

# Corporate Affiliate'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 Affiliates' Handbook aims to illustrate the obligations and benefits for Corporate Affiliates. 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 Affiliates, 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. Affiliates' Core Values

With reference to the objects detailed in the By-law , the core values of each Corporate Affiliate 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 By-law, please refer to HKIB website.

## 3. Classes of Corporate Affiliates

### 3.1 Classification

HKIB is a platform where members can gain the opportunities to being informed, connected, educated and qualified. To facilitate the development of the banking and financial industry, HKIB will invite relevant organisations in Hong Kong, Mainland China, Macao or overseas to join HKIB Corporate Affiliates. Their role is to provide strategic support and guidance in carrying out HKIB's objectives. There are two classes of Corporate Affiliates:

- a) Non-bank Financial Institutions; and
- b) Relevant Service Providers

#### 3.1.1 Non-bank Financial Institutions

Non-bank financial institutions refer to an entity that is primarily engaged in the provision of financial services or the conduct of financial services and includes insurers, licensed corporations, trust companies and financial market participants (excluding banks).

#### 3.1.2 Relevant Service Providers

Relevant service providers refer to organisations who provide educational, professional and business support services relevant to the banking and financial community (except those who provide services contrary to HKIB's objectives). Relevance shall therefore be determined by whether the said service provider can provide services that enhance HKIB's objectives. Such organisations shall include, but not be limited to, accounting firms, law firms, information technology providers, etc.

### **3.2 Eligibility**

Corporate Affiliates 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 Affiliate application form, supporting documents and the required fees including the one-off first registration fee as well as the annual fee to HKIB.

Banks and relevant institutions can join HKIB as Corporate Members.

## **4. Rights and Obligations**

### **4.1 Obligations**

All affiliates shall abide by the letter and spirit of the By-law, rules and regulations of HKIB as prescribed by the Executive Committee.

### **4.2 Voting Rights**

Unlike Corporate Members, Corporate Affiliates do not have voting rights.

### **4.3 Fees**

Corporate Affiliate 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 fees.

Fees paid to the Institute are not refundable.

### **4.4 Resignation**

Corporate Affiliates may resign their affiliation by giving written notice. They shall no longer claim themselves as Corporate Affiliates of the Institute once the resignation is accepted by the Institute.

### **4.5 Reinstatement**

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

## **4.6 Affiliates Register**

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

Each Corporate Affiliate 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 affiliate.

## **4.7 Professional Conduct**

### **4.7.1 Code of Ethics & Conduct**

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

#### *Compliance*

- Be bound by the prevailing 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 affiliate is, in the opinion of the Disciplinary Committee, unfit for Corporate Affiliates 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 Corporate Affiliates and remove their names from the Corporate Affiliates 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 Affiliates' Benefits

Members will gain the opportunity to be:

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

To maximise these benefits, Corporate Affiliates are entitled to:

- Complimentary access to 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;
- First registration fee waiver for Corporate Affiliates' staff as Individual Members;
- Inclusion in the Corporate Affiliates 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; and
- Discounted rates for booking the Institute's conference/ training room facilities.

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 affiliates' benefits and provide regular updates to affiliates via all established communication channels.



## Appendix B: Corporate Affiliates Fees

Below please see the Corporate Affiliates fees schedules for 2022:

	Annual Fee (HKD)
Corporation situated outside Hong Kong	17,600
100 employees or below	17,600
Between 101 and 1,000 employees	60,000
Between 1,001 and 5,000 employees	120,000
More than 5,000 employees	240,000

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

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