

Received on: **SAMPLE**  
Acknowledged on: **ONLY**  
Application no:

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

**Important notes:**

- The application is only for the **Relevant Practitioner** engaged by an Authorized Institutions (AIs) at the time of application **ONLY**.
- Read carefully the "Guidelines of Certification Application for AAMLPA/CAMLPA" (AML-G-015) **BEFORE** completing this application form.
- 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 checked="" 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> : <div style="text-align: center; font-weight: bold;">Wong Siu Man</div> <div style="display: flex; justify-content: space-around; font-size: small;"> <span>(Surname)</span> <span>(Given Name)</span> </div>	Name in Chinese <sup>2</sup> : <div style="text-align: center; font-weight: bold;">黃小敏</div>
HKID/ Passport Number: <b>Y111222(3)</b>	Date of Birth: (DD/ MM/ YYYY) <div style="text-align: right; font-weight: bold;">31/12/1975</div>
<b>Contact information</b>	
Mobile Phone Number: <div style="text-align: right;">(Area code) <b>9222-9222</b></div>	(Primary) Email Address <sup>3</sup> : <div style="text-align: right; font-weight: bold;">siumanwong@gmail.com</div> (Secondary) Email Address: <div style="text-align: right; font-weight: bold;">marywong@abc.com</div>
Correspondence Address: <div style="text-align: center; font-weight: bold;">Flat 8, 18/F, Block A, Health Garden, North Point, Hong Kong</div>	
<b>Employment information</b>	
Name of Current Employer: <div style="text-align: center; font-weight: bold;">ABC Bank</div>	Office Telephone Number: <div style="text-align: right;">(Area Code) <b>2121-2121</b></div>
Position/ Job Title: <div style="text-align: center; font-weight: bold;">Assistant Vice President</div>	Department: <div style="text-align: center; font-weight: bold;">AML</div>
Office Address <sup>4</sup> : <div style="text-align: center; font-weight: bold;">8/F, ABC Bank Tower, 8 Garden Road, Central</div>	
<b>Academic and Professional Qualification</b>	
Highest Academic Qualification Obtained: <div style="text-align: center; font-weight: bold;">MSc in Data Analyst</div>	University/ Tertiary Institution: <div style="text-align: center; font-weight: bold;">Oxford University</div>
Date of Award: <div style="text-align: right; font-weight: bold;">07/2003</div>	
Other Professional Qualifications: <div style="text-align: center; font-weight: bold;">N.A.</div>	Professional Bodies: <div style="text-align: center; font-weight: bold;">N.A.</div>

- Put a "✓" in the appropriate box(es).
- Information as shown on identity document.
- All the HKIB communication will be sent to the Primary Email Address.
- 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.

CAMLPL Certification Application	
<p>Eligibility*: <input checked="" type="checkbox"/> Option I:</p> <ul style="list-style-type: none"> <li>Completed the Professional Certificate for ECF-AML/CFT training and passed the corresponding examination are eligible to apply for the certification as CAMLPL which is issued by HKIB and recognized by HKMA; and</li> <li>Possessing at least 3 years of relevant AML/CFT work experience; and</li> <li>Employed by an AI at the time of application.</li> </ul> <p><input type="checkbox"/> Option II:</p> <ul style="list-style-type: none"> <li>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</li> <li>passed the bridging training programme offered by the HKIB in collaboration with HKU SPACE; and</li> <li>Possessing at least 3 years of relevant AML/CFT work experience; and</li> <li>Employed by an AI at the time of application.</li> </ul>	

## 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 (AAMLPL) for Core Level / (CAMLPL) for Professional Level.

Job Number	Employer	Position	Employment Period for the position (DD/MM/YYYY)
<b>Current</b>	ABC Bank	Assistant Vice President	From 01/01/2020 To 31/12/2022 or current
<b>Job 2</b>	BCB Bank	Senior Manager	From 01/01/2014 To 31/12/2019
<b>Job 3</b>			From To
<b>Job 4</b>			From To

Total relevant work experience: 9 year(s) --- month(s)  
Total number of HR Verification Annex (AAMLPL) / (CAMLPL) submitted: 2

## 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).

1. Have you ever been reprimanded, censured, disciplined by any professional or regulatory authority?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2. Have you ever had a record of non-compliance with any non-statutory codes, or been censured, disciplined or disqualified by any professional or regulatory body in relation to your profession?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3. Have you ever been investigated about offences involving fraud or dishonesty or adjudged by a court to be criminally or civilly liable for fraud, dishonesty or misfeasance?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4. Have you ever been refused or restricted from the right to carry on any profession for which a specific license, registration or other authorization is required by law?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5. Have you ever been adjudged bankrupt, or served with a bankruptcy petition?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## Section E: Payment

Payment amount	
1st Year Certification Fee for CAMLP ( <i>valid until 31 December 2023</i> )	
<input checked="" type="checkbox"/> Not currently a HKIB member	HKD1,730
<input type="checkbox"/> <u>Current and valid</u> HKIB Ordinary member	HKD600
<input type="checkbox"/> <u>Current and valid</u> HKIB Professional member	Waived
<input type="checkbox"/> <u>Current and valid</u> Senior member	HKD1,530
<input type="checkbox"/> HKIB Default member	HKD3,730*
<b>Total amount: HKD \$1,730</b>	
<i>*HKD2,000 reinstatement fee + HKD1,730 certification fee</i>	
Payment method	
<input checked="" type="checkbox"/> Paid by Employer <div style="margin-left: 20px;"> <input type="checkbox"/> Company cheque (cheque no: _____)           <input checked="" type="checkbox"/> Company invoice ( <b>Filled by HKIB</b>)         </div> <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 <div style="margin-left: 20px;"> <input type="checkbox"/> Visa           <input type="checkbox"/> Master         </div>	
Card no: <div style="display: inline-block; border: 1px solid black; width: 30px; height: 20px; margin: 0 5px;"></div> <div style="display: inline-block; border: 1px solid black; width: 30px; height: 20px; margin: 0 5px;"></div> - <div style="display: inline-block; border: 1px solid black; width: 30px; height: 20px; margin: 0 5px;"></div> <div style="display: inline-block; border: 1px solid black; width: 30px; height: 20px; margin: 0 5px;"></div> - <div style="display: inline-block; border: 1px solid black; width: 30px; height: 20px; margin: 0 5px;"></div> <div style="display: inline-block; border: 1px solid black; width: 30px; height: 20px; margin: 0 5px;"></div>	
Expiry date (MM/YY): <div style="display: inline-block; border: 1px solid black; width: 30px; height: 20px; margin: 0 5px;"></div> / <div style="display: inline-block; border: 1px solid black; width: 30px; height: 20px; margin: 0 5px;"></div>	
Name of Cardholder (as on credit card): _____	
Signature (as on credit card): _____	

## 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 of which 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) 2153 7800

Fax: (852) 2544 9946

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 “Guidelines of Certification Application for AAML/CAML” (AML-G-015).

### **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
- Associateship/Fellowship of Chartered Governance Hong Kong.

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).

*Mary Wong*

01/01/2023

**Signature of Applicant**

**Date**

(Name:

Wong Siu Man

)

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

### 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 (CAMLP) (p.AP1-AP3).
3. Use BLOCK LETTERS to complete HR Verification Annex (CAMLP).

Employment Information	
<b>Name of the applicant:</b>	Wong Siu Man
<b>HKID/ passport number:</b>	Y111222(3)
<b>Job number (as stated in Section C):</b>	<b>Current/Job no:</b>
<b>Position/functional title:</b>	Assistant Vice President
<b>Name of employer:</b>	ABC Bank
<b>Business division/department:</b>	AML
<b>Employment period of <u>stated</u> functional title/ position:</b> (DD/MM/YYYY)	From: 01/01/2020 To: 31/12/2022 or current
<b>Number of Years and Months of Work Experience in the <u>stated</u> AML/CFT Compliance Position</b>	3 _____ Years _____ Months
<b>Work Location</b>	<input checked="" 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 (CAMLP).

Key Roles/ Responsibilities	Please "✓" where Appropriate
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
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).

*Jimmy Wong*

ABC Bank

01/01/2023

Signature & Company Chop

Date

Name: Jimmy Wong

Department: Human Resources

Position: Head of HR

## 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:	Wong Siu Man
HKID/ passport number:	Y111222(3)
Job number (as stated in Section C):	Current/Job no: 2
Position/functional title:	Senior Manager
Name of employer:	BCB Bank
Business division/department:	AML
Employment period of <u>stated</u> functional title/ position: (DD/MM/YYYY)	From: 01/01/2014 To: 31/12/2019
Number of Years and Months of Work Experience in the <u>stated</u> AML/CFT Compliance Position	6 _____ Years _____ Months
Work Location	<input checked="" 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 (CAMLP).

Key Roles/ Responsibilities	Please "✓" where Appropriate
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
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).

*Jimmy Wong*

ABC Bank

01/01/2023

Signature & Company Chop

Date

Name: Jimmy Wong

Department: Human Resources

Position: Head of HR

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

I, Wong Siu Man, (*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-AML/CFT (Professional Level)” to  
ABC Bank (*applicant’s bank name*) for HR and Internal Record.

Signature:

*Mary Wong*

HKIB Membership No./ HKID No.\*:

Y111222(3)

Date:

01/01/2023

Contact No.:

(Area Code) 9222-9222

*\*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.