

## HKIB Continuing Professional Development (CPD) Scheme

### CPD Records Form

This form is designed to facilitate you to keep the record of your CPD activities and is not required to be submitted yearly.

Period covered: 1 January \_\_\_\_\_ to 31 December \_\_\_\_\_  
(Year) (Year)

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

HKIB Membership No.: \_\_\_\_\_

Date (DD/MM/YY)	Organizer	Nature of Activities	Topic of Activities	Duration (hours)	CPD Hours
Scope: Compliance, code of conduct, professional ethics or risk management					
Scope: Banking and financial knowledge, economics, accounting, legal principles, business and people management, language and information technology, subject areas covered in HKIB professional examinations					
Total CPD Hours					

**Notes:**

- Please keep the written proof of the activities stated above and completed CPD Records Form for at least 3 years for random audit by HKIB. The written proofs are as follows:
  - For training activities: attendance record / attendance certificate / assessment record and course outline
  - For academic / professional studies: transcript / result slip
  - For non-training activities: appointment letter with specific roles identified / minutes of meeting / published articles
- All information provided herein will be used for the purpose of administration and communication for the CPD Scheme only.