HKIB The Hong Kong Institute of Bankers 香港銀行學會

Individual 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 Individual Members' Handbook aims to illustrate the obligations and benefits for Individual 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 Individual Membership, please refer to Appendix A. You may also refer to Appendix C for the Acronym of The Hong Kong Institute of Bankers.

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 Individual Member include:

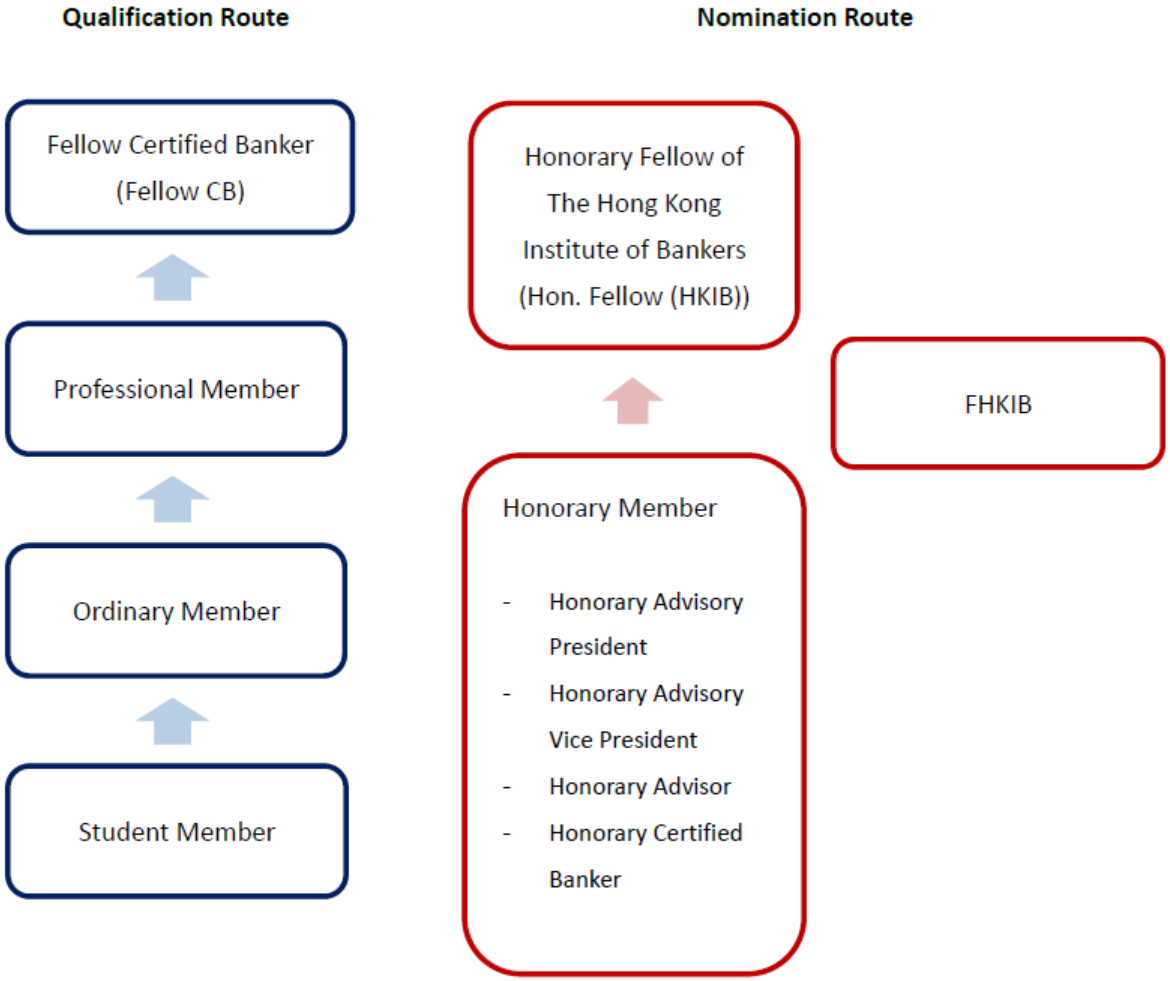
- Acquiring and maintaining knowledge of the latest theories and best practices, as well as facilitating the discussion of matters to further the interests of the banking and financial community;
- Contributing to the stability and effectiveness of the banking industry;
- Complying with all the applicable 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.

3. Classes of Individual Membership

3.1 Classification

HKIB is a platform where members can gain the opportunities to being informed, connected, educated and qualified. Whether you are a new banking practitioner or an experienced banker in Hong Kong, mainland China, Macao or overseas, or a student wishing to deepen your banking industry knowledge, you are eligible to join HKIB as Individual Member.

Fellow Certified Banker (Fellow CB) is the highest level of Individual Members who are holders of HKIB professional qualifications via qualification route. Honorary Fellow of The Hong Kong Institute of Bankers (Hon. Fellow (FHKIB)) is the highest level of Individual Members via nomination route. They are distinguished individuals having exemplary accomplishments and contributions to the banking and financial community and/ or to the Institute locally or globally. The qualification route and nomination route for Individual Membership are listed as below:



3.2 Eligibility

3.2.1 Qualification Route

Individuals can become HKIB Individual Members via below qualification route listed below.

3.2.1.1 Fellow Certified Banker (Fellow CB)

- Elected by Executive Committee
- At senior management level preferably with at least 10 years banking or finance related experience
- Holders of HKIB professional qualifications including Certified Banker CB and AHKIB (with or without QF status)
- Individuals having proven commitment in advancing the banking and financial industry and/or the Institute locally or globally
- Individuals having commitment in contributing to the Institute locally or globally

3.2.1.2 Professional Members

- Holders of HKIB professional qualifications including Certified Banker (CB)[1], CB (Stage II), CB (Stage I)[2], CAMLP, AAMLP, ACsP, CCRP(CL), CCRP(CPM), ACOP, CCOP(GC), CCOP(IIC), ACRP, CRWP, ARWP, CB Macao (Stage I), CPFinT(A), CPFinT(M), CPFinT(S-AIBD), CPFinT(S-DLT), AGFP(SDR), AGFP(SSCC), CGFP(GSF-P), CGFP(GSF-I), CGFP(SRM), CGFP(SDR), CGFP(SSCC) and other professional qualifications as determined by the Executive.
- Elected by the Executive Committee from those who have successfully completed the HKIB professional qualification examinations and possess relevant working experience
- Listed in the Registers of Certified Individuals (CI) on HKIB website

3.2.1.3 Ordinary Members

- Individuals who are interested in being affiliated with the Institute whether he/she has relevant qualifications or relevant working experience and/or persons who have met such other requirements as the Executive Committee may determine from time to time
- Individuals that are preparing to take HKIB professional qualification programmes

3.2.1.4 Student Members

- Shall be full-time post-secondary students in any discipline from registered education institutions
- No age restriction

[1] AHKIB is replaced by Certified Banker after the conversion exercise in 2016/17.

[2] ABP is replaced by CB (Stage I) after the conversion exercise in 2016/17.

3.2.2 Nomination Route

Individuals who have proven commitment in contributing to the banking and financial industry and/or the Institute can become Honorary Members or Honorary Fellows via nomination route.

3.2.2.1 Honorary Fellows of The Hong Kong Institute of Bankers (Hon. Fellow (HKIB))

- Elected by Executive Committee
- Distinguished individuals having exemplary accomplishments and contributions to the banking and financial community and/or to the Institute locally or globally
- At top management level preferably with at least 10 years banking or finance related experience
- Targeting distinguished individuals from regulators, government, banking and financial community as well as current Fellows via conferment

3.2.2.2 Honorary Members

- Elected by Executive Committee;
- There are 4 categories of Honorary Membership:
  - Honorary Advisory President
  - Honorary Advisory Vice President
  - Honorary Advisor
  - Honorary Certified Banker
- Individuals having proven commitment in contributing to the Institute locally or globally
- At senior management level preferably with at least 10 years of banking or finance related experience
- Targeting individuals previously holding the Institute's positions of Presidents, Vice Presidents, Honorary Treasurers, Honorary Secretaries, consultant or senior consultants
- Initial two-year term of office and to be re-elected by the Executive Committee before its expiry

3.2.2.3 Fellows of The Hong Kong Institute of Bankers (FHKIB)

- Elected by Executive Committee carrying qualification before 2017, including those founding Fellows elected at the inauguration of HKIB in 1995
- They are eligible to use the qualification of FHKIB

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.

All members are expected to observe the highest standards of professional conduct and ethical behaviour as they uphold the objects stated in the Memorandum & Articles of Association of the Institute.

4.2 Voting Rights

All Individual Members have voting rights at Annual General Meetings and Extraordinary General Meetings. However, Hon. Fellows (FHKIB) and Honorary Members and Student Members do not have the voting rights.

4.3 Fees

Individual Membership runs from 1 January to 31 December in each calendar year. Membership fees shall be paid annually on or before 31 January of each calendar year. Please refer to Appendix B for the latest membership fees.

Fellow CB, Hon. Fellow (FHKIB) and Honorary Member can enjoy annual membership fee waiver.

Individual Members who fail to pay the membership fees on time shall be treated as Default Members. They shall no longer be eligible to style themselves as Individual Members of the Institute. For defaulted Fellow CB or Professional Members, their professional qualifications will be suspended and removed from the Register of Certified Individuals (CI) on HKIB website.

Fees paid to the Institute are not refundable.

4.4 Resignation

Individual Members may resign their membership by giving written notice. They shall no longer claim themselves as Individual Members of the Institute once the resignation is accepted by the Institute. For resigned Fellow CB and Professional Members, their professional qualifications will be suspended and further removed from the Register of Certified Individuals (CI) on HKIB website (if applicable).

4.5 Reinstatement

Defaulted or resigned Individual Members must apply for reinstatement if they want to re-join HKIB Individual Membership. They are required to complete the Individual Membership/Certification Reinstatement, settle the current year's membership fee and the reinstatement fee. For Fellow CB and Professional Members who wish to reinstate their professional qualifications, they must declare CPD requirement has been fulfilled for the previous calendar year.

4.6 Membership Register

The Institute maintains a Membership Register of all current and archived Individual Members. All current Individual Members are obliged to maintain an updated profile with the Institute.

4.7 Professional Conduct

4.7.1 Code of Ethics & Conduct

All 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 membership register 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.

5. Professional Banking Qualifications

5.1 Certified Banker (CB)

The Institute launched the Certified Banker (CB) programme on 1 January 2017. This three-level CB banking qualification programme is an enhancement from the previous Associate of The Hong Kong Institute of Bankers (AHKIB) qualification. As with AHKIB, CB has a modular programme structure. HKIB members will be entitled to use the respective CB professional qualification upon completion of its corresponding stage and having accumulated the required banking or finance related working experience. The awards and professional qualifications are listed as below:

Awards [QF3 Level]	Professional Qualifications
Postgraduate Diploma (Stream) for Certified Banker Streams: - Credit Management - Treasury Management - Operations Management - GBA and Cross-boundary Banking Management - Fintech Management [QF Level 6]	**Certified Banker (CB)** (with 3 years' banking or finance-related experience)
Professional Diploma for Certified Banker [QF Level 5]	**Certified Banker (Stage II) (CB (Stage II))** (with 2 years' banking or finance-related experience)
Advanced Diploma for Certified Banker [QF Level 4]	**Certified Banker (Stage I) (CB (Stage I))** (with 1 year's banking or finance-related experience)

5.2 Enhanced Competency Framework (ECF)

With the aim of supporting capacity building and talent development for banking professionals, the Hong Kong Monetary Authority (HKMA) has been working together with the banking industry to introduce an industry- wide competency framework – the Enhanced Competency Framework (ECF) for the Banking Practitioners – in Hong Kong.

[3] Qualifications Framework with reference to the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ)

The Institute is the training and examination provider and qualification administrator for the ECF on:

- Anti-Money Laundering and Counter-Financing of Terrorism (AML/CFT)
- Cybersecurity
- Credit Risk Management (CRM)
- Compliance
- Fintech
- Green and Sustainable Finance (GSF)
- Operational Risk Management (ORM)
- Retail Wealth Management (RWM)

ECF on Anti-Money Laundering and Counter-Financing of Terrorism (ECF-AML/CFT)

Awards [QF Level]	Professional Qualifications
Professional Certificate for ECF on Anti-Money Laundering and Counter-Financing of Terrorism [QF Level 5]	**Certified Anti-Money Laundering Professional (CAMLP)** (Relevant Practitioners with at least 3 years of work experience in AML/CFT compliance)
Advanced Certificate for ECF on Anti-Money Laundering and Counter-Financing of Terrorism [QF Level 4]	**Associate Anti-Money Laundering Professional (AAMLP)** (Relevant Practitioners engaged by Authorized Institutions under Banking Ordinance)

ECF on Cybersecurity (ECF-C)

Awards [QF Level]	Professional Qualifications
Advanced Certificate for ECF on Cybersecurity [QF Level 4]	**Associate Cybersecurity Professional (ACsP)** (Relevant Practitioners engaged by Authorised Institutions under Banking

ECF on Credit Risk Management (ECF-CRM)

Awards [QF Level]	Professional Qualifications
Postgraduate Certificate in Commercial Leading for ECF on Credit Risk Management [QF Level 6]	**Certified Credit Risk Management Professional (Commercial Lending) (CCRP(CL))** (Relevant Practitioners engaged by Authorised Institutions under Banking Ordinance with at least 5 years relevant work experience)
Postgraduate Certificate in Credit Portfolio Management for ECF on Credit Risk Management [QF Level 6]	**Certified Credit Risk Management Professional (Credit Portfolio Management) (CCRP(CPM))** (Relevant Practitioners engaged by Authorised Institutions under Banking Ordinance with at least 5 years relevant work experience)
Professional Certificate for ECF on Credit Risk Management [QF Level 5]	**Associate Credit Risk Management Professional (ACRP)** (Relevant Practitioners engaged by Authorised Institutions under Banking Ordinance with at least 1 year relevant work experience)

ECF on Compliance

Awards [QF Level]	Professional Qualifications
Professional Certificate for ECF on Compliance (General Compliance Stream) [QF Level 5]	**Certified Compliance Professional - General Compliance Stream (CCOP(GC))** (Relevant Practitioners with 5 years+ relevant experience)
Professional Certificate for ECF on Compliance (Investment and Insurance Compliance Stream) [QF Level 5]	**Certified Compliance Professional - Investment and Insurance Compliance Stream (CCOP(IIC))** (Relevant Practitioners with 5 years+ relevant experience)
Advanced Certificate for ECF on Compliance [QF Level 4]	**Associate Compliance Professional (ACOP)** (Relevant Practitioners engaged by Authorised Institutions under Banking Ordinance)

ECF on Operational Risk Management (ECF-ORM)

Awards [QF Level]	Professional Qualifications
Professional Certificate for ECF on Operational Risk Management [QF Level 5]	**Certified Operational Risk Management Professional (CORP)** (Relevant Practitioners with 5 years relevant work experience)
Advanced Certificate for ECF on Operational Risk Management [QF Level 4]	**Associate Operational Risk Management Professional (AORP)** (Relevant Practitioners engaged by Authorised Institutions under Banking Ordinance)

ECF on Retail Wealth Management (ECF-RWM)

Awards [QF Level]	Professional Qualifications
Professional Certificate for ECF on Retail Wealth Management [QF Level 5]	**Certified Retail Wealth Management Professional (CRWP)** (Relevant Practitioners with 2 years relevant work experience accumulated within the 4 years)
Advanced Certificate for ECF on Retail Wealth Management [QF Level 4]	**Associate Retail Wealth Management Professional (ARWP)** (Relevant Practitioners engaged by Authorised Institutions under Banking Ordinance)

ECF on Fintech (ECF-Fintech)

Awards [QF Level]	Professional Qualifications
Postgraduate Certificate for ECF on Fintech [QF Level 6]	**Certified Fintech Professional (CPFinT(M)), CPFinT(S-AIBD), CPFinT(S-DLT), CPFinT(S-OBAPI), CPFinT(S-RT)** (Relevant Practitioners with 3 years relevant work experience)
Professional Certificate for ECF on Fintech [QF Level 5]	**Associate Fintech Professional (CPFinT(A))** (Relevant Practitioners with 1 year relevant work experience)

ECF on Green and Sustainable Finance (ECF-GSF)

Awards [QF Level]	Professional Qualifications
Professional Certificate for ECF on Green and Sustainable Finance [QF Level 5]	**Certified Green Finance Professional CGFP(GSF-P), GFP(GSF-I), CGFP(SRM), CGFP(SDR), CGFP(SSCC)** (Relevant Practitioners with 2 years relevant work experience)
Advanced Certificate for ECF on Green and Sustainable Finance [QF Level 4]	**Associate Green Finance Professional AGFP(PS), AGFP(ClimRM), AGFP(SDR), AGFP(SSCC)** (Relevant Practitioners)

For other ECF programmes, please refer to the relevant ECF handbook for further information.

6. Continuing Professional Development

The objective of implementing the Continuing Professional Development (CPD) Scheme is to ensure elected Fellow CB and Professional Members continue to maintain, upgrade and broaden their knowledge and perspectives throughout their careers. Through individuals pursuing ongoing professional improvement, the standards of the wider industry continue to rise.

Respective Fellow CB and Professional Members are required to declare their CPD compliance to HKIB at the time of annual membership renewal. They are also required to maintain their CPD record with proof of attendance for at least three years for random audit by HKIB. Please visit the HKIB website for copies of the annual declaration and record forms.

For details of the CPD scheme, CPD declaration form and record form, please refer to HKIB website.

Appendix A: Individual Members' Benefits

Members will gain the opportunity to be:

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

To maximise these benefits, Individual Members are entitled to:

- Complimentary access to the bi-monthly journal, digital version of Banking Today;
- Regular updates from the Institute via email, website and social media platforms;
- Complimentary tickets to membership seminars and networking events;
- Usage of professional qualifications for Fellow CB and Professional Members;
- Usage of affiliate designation for Ordinary Members;
- Inclusion in the Registers of Certified Individuals (CI) for Fellow CB, Professional Members and Ordinary Members published in the HKIB website;
- 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
- Merchant discount.

The benefits listed above are subject to review from time to time and shall 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: Individual Membership Fees

Below please see the Individual Membership fees schedules for 2027:

Individual Membership Classes	Membership Fee (HKD)
FHKIB	3,700
Professional Members	2,300
Ordinary Members	1,300
Student Members	200

Individual Members, except Student Members, aged 60 or above can enjoy a discounted annual membership fee at HKD200.

Student Membership is valid till 31 December of the graduation year, or when students cease to be full-time students, by paying a one-off membership fee at HKD200.

Fellow CB, Hon. Fellow (FHKIB) and Honorary Member can enjoy annual membership fee waiver.

A one-off registration fee at HKD200 shall be paid upon joining the Institute. Student Members can enjoy the first registration fee waiver.

Appendix C: Acronym of The Hong Kong Institute of Bankers

Programmes

Acronym	Full Name of Modules
CB	*Certified Banker*
ECF	*Enhanced Competency Framework*
ECF-AML/CFT	*Enhanced Competency Framework on Anti-Money Laundering and Counter-Financing of Terrorism*
ECF-Compliance	*Enhanced Competency Framework on Compliance*
ECF-CRM	*Enhanced Competency Framework on Credit Risk Management*
ECF-C	*Enhanced Competency Framework on Cybersecurity*
ECF-Fintech	*Enhanced Competency Framework on Financial Technology*
ECF-GSF	*Enhanced Competency Framework on Green and Sustainable Finance*
ECF-ORM	*Enhanced Competency Framework on Operational Risk Management*
ECF-RWM	*Enhanced Competency Framework on Retail Wealth Management*

Professional Qualifications

Acronym	Full Name
Fellow CB	Fellow Certified Banker
CB	Certified Banker
CB (Stage II)	Certified Banker (Stage II)
CB (Stage I)	Certified Banker (Stage I)
CB Macao (Stage I)	Certified Banker Macao (Stage I)
CAMLP	Certified Anti-Money Laundering Professional
AAMLP	Associate Anti-Money Laundering Professional
AAMLP Macao	Associate Anti-Money Laundering Professional Macao
CCOP(GC)	Certified Compliance Professional – General Compliance Stream
CCOP(IIC)	Certified Compliance Professional – Investment and Insurance Compliance Stream
ACOP	Associate Compliance Professional
CCRP(CL)	Certified Credit Risk Management Professional (Commercial Lending)
CCRP(CPM)	Certified Credit Risk Management Professional (Credit Portfolio Management)
ACRP	Associate Credit Risk Management Professional
ACsP	Associate Cybersecurity Professional
CPFinT(M)	Certified Fintech Professional (Management)
CPFinT(S-AIBD)	Certified Fintech Professional (Specialist - Artificial Intelligence and Big Data Stream)

CPFinT(S-DLT)	Certified Fintech Professional (Specialist - Distributed Ledger Technology Stream)
CPFinT(S-OBAPI)	Certified Fintech Professional (Specialist - Open Banking and Application Programming Interface Stream)
CPFinT(S-RT)	Certified Fintech Professional (Specialist - Regtech Stream)
CPFinT(A)	Associate Fintech Professional
CGFP(GSF-P)	Certified Green Finance Professional (Green and Sustainable Finance Product)
CGFP(GSF-I)	Certified Green Finance Professional (Green and Sustainable Finance Investment)
CGFP(SRM)	Certified Green Finance Professional (Sustainability Risk Management)
CGFP(SDR)	Certified Green Finance Professional (Sustainability Disclosures and Reporting)
CGFP(SSCC)	Certified Green Finance Professional (Sustainability Strategy, Compliance and Control)
AGFP(PS)	Associate Green Finance Professional (Product & Servicing)
AGFP(ClimRM)	Associate Green Finance Professional (Climate Risk Management)
AGFP(SDR)	Associate Green Finance Professional (Sustainability Disclosures and Reporting)
AGFP(SSCC)	Associate Green Finance Professional (Sustainability Strategy, Compliance and Control)
CORP	Certified Operational Risk Management Professional
AORP	Associate Operational Risk Management Professional
CRWP	Certified Retail Wealth Professional
CRWP Macao	Certified Retail Wealth Professional Macao
ARWP	Associate Retail Wealth Professional
ARWP Macao	Associate Retail Wealth Professional Macao
CFMP	Certified Financial Management Planner
CFMP (Macau)	Certified Financial Management Planner

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