

Received on:

Acknowledged on:

Application no:

## Certification Application Form for Certified Retail Wealth Professional (CRWP)

**Important notes:**

1. The application is for **Relevant Practitioner** engaged by an Authorized Institution (AI) under the Hong Kong Monetary Authority (HKMA) / a bank in Macao supervised by the Monetary Authority of Macao (AMCM) at the time of application **ONLY**.
2. Read carefully the "Guidelines for Certification Application for ARWP/CRWP (RWM-G-008) **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 <i>(Membership No.)</i>	
Name in English <sup>2</sup> :  <i>(Surname)                      (Given Name)</i>	Name in Chinese <sup>2</sup> :	
HKID/ Passport Number:	Date of Birth: <i>(DD/ MM/ YYYY)</i>	
<b>Contact information</b>		
(Primary) Email Address <sup>3</sup> :  (Secondary) Email Address:	Mobile Phone Number:	
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 (Personal email preferred).
4. Provide if not the same as the correspondence address above.

## Section B: Application Types

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

<p><b>CRWP Certification Application</b></p> <p><input type="checkbox"/> Hong Kong</p> <p><input type="checkbox"/> Macao</p>
<p><b>Eligibility:</b></p> <ul style="list-style-type: none"> <li>Completed the training modules and passed the examination for the Core and Professional Levels (Modules 1 - 7 of ECF on Retail Wealth Management); and</li> <li>Possessing at least 2 years of relevant work experience accumulated within 4 years immediately prior to the date of application, but does not need to be continuous; and</li> <li>Employed by an AI under the HKMA / a bank in Macao supervised by the AMCM at the time of application.</li> </ul>

## Section C: Relevant Employment History

List all the relevant employment history in the RWM or related function in **reverse chronological order**. Work experience does not need to be continuous. Each position listed requires a **separate HR Verification Annex (ARWP) for Core Level / (CRWP) for Professional Level** form (p.AP1-AP2).

Job Number	Employer	Position	Employment Period for the position (DD/MM/YYYY)
<b>Current</b>			From To
<b>Job 2</b>			From To
<b>Job 3</b>			From To
<b>Job 4</b>			From To

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

Total number of **HR Verification Annex (ARWP) / (CRWP)** form 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).

1. Have you ever been reprimanded, censured, disciplined by any professional or regulatory authority?	<input type="checkbox"/> Yes <input 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 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 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 authorisation is required by law?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Have you ever been adjudged bankrupt, or served with a bankruptcy petition?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Section E: Payment**

Payment amount	
1st Year Certification Fee for CRWP ( <i>valid until 31 December 2024</i> )	
<input type="checkbox"/> Not currently a HKIB member	HKD1,800
<input type="checkbox"/> <u>Current and valid</u> HKIB Ordinary member	HKD620
<input type="checkbox"/> <u>Current and valid</u> HKIB Professional member	Waived
<b>Total amount: HKD</b> _____	
Payment method	
<input type="checkbox"/> Paid by Employer <ul style="list-style-type: none"> <li><input type="checkbox"/> Company cheque (cheque no: _____)</li> <li><input type="checkbox"/> Company invoice (_____)</li> </ul>	
<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 <b>“CRWP Certification”</b> under <b>“remarks”</b> 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 <ul style="list-style-type: none"> <li><input type="checkbox"/> Visa</li> <li><input type="checkbox"/> Master</li> </ul>	
Card no:	<div style="display: flex; align-items: center; gap: 10px;"> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> </div>
Expiry date (MM/YY):	<div style="display: flex; align-items: center; gap: 10px;"> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> <div style="border: 1px solid black; width: 30px; height: 20px;"></div> </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 authorise 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 ARWP/CRWP” (RWM-G-008).

### **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
- Copy of your RWM M7 examination result
- Copy of your HKID/ Passport
- Payment or evidence of payment enclosed (e.g. cheque or completed Credit Card Payment Instructions)

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**Signature of Applicant**

**(Name:**

**)**

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**Date**

## Certification Application Form

### for Certified Retail Wealth Professional (CRWP)

#### HR Department Verification Form on Employment Information for RWM Practitioner

**Important notes:**

1. A completed Certification Application Form for CRWP should contain p.1-6 plus this HR Verification Annex (CRWP) form(s) (p.AP1-AP2).
2. Fill in **ONE set of HR Verification Annex form for EACH relevant position/functional title** in your application. You can make extra copies of this blank form for use.
3. All information filled in including company chop must be true and original.
4. Use BLOCK LETTERS to complete this form.

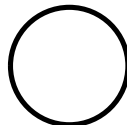
Employment Information	
<b>Name of the applicant:</b>	
<b>HKID/ passport number:</b>	
<b>Job number (as stated in Section C of p.2):</b>	<b>Current/Job no:</b>
<b>Position/Functional title:</b>	
<b>Name of employer:</b>	
<b>Business division/department:</b>	
<b>Employment period of the <u>stated</u> position/functional title:</b> (DD/MM/YYYY)	From:  To:
<b>Key roles/ responsibilities in relation to the <u>stated</u> position/functional title:</b> (Tick the appropriate box(es); Application will be processed based on the role(s) ticked)	<input type="checkbox"/> Role 1 – Frontline Customer Relationship and Retail Wealth Management ( <i>fill in p.AP2</i> ) <input type="checkbox"/> Role 2 – Risk Management and Control ( <i>fill in p.AP2</i> )
<b>Total number of years and months of carrying RWM function in the <u>stated</u> position</b>	_____ Years _____ Months

Applicant please self-declares by ticking the appropriate “Key Roles/Responsibilities” in relation to your **current** position/functional title stated on **p.AP1 of this HR Verification Annex (CRWP)** form.

<b>Key Roles/Responsibilities</b>	Please “✓” where appropriate
<input type="checkbox"/> <b>Role 1 – Frontline Customer Relationship and Retail Wealth Management</b>	
1. Perform “Know Your Customer” (KYC) procedures for client on-boarding and regular profile update	
2. Perform product suitability analysis and recommend suitable products to retail customers	
3. Explain key features, structures and risks of insurance, investment and wealth management products /solutions to retail customers	
4. Manage customer relationships in accordance with the bank’s service	
5. Act ethically and ensure compliance with regulatory requirements and internal policies and procedures	
6. Work closely with relevant parties to ensure timely and accurate execution of transactions, and conduct regular review of the performance of customers’ asset portfolios	
7. Keep abreast of the development of retail wealth management industry and economic conditions and product knowledge for meeting ongoing job requirements	
8. Dealing in and advising on securities	
<input type="checkbox"/> <b>Role 2 – Risk Management and Control</b>	
1. Monitor and review KYC processes and customer risk profiling mechanism	
2. Oversee product suitability assessments, front line selling practices, and specific policies, procedures and controls to ensure front line staff recommend insurance, investment products and wealth management solutions that are suitable for their customers, having regard to customers’ individual circumstances	
3. Perform continuous review of the risk ratings assigned to customers, make revisions to the risk ratings as appropriate and alert customers to such changes in a timely manner	
4. Ensure ethical behaviors and compliance with regulatory requirements and internal policies and procedures	
5. Manage customer relationships including handling of escalated complaint cases in relation to retail wealth management business	
6. Ensure frontline staff are equipped with sufficient and relevant training on products and compliance	

**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: \_\_\_\_\_



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

I, \_\_\_\_\_, (*name of applicant*) hereby authorise

The Hong Kong Institute of Bankers (HKIB) to disclose my results and progress of the

“Grandfathering/Examination/Certification/Exemption results for ECF-RWM (Professional Level)” to

\_\_\_\_\_ (*applicant’s bank name*) for HR and Internal Record.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
HKIB Membership No./HKID No.\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Phone No.

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

### Important notes:

1. Personal information includes but is not limited to grandfathering/examination/certification/exemption results of a module/designation and award(s) achieved.
2. Original copy of this signed authorisation 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 on this authorisation.