



Received on:

Acknowledged on:

Application no:

## Certification Application Form for Certified AML Professional (CAMLPA)

### Important notes:

1. The application is only for the **Relevant Practitioner** engaged by an Authorized Institutions (AIs) at the time of application **ONLY**.
2. Read carefully the "Guidelines of Certification Application for Certified AML Professional (CAMLPA)" (AML-G-013) **BEFORE** completing this application form.
3. Only **completed application form** with all valid supporting documents, including the HR verification forms, will be processed.

### Section A: Personal Particulars<sup>1</sup>

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Prof		HKIB Member: <input type="checkbox"/> Yes _____ <input type="checkbox"/> No (Membership No.)	
Name in English <sup>2</sup> :  (Surname) (Given Name)		Name in Chinese <sup>2</sup> :	
HKID/ Passport Number:		Date of Birth: (DD/MM/YYYY)	
<b>Contact information</b>			
Mobile Phone Number:		(Primary) Email Address <sup>3</sup> :	
		(Secondary) Email Address:	
Correspondence Address:			
<b>Employment information</b>			
Name of Current Employer:		Office Telephone Number:	
Position/ Job Title:		Department:	
Office Address <sup>4</sup> :			
<b>Academic and Professional Qualification</b>			
Highest Academic Qualification Obtained:		University/ Tertiary Institution:	Date of Award:
Other Professional Qualifications:		Professional Bodies:	

1. Put a "✓" in the appropriate box(es).

2. Information as shown on identity document.

3. All the HKIB communication will be sent to the Primary Email Address

4. Provide if not the same as the correspondence address above



## Section B: Indication of Application Types

Indicate the type of application by putting a "✓" in the appropriate box.

### CAMLP Certification Application

Eligibility\*:  Option I:

- Completed the Professional Certificate for ECF on AML/ CFT training and passed the corresponding examination are eligible to apply for the certification as CAMLP which is issued by HKIB and recognized by HKMA; and
- Possessing at least 3 years of relevant AML/ CFT work experience; and
- Employed by an AI at the time of application.

Option II:

- Holder of the Certified Anti-Money Laundering Specialist Certification or International Diploma in AML awarded by the Association of Certified Anti-Money Laundering Specialists and the International Compliance Association; and
- passed the bridging training programme offered by the HKIB in collaboration with HKU SPACE; and
- Possessing at least 3 years of relevant AML/ CFT work experience; and
- Employed by an AI at the time of application.



Section C: Relevant Employment History

List all the relevant employment history in the AML/ CFT or related function in reverse chronological order. Work experience does not need to be continuous. Each position listed requires a separate HR Verification Annex (AAMLPC/CAMLPC).

Table with 4 columns: Job Number, Employer, Position, Employment Period for the position (DD/MM/YYYY). Rows include Current, Job 2, Job 3, and Job 4.

Total relevant work experience: \_\_\_\_\_ year(s) \_\_\_\_\_ month(s)

Total number of HR Verification Annex Core (AAMLPC)/ Professional (CAMLPC) submitted: \_\_\_\_\_

Section D: Declaration related to Disciplinary Actions, Investigations for Non-compliance and Financial Status

Put a "✓" in the appropriate box(es). If you have answered "Yes" to any of the questions, provide details by attaching all relevant documents relating to the matter(s).

Table with 2 columns: Questions (1-5) and Yes/No checkboxes. Questions cover disciplinary actions, non-compliance, investigations, license restrictions, and bankruptcy.



Section E: Payment

Payment amount	
<input type="checkbox"/> 1 <sup>st</sup> Certification Fee for CAMLP ( <i>valid until 31 December 2022</i> )	
<input type="checkbox"/> Not currently a HKIB member	HKD1,650
<input type="checkbox"/> <u>Current and valid</u> HKIB Ordinary member	HKD570
<input type="checkbox"/> <u>Current and valid</u> HKIB Professional member	Waived
<input type="checkbox"/> <u>Current and valid</u> Senior member	HKD1,450
<input type="checkbox"/> HKIB Default member	HKD3,650*
<b>Total amount: HKD _____</b>	
<i>*HKD2,000 reinstatement fee + HKD1,650 certification fee</i>	
Payment method	
<input type="checkbox"/> Paid by Employer	
<input type="checkbox"/> Company cheque (cheque no: _____)	
<input type="checkbox"/> Company invoice (_____)	
<input type="checkbox"/> A cheque/ e-Cheque made payable to “ <b>The Hong Kong Institute of Bankers</b> ” (cheque no. _____). For e-Cheque, please state “CAMLP Certification” under “remarks” and email together with the completed application form to <a href="mailto:cert.gf@hkib.org">cert.gf@hkib.org</a> .	
<input type="checkbox"/> Credit card	
<input type="checkbox"/> Visa	
<input type="checkbox"/> Master	
Card no:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Expiry date (MM/ YY):	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Name of Cardholder (as on credit card):	_____
Signature (as on credit card):	_____



香 港 銀 行 學 會

The Hong Kong Institute of Bankers

## Section F: Privacy Policy Statement

It is our policy to meet fully the requirements of the Personal Data (Privacy) Ordinance. HKIB recognises the sensitive and highly confidential nature of much of the personal data which that it handles, and maintains a high level of security in its work. HKIB does its best to ensure compliance with the Ordinance by providing guidelines to and monitoring the compliance of the relevant parties.

For more details, please refer to this [Privacy Policy Statement](#) or contact us at the address and telephone number below:

The Hong Kong Institute of Bankers

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

Tel.: (852) 21537800

Fax: (852) 25449946

Email: [cs@hkib.org](mailto:cs@hkib.org)

*The HKIB would like to provide the latest information to you via weekly eNews. If you do not wish to receive it, please tick the box.*



## Section G: Acknowledgement and Declaration

- I declare that all information I have provided in this form is true and correct.
- I understand that the fees paid are non-refundable and non-transferable.
- I authorize the HKIB to obtain the relevant authorities to release, any information about my qualifications and/ or employment as required for my application.
- I acknowledge that the HKIB has the right to withdraw approval of grandfathering and/or certification status if I do not meet the requirements. I understand and agree that the 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 confirm that I have read and understood the [Privacy Policy Statement](http://www.hkib.org) set out on the HKIB website at <http://www.hkib.org>, and consent to the terms set out therein. I also understand that the Institute will use the information provided and personal data collected for administration and communication purposes.
- I have read and agreed to comply with the I have read and agreed to comply with the “Guidelines of Certification Application for Certified AML Professional (CAMLPA)” (AML-G-013).

### Document Checklist

To facilitate the application process, please check the following items before submitting to the HKIB. Failure to submit the documents may cause delays or termination of application. Please “✓” the appropriate box(es).

- All necessary fields on this application form filled in including your signature
- Completed form(s) of HR Verification Annex fulfilling the requirements as stipulated for certification application
- Certified true copies of your HKID/ Passport<sup>5</sup>
- Certified true copies of your certificate(s)<sup>5</sup> and official results of your bridging programme
- Payment or evidence of payment enclosed (e.g. cheque or completed Credit Card Payment Instructions)

5. Submitted copies of documents to the HKIB must be certified as true copies of the originals by:

- The HKIB staff; or
- HR/ authorized staff of current employer (Authorized Institution); or
- A recognized certified public accountant/ lawyer/ banker/ notary public; or
- Hong Kong Institute of Chartered Secretaries (HKICS) member.

Certifier must sign and date the copy document (printing his/ her name clearly in capital letter underneath) and clearly indicate his/ her position on it. Certifier must state that it is a true copy of the original (or words to similar effect).

\_\_\_\_\_  
Signature of Applicant

(Name: \_\_\_\_\_ )

\_\_\_\_\_  
Date



## Certification Application Form for Certified AML Professional (CAMLPL)

### HR Department Verification Form on Key Roles/ Responsibilities for AML/ CFT Practitioner

**Important notes:**

1. All information filled in including company chop must be true and original.
2. Fill in **ONE complete HR Verification Annex form for each position/ functional title** in your application. A completed application form should contain p.1-6. You can make sufficient copies of HR Verification Annex (CAMLPL) (p.AP1-AP3).
3. Use BLOCK LETTERS to complete HR Verification Annex (CAMLPL).

Employment Information	
Name of the applicant:	
HKID/ passport number:	
Job number (as stated in Section C):	Current/Job no:
Position/ functional title:	
Name of employer:	
Business division/ department:	
Employment period of <u>stated</u> functional title/ position: (DD/ MM/ YYYY)	From:  To:
Number of Years and Months of Work Experience in the <u>stated</u> AML/ CFT Compliance Position	_____ Years _____ Months
Work Location	<input type="checkbox"/> Hong Kong <input type="checkbox"/> Others, please specify: _____



Tick the appropriate key roles/ responsibilities in relation to your functional title/ position stated on p.AC1 of HR Verification Annex (CAMLPA).

Key Roles/ Responsibilities	Please "✓" where Appropriate	
	Hong Kong	Others, please specify: _____
1. Develop, implement and periodically review the AML/ CFT compliance risk management framework and the related controls for identification, management, monitoring and reporting of AML/ CFT compliance risks and issues (including the operation of AML/ CFT systems)		
2. Review, analyse and communicate AML/ CFT management information such as trends surrounding suspicious transactions/ filed Suspicious Transaction Reports (STR) and sanctions screening hits. Report results of AML/ CFT risk management reviews and identify key areas of improvements. Monitor remedial actions for identified weak AML/ CFT controls that require corrective actions		
3. Evaluate and communicate new laws and regulations and stay abreast of all legislative and regulatory developments relating to AML/CFT, both at local and international levels		
4. Review suspicious activity that has been investigated and concluded as reportable and file STRs to the Joint Financial Intelligence Unit (JFIU) in accordance with regulatory requirements		
5. Plan periodic compliance tests on the bank's AML/CFT program against compliance testing policies, procedures and regulations		
6. Provide guidance and training to business units on AML/CFT related matters, including but not limited to transaction monitoring, filtering, sanctions screening, trade based money laundering and correspondent banking		
7. Reassess the risk rating of the client and consider whether the discontinuance and reputational risks that may arise as a result of the suspicious transaction		

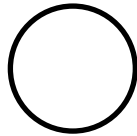




Key Roles/ Responsibilities	Please "✓" where Appropriate	
	Hong Kong	Others, please specify: _____
8. Communicate and collaborate with internal and external stakeholders effectively to drive for actions on suspicious transactions and enhancement of AML/CFT practices in the bank		
9. Other Key Roles/ Responsibilities related to AML/ CFT compliance work (please specify): _____ _____		

**Verification by HR Department**

The employment information provided by the applicant in this form has been verified to be consistent with the information on the applicant that is retained by the HR department of the applicant's employer (where the organisation has a record of this information).



\_\_\_\_\_  
**Signature & Company Chop**

\_\_\_\_\_  
**Date**

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Position: \_\_\_\_\_





### Authorization for Disclosure of Personal Information to a Third Party

I, \_\_\_\_\_, (*name of applicant*) hereby authorize The Hong Kong Institute of Bankers (HKIB) to disclose my results and progress of the “Grandfathering/Examination/Certification/Exemption results for ECF on AML/CFT (Professional Level)” to \_\_\_\_\_ (*applicant’s bank name*) for HR and Internal Record.

Signature:

HKIB Membership No./ HKID No.\*:

\_\_\_\_\_

\_\_\_\_\_

Date:

Contact No.:

\_\_\_\_\_

\_\_\_\_\_

*\*The HKIB Membership No./ HKID No. is needed to verify your identity. We may also need to contact you concerning the authorization.*

Important notes:

1. Personal information includes but not limited to grandfathering/examination/certification/exemption results of a module/ designation and award(s) achieved.
2. Original copy of this signed authorization form must be submitted to the HKIB. Electronic or photocopied signatures are not acceptable.
3. Applicant may rescind or amend consent in writing to the HKIB at any time, except where action has been taken in reliance of this authorization.