

Corporate Member's Handbook

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1. Introduction

1.1 About The Hong Kong Institute of Bankers (HKIB)

The Hong Kong Institute of Bankers (HKIB), an industry-recognised professional training and certification body, has been serving the local banking community since 1963. With the mission to enhance and sustain professionalism in the banking sector, and further develop the territory's status as an international financial centre, HKIB collaborates with banks, regulators, financial institutions, academic institutions and various professional bodies to equip local practitioners with essential banking skills and knowledge through a complete development pathway – from recognised Professional Qualifications Programmes (PQP) to Continuing Development Programmes (CDP). In addition to the flagship Certified Banker (CB) programme, which aims to act as the qualifications benchmark for banking professionals, HKIB administers the Enhanced Competency Framework (ECF) programmes, a banking qualifications framework launched by the Hong Kong Monetary Authority (HKMA) with the aim of supporting capacity building and talent development for banking professionals.

In view of the changing landscape of the banking and financial services industry in Hong Kong, Macao and Mainland China, as well as at a global level, the demand for high-standard professional development and mutual recognition of qualifications has grown in importance. The Secretary for Education has appointed HKIB as an accredited Professional Qualifications Assessment Agency (PQAA), with effect from 1 August 2020, strengthens the Institute's ability to enhance the banking profession by promoting a common qualifications benchmark and establishing professional autonomy. HKIB is authorised to issue professional qualifications up to Level 6 of the Hong Kong Qualifications Framework (HKQF), which is equivalent to a master's degree.

1.2 Purpose of This Handbook

There are three types of affiliation with the Institute – Individual Members, Corporate Members and Corporate Affiliates. This Corporate Members' Handbook aims to illustrate the obligations and benefits for Corporate Members. The Institute reserves the right to amend the contents of this Handbook as circumstances may require. Please refer to HKIB website for the latest version.

For the benefits of Corporate Membership, please refer to Appendix A.

THIS HANDBOOK IS INTENDED TO BE FOR GENERAL GUIDANCE ONLY. Should any content of this handbook in conflict with the content in the Memorandum & Articles of Association, By-law(s) and/or other rules and regulations of adopted by HKIB, the latter(s) shall prevail and HKIB reserves its final right of interpretation and review of this handbook from time to time.

2. Members' Core Values

With reference to the objects detailed in the Memorandum & Articles of Association as well as the By-law, the core values of each Corporate Member include:

- Acquiring and maintaining knowledge of the latest theories and best practices, as well as facilitating the discussion of matters to further the interests of the banking and financial community;
- Contributing to the stability and effectiveness of the banking industry;
- Complying with all the applicable laws and regulations for the relevant areas of practice;
- Carrying out the duties with reasonable skill, care, as well as the highest ethical and professional standards; and
- Contributing to the ongoing development of the Institute and the banking profession in Hong Kong.

For the Memorandum & Articles of Association and the By-law, please refer to HKIB website.

3. Classes of Corporate Membership

3.1 Classification

HKIB is a platform where members can gain the opportunities to being informed, connected, educated and qualified. Banks and relevant institutions in Hong Kong, Mainland China, Macao and overseas are eligible to join HKIB as Corporate Members. There are two classes of Corporate Members:

- a) Council Banks; and
- b) Banks and Relevant Institutions

3.1.1 Council Banks

Council Banks refer to the Banks, who are registered as members of HKIB, who have provided the specified financial sponsorships and/or shown commitment in supporting HKIB and/or the banking and financial community, in accordance with the criteria determined by the Executive Committee from time to time.

This class shall include the Hong Kong Monetary Authority and Securities and Futures Commission.

Subject to election pursuant to the Memorandum & Articles of Association, this class of members may become members of the Council and Executive Committee.

3.1.2 Banks and Relevant Institutions

Banks refer to organisations who are Authorized Institutions (AIs) within the meaning of section 2 of the Banking Ordinance (Cap. 155). Such organisations can be verified against the list of AIs kept by the Hong Kong Monetary Authority.

Relevant Institutions refer to regulatory and (quasi-)governmental bodies within the banking and financial community, and overseas banks not registered as AIs.

This class of members may become members of the committees, subject to the approval of the Chairman of the respective committee.

3.2 Eligibility

Corporate Members shall be elected by the Executive Committee, having met such requirements as the Executive Committee may determine from time to time.

Interested entities should submit the Corporate Membership application form, supporting documents and the required fees including the one-off first registration fee as well as the annual fee to HKIB.

Non-bank financial institutions and relevant service providers can join HKIB as Corporate Affiliates.

4. Rights and Obligations

4.1 Obligations

All members shall abide by the letter and spirit of the Memorandum & Articles of Association, By-law, rules and regulations of HKIB as prescribed by the Executive Committee.

4.2 Voting Rights

Each Corporate Member shall be entitled to one vote at Annual General Meetings and Extraordinary General Meetings. Chairman/Chief Executive Officer/Managing Director stated in the Corporate Membership application form or renewal form can represent the Corporate Member to vote.

4.3 Fees

Corporate Membership runs from 1 July to 30 June of the following calendar year. Annual fees shall be paid annually on or before 31 July of each calendar year. Please refer to Appendix B for the latest annual fee.

Fees paid to the Institute are not refundable.

4.4 Resignation

Corporate Members may resign their membership by giving written notice. They shall no longer claim

themselves as Corporate Members of the Institute once the resignation is accepted by the Institute.

4.5 *Reinstatement*

Non-renewal Corporate Members who fail to pay the annual fees must apply for reinstatement if they want to re-join HKIB Corporate Members. They are required to complete the Corporate Membership reinstatement form, settle the current year's annual fee and the re-registration fee.

4.6 *Membership Register*

The Institute maintains a Corporate Members list of all current and archived Corporate Members. All current Corporate Members are obliged to maintain an updated profile with the Institute, including the corporate logo.

Each Corporate Member should give consent to the Institute to use the corporate logo on the website of the Institute and sponsored events provided that the use of such logo is reasonable, bona fide and will not cause embarrassment to that member.

4.7 *Professional Conduct*

4.7.1 *Code of Ethics & Conduct*

All Corporate Members are bounded by the Code of Ethics & Conduct covering the following principles:

Compliance

- Be bound by the prevailing Memorandum & Articles of Association, By-law, rules and regulations of HKIB as prescribed by the HKIB Executive Committee, in addition to directives issued by the Executive Committee from time to time
- Comply with all regulatory and legal requirements, as well as industry and employer codes and standards

Integrity

- Be of good standing and act in an honest and fair manner

Professionalism

- Display the highest standards of professionalism and exercise due care and diligence in carrying out their duties
- Safeguard the interests of employers, colleagues, customers and industry counterparts
- Uphold the name and reputation of HKIB and the banking profession

Competency

- Continue to develop and maintain technical and professional knowledge

Confidentiality

- Treat information encountered in the workplace and HKIB with appropriate confidentiality and sensitivity

4.7.2 Disciplinary Regulations

The HKIB Executive Committee shall appoint a Disciplinary Committee as necessary, comprising not fewer than three members, or as many as the Executive Committee shall determine from time to time.

If any member is, in the opinion of the Disciplinary Committee, unfit for membership by reason of unprofessional conduct or conduct of an immoral, scandalous and/or disgraceful nature, the Disciplinary Committee may, by a resolution passed by a majority vote of its members present and voting at a Disciplinary Committee meeting, exclude them from HKIB membership and remove their names from the Corporate Members list with immediate effect.

The appeal mechanism applies if a notice of appeal, specifying the grounds, is sent to the HKIB Executive Committee within 14 days of the decision of the Disciplinary Committee.

The decision of the HKIB Executive Committee shall be final.

Appendix A: Corporate Members' Benefits

Members will gain the opportunity to be:

- Informed;
- Connected;
- Educated; and
- Qualified.

To maximise these benefits, Corporate Members are entitled to:

- Complimentary access to the bi-monthly journal, Banking Today;
- Complimentary tickets to the Institute's events including Annual Banking Conference and Commissioners Dialogue series;
- Complimentary tickets to membership seminars and networking events;
- Preferential invitations to limited seat free events like Cybersecurity Solutions Day;
- Free job placements at HKIB website;
- First registration fee waiver for Corporate Members' staff as Individual Members;
- Inclusion in the Corporate Member List, published in the HKIB website;
- Tailor-made employee training programmes;
- Discounted rates for enrolling in the Institute's events;
- Discounted rates for enrolling in HKIB training programmes including [FLEX Learning](#);
- Discounted rates for enrolling in events supported by HKIB;
- Discounted rates for booking the Institute's conference/ training room facilities; and
- Two complimentary Individual Membership (Ordinary Members) for your senior management to experience direct engagement with HKIB.

The benefits listed above are subject to review from time to time and can be changed without prior notice.

The Institute shall continue to enhance its membership benefits and provide regular updates to members via all established communication channels.

Appendix B: Corporate Membership Fees

Below please see the Corporate Membership fees schedules for 2021:

	Annual Fee (HKD)
Corporation situated outside Hong Kong	17,200
100 employees or below	17,200
Between 101 and 1,000 employees	58,800
Between 1,001 and 5,000 employees	116,600
More than 5,000 employees	233,600

A one-off registration fee at HKD4,550 shall be paid upon joining the Institute.

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