (Credit: 10)	<input type="checkbox"/>	
	Core: Professional ethics and compliance (Credit: 10) <sup>1</sup>	N/A	
	Elective: Fundamentals of accounting (Credit: 10)	<input type="checkbox"/>	
	Elective: Introduction to banking law (Credit: 10)	<input type="checkbox"/>	
	Elective: Risk management (Credit: 10)	<input type="checkbox"/>	
	Elective: Fundamentals of Treasury Markets (Credit: 10) <sup>2</sup>	<input type="checkbox"/>	
	Elective: ECF on AML/CFT (Core) (Credit: 20) <sup>3</sup>	<input type="checkbox"/>	
	Elective: ECF on Cybersecurity (Core) (Credit: 20) <sup>4</sup>	<input type="checkbox"/>	

Note:

1. The core module of Advanced Diploma for Certified Banker: “**Professional ethics and compliance**” cannot be exempted.
2. The elective module of Advanced Diploma for Certified Banker: “**Fundamentals of Treasury Markets**” can be exempted by using the Professional Certificate in Treasury Markets (i.e. ECF on Treasury Management (Core Level)) offered by LiPACE of OUHK.
3. The elective module of Advanced Diploma for Certified Banker: “**ECF on AML/CFT (Core)**” can be exempted by using the Advanced Certificate for ECF on Anti-Money Laundering and Counter-Financing of Terrorism (AML/ CFT) or the respective grandfathered certificate with the form – Recognising Prior Learning Assessment Criteria for ECF on AML/CFT (Core Level).
4. The elective module of Advanced Diploma for Certified Banker: “**ECF on Cybersecurity (Core)**” can be exempted by using the Advanced Certificate for ECF on Cybersecurity.

**Professional Diploma for Certified Banker**

Qualifications	Modules	Please "✓"	For office use only
Professional Diploma for Certified Banker	Elective: Business and People Management (Credit: 30)	<input type="checkbox"/>	
	Elective: Corporate Finance Services (Credit: 30)	<input type="checkbox"/>	
	Elective: Finance of International Trade (Credit: 30)	<input type="checkbox"/>	
	Elective: Technology Management and Innovation in Banking (Credit: 30)	<input type="checkbox"/>	
QF (Level 5)	Elective: Financial Planning (Credit: 30) <sup>5</sup>	<input type="checkbox"/>	
	Elective: ECF on AML/CFT (Professional) (Credit: 30) <sup>6</sup>	<input type="checkbox"/>	
	Elective: ECF on Credit Risk Management (Core) (Credit: 30) <sup>7</sup>	<input type="checkbox"/>	

*Note:*

- The elective module of Professional Diploma for Certified Banker: "**Financial Planning**" can be exempted by using the Professional Certificate for ECF on Retail Wealth Management (RWM) provided by HKIB.
- The elective module of Professional Diploma for Certified Banker: "**ECF on AML/CFT (Professional)**" can be exempted by using the Professional Certificate for ECF on Anti-Money Laundering and Counter-Financing of Terrorism (AML/ CFT) or the respective grandfathered certificate after passing the written assessment developed by the HKIB.
- The elective module of Professional Diploma for Certified Banker: "**ECF on Credit Risk Management (Core)**" can be exempted by using the Professional Certificate for ECF on Credit Risk Management (CRM) or the respective grandfathered certificate after passing the written assessment developed by the HKIB.

**Postgraduate Diploma in Credit Management for Certified Banker<sup>8</sup>**

Qualifications	Modules	Please "✓"	For office use only
Postgraduate Diploma in Credit Management for Certified Banker	Core : Commercial Lending for ECF on Credit Risk Management (Professional) (Credit: 30) <sup>9</sup>	<input type="checkbox"/>	
	Core : Credit Portfolio Management for ECF on Credit Risk Management (Professional) (Credit: 30) <sup>10</sup>	<input type="checkbox"/>	
QF (Level 6)			

*Note:*

- For modules in Postgraduate Diploma (Stream) in Treasury Management and Operations Management for Certified Banker, it cannot be exempted.
- The core module of Postgraduate Diploma for Certified Banker: "Commercial Lending for ECF on Credit Risk Management (Professional)" can be exempted by using the Postgraduate Certificate in Commercial Lending for ECF on Credit Risk Management or the respective grandfathered certificate after passing the written assessment developed by the HKIB.
- The core module of Postgraduate Diploma for Certified Banker: "Credit Portfolio Management for ECF on Credit Risk Management (Professional)" can be exempted by using the Postgraduate Certificate in Credit Portfolio Management for ECF on Credit Risk Management or the respective grandfathered certificate after passing the written assessment developed by the HKIB.

**SECTION C: PAYMENT**

FEES SCHEDULE		PAYMENT METHOD	
Application Fee * (per form)	HK\$200	<input type="checkbox"/> Cheque (made payable to "THE HONG KONG INSTITUTE OF BANKERS") <b>Please use separate cheques for Application Fee and Module Exemption Fees (use separate cheque for each module)</b>	
Exemption Fee # (per module)	HK\$830		
<p>* Application fee is non-refundable</p> <p># Exemption fee will not be charged if the application is unsuccessful</p> <p>Remark: The application fee and exemption fee will be waived for the exemption as stated in the above note 3,4,5,6,7,9,10 on page 1 and 2.</p>		<input type="checkbox"/> Credit Card <input type="checkbox"/> Visa <input type="checkbox"/> Master                      Amount HK\$ _____ Name of Cardholder _____ Credit card no. _____ - _____ - _____ - _____ Expiry Date ____ / ____                      Signature _____  <b>Please fill in the total amount of your Application Fee and Module Exemption Fees</b>	

**CHECKLIST**

- Completed all sections of this form
- Enclosed required fees (by cheques or fill in the credit card mail order payment instructions)
- Enclosed certified true copies of your certificate(s) and official transcripts
- Enclosed a mapping table between syllabus of qualification(s) obtained and syllabus of HKIB's module(s) if applicable
- Enclosed course outlines, syllabus, samples of assessments, etc. of qualifications/courses
- Enclosed grandfathering confirmation letter (if any) and the form - Recognising Prior Learning Assessment Criteria for ECF on AML/CFT or CRM.

**ACKNOWLEDGEMENT AND DECLARATION**

I, the undersigned, hereby make application for the exemption of the CB module(s) offered by The Hong Kong Institute of Bankers. I declare that the information given in this form is true and accurate.

I fully understand that the application fee (HK\$200) for this application is non-refundable.

I fully understand that the Institute reserves the rights to reject any application without sufficient documents (e.g. personal information, certificates, official transcripts, etc.), and to charge application fee as an administration fee.

I confirm that I have read the relevant Programme Handbook and Notes for Exemption printed in this form and fully understand the rules and regulations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

Assessed by	Amount
Entry Date	Send on
Remarks	

## NOTES FOR EXEMPTION

1. To apply for exemption, the applicant should be a current member of The Hong Kong Institute of Bankers (the Institute).
2. The applicant should submit all relevant documentary evidence for his/her qualifications (i.e. certificates, official transcripts, etc.) together with this form. Only **certified true copies** of the documents are accepted. We only accept photocopies of the documents which are certified as true copies by:
  - (i) The Hong Kong Institute of Bankers; or
  - (ii) Current employer's HR Department; or
  - (iii) Liaison Officer (District Offices), Home Affairs Department of the HKSAR
3. Exemption application will only be considered if over 70% of the Institute's syllabus is covered. Applicant should provide a **mapping table (See Annex)** listing the equivalent topics between syllabus of CB module(s) and syllabus of qualifications/courses obtained.
4. Applicant may apply module(s) exemption with an exemption ceiling:-
  - 75% (with non-HKIB programme no more than 50%) of the total credits on the Advanced Diploma for Certified Banker
  - 50% on the Professional Diploma for Certified Banker.
  - 2 Modules of the Postgraduate Diploma in Credit Management for Certified Banker. The candidate needs to pass the Integrated Case Study Examination to complete Certified Banker.
5. The application fee of HK\$200 is non-refundable.
6. Only successful application will be charged for exemption fees. The amount of exemption fee is subject to the number of module(s) approved.
7. Exemption results will normally be given in writing within two months after the receipt of application and sufficient supporting documents. If further assessment is needed due to unexpected circumstances, separate notifications will be given. The decision of the Institute is final and cannot be appealed.
8. All documents submitted will not be returned regardless of the result of the application.
9. To apply for exemption on ECF AML/CFT (Core) or ECF on Credit Risk Management (Core) by using respective grandfathering certificate, please also submit the form – Recognising Prior Learning Assessment Criteria for ECF on AML/CFT (Core Level) or ECF on Credit Risk Management (Core Level)
10. To apply for exemption on ECF AML/CFT (Professional) or Commercial Lending for ECF on Credit Risk Management (Professional) or Credit Portfolio Management for ECF on Credit Risk Management (Professional) by using respective grandfathering qualification, Applicant need to pass the passing the written assessment developed by the HKIB. For further details and arrangement for the assessment, please contact HKIB.
11. The Institute reserves its right to refuse application for exemption if deemed appropriate.

### For Enquires:

Address: 3/F Guangdong Investment Tower, 148 Connaught Road Central, Hong Kong

Telephone no.: (852) 2153 7821 Fax no.: (852) 2544 9946 E-mail: [exam@hkib.org](mailto:exam@hkib.org) Website: <http://www.hkib.org>

- Applicant may consider applying exemption of a CB module by multiple qualifications. However, normally not more than FOUR qualifications/courses will be considered for exempting a CB module.
- Please enclose corresponding **certified true copies** of your certificate(s) and official transcript(s).
- Please enclose syllabus(es) or detail course outline(s) of relevant courses, samples of assessments, etc. of qualifications/courses.

### SYLLABUS MAPPING TABLE

1. Name of Qualification Achieved: **e.g. Bachelor of Accounting in ABC University**

CB Module		Qualification Achieved	
Module	Section(s) of Syllabus	Module (s) Completed	Section(s) of Syllabus
e.g. Elective: Fundamentals of Accounting	e.g. Chapter 1: Financial Reporting	e.g. Module Name: ACCT1234 Principle of Accounting	e.g. Ch2. Analysing and Recording Transactions
	1. Basics of Book Keeping	HKU ABC: ACCT1234 Introduction to Accounting	Ch.3 Adjusting Accounts and Preparing Financial Statements  Ch.13 Accounting for Corporations  Ch.16 Statement of Cash Flows
	Chapter 2: Earnings and Ratios analysis	Corporate Finance: FINA1234  HKU ABC: ACCT2345 Intermediate Accounting	Ratios and earnings are taught in capital budgeting and valuation  Income from continuing operations and earnings quality Statement cash flows
	Chapter 3: Investment Decisions and Valuation	Corporate Finance: FINA1234	Evaluate managerial decisions in corporate investing and financing activities