



Membership | Training | Examination Application Form for Professional Banking Qualifications

SECTION A: Personal Particulars

For Office Use Only: _____ M | T | E

PERSONAL DETAILS (Mandatory*)		Current HKIB Member <input type="checkbox"/> Yes <input type="checkbox"/> No	
*Title: <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Dr <input type="checkbox"/> Prof		HKIB Membership No (if applicable):	
*Name in English: (as shown on identity document)		*Name in Chinese: (as shown on identity document)	
*Mobile No.:		Office Tel No.:	
*HKID / Passport No.:		*Correspondence Address: <input type="checkbox"/> Residential <input type="checkbox"/> Office (Please put a "✓" in the appropriate box)	
*Residential Address:			
Office Address:			
*Primary / Work Email ¹ :		Secondary Email:	

Note: ¹All HKIB Training Confirmation, Examination Attendance and related communication will be sent via email by using the **Primary / Work Email Address**

ACADEMIC/ PROFESSIONAL QUALIFICATIONS (HIGHEST QUALIFICATION ONLY)²

University / Tertiary Institution:	
Qualification Obtained:	
Awarded / Graduation Year:	
Other Professional Qualifications:	
Professional Bodies:	

EMPLOYMENT DETAILS²

Name of Current Employer:			
Job Title:		Department:	
Industry:	<input type="checkbox"/> Account / Audit <input type="checkbox"/> Education <input type="checkbox"/> Legal Practice	<input type="checkbox"/> Banking* <input type="checkbox"/> Government / Regulator <input type="checkbox"/> Securities and Other Institutions	<input type="checkbox"/> Commercial / Industrial <input type="checkbox"/> Insurance <input type="checkbox"/> Others: _____
Job Function* (Banking Industry only)	<input type="checkbox"/> Front Office - Retail Banking <input type="checkbox"/> Front Office - Investment Banking <input type="checkbox"/> Operation/IT	<input type="checkbox"/> Front Office - Corporate / Commercial Banking <input type="checkbox"/> Risk/Legal/Compliance/Audit <input type="checkbox"/> Management	<input type="checkbox"/> Front Office – Private Banking <input type="checkbox"/> Finance/HR/Training <input type="checkbox"/> Others: _____
Total Years of Work Experience in Banking and Finance: _____ Year(s)			

NOTE : ²Please state qualifications / work experience relevant to the programme entry requirement you are applying for, and **(i) attach proof of qualifications OR work experience and (ii) a copy of your HKID card/ Passport for entry qualification assessment.**

Information Source:

From which of the following sources did you find out about our Professional Banking Qualifications:

<input type="checkbox"/> Colleagues/Classmates/Friends <input type="checkbox"/> HKIB's website <input type="checkbox"/> HR/Training Department	<input type="checkbox"/> Education and Manpower Bureau <input type="checkbox"/> Information Session / Exhibition <input type="checkbox"/> Labour Department	<input type="checkbox"/> Newspaper / Magazine <input type="checkbox"/> Others, please specify _____
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For Office Use Only:

Ack	Log	CRM	MO
		AN	RE



Section B: New Membership

Membership Classes [^]		Plus:	Membership Fee
<input type="checkbox"/>	Ordinary Member (1 January to 31 December 2021)	HKD200 One-off First Registration Fee*	HKD 1,080
<input type="checkbox"/>	Ordinary Member (1 July to 31 December 2021)		HKD 540
<input type="checkbox"/>	Student Member		HKD 200
<input type="checkbox"/>	Senior Member (1 January to 31 December 2021)		HKD 200
Membership Application Total (B)			HKD

Remarks[^]

- Student Membership is valid till 31 December of the graduation year. Student members are required to provide a copy of student card for application.
- Individuals aged 60 or above are eligible to become Senior Member, regardless of membership class.
- A one-off first registration fee is required for all new members.
- *First registration fee waiver: Staff of Corporate Members can save HKD200 to join as individual Members.

Section C: Training

Module Title	Training Code	First Training Date	Fee (HKD)
Late Entry Fee HKD200 (per module)			
Note: Please refer to the Training and Examination Schedule for details		Training Application Total (C)	

IMPORTANT NOTE: For all the CB Stage I and CB Stage II applicants, please be reminded to complete and sign on “Consent and Acknowledgment for CEF Course” as these two programmes are registered as the CEF courses.

Section D: Examination

Module Title	Examination Code	Exam Date	Mode		Fee (HKD)
			<input type="checkbox"/> First Attempt	<input type="checkbox"/> Resit	
			<input type="checkbox"/> First Attempt	<input type="checkbox"/> Resit	
			<input type="checkbox"/> First Attempt	<input type="checkbox"/> Resit	
			<input type="checkbox"/> First Attempt	<input type="checkbox"/> Resit	
			<input type="checkbox"/> First Attempt	<input type="checkbox"/> Resit	
Late Entry Fee HKD200 (per module)					
Note: Please refer to the Training and Examination Schedule for details		Examination Application Total (D)			

APPLY FOR DIRECT ENTRY TO *CB (STAGE II) OR CB (Please delete whichever is not appropriate)

For those practitioners with higher attainment of academic qualification or stronger banking experience, **direct entry** to CB (Stage II) or CB can be applied.

For Office Use Only: First Approver: _____ Final Approver: _____



Section E: Payment Methods

<input type="checkbox"/>	Paid by Employer	
<input type="checkbox"/>	Cash (Payable only in person at HKIB counter)	
<input type="checkbox"/>	Faster Payment System (FPS) Account: account@hkib.org *	
<input type="checkbox"/>	A cheque / e-Cheque made payable to "The Hong Kong Institute of Bankers" (cheque no. _____)*	
<input type="checkbox"/>	Credit Card: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	
	Name of Cardholder:	
	Card No: - - -	Expiry Date (mm/yy): /
	Signature: _____	
	(as on credit card)	

*For e-Cheque / FPS, please state your **full name** and **reference code** (e.g. training code and/or examination code) under "remarks" (e-cheque) or 'Message to Payee/Recipient' (FPS) and email together with the completed enrolment form to application@hkib.org.

Application Fee	Amount
Membership Application (B)	HKD
Training Application (C)	HKD
Examination Application (D)	HKD
Total (B + C + D)	HKD

Section F: 2021 Marketing Campaign for Certified Bankers (CB)

Ordinary Members who are pursuing CB qualification can enjoy 50% discount off on annual membership fee. The full annual membership fee will be charged upfront, and upon successful completion of each programme intake, the 50% discount will be refunded.

Section G: Statement on Collection of Personal Data

- It is necessary for applicants to supply their personal data and to provide all the information requested in the application documents, as otherwise HKIB may be unable to process and consider their applications.
 - The personal data provided in this form will be used for processing your application for membership, training and examination, statistical and marketing (including direct marketing) purposes. The data will be solely handled by HKIB staff but may be transferred to an authorised third party providing services to HKIB in relation to the above purposes and prescribed purposes as allowed by the law from time to time.
 - When the processing and consideration of all the applications for a particular training have been completed: (a) the application papers of unsuccessful candidates will be destroyed (if you have indicated to receive our promotional materials then your contact details and related papers would be retained for such purposes); and (b) the application papers of successful candidates will serve as part of the applicant's official student records and will be handled by HKIB staff or by staff of an authorised third party providing services to HKIB in relation to the stated purposes. In all such circumstances, please be assured that any personal information you supply will be kept strictly confidential.
 - Applicants understand that they have the right to check whether HKIB holds personal data about them and that, if so, they have a right of access to their personal data. They can request HKIB to correct any inaccurate personal data and if they need to obtain a copy of their personal data or have it corrected, they can write to HKIB. They understand that HKIB is permitted by law to charge a reasonable fee for the processing of any data access request.
 - Personal data provided on the application form will be used by HKIB for the purpose relating to application and admission. For details of the Personal Data Collection Statement, please refer to the website: <http://www.hkib.org>.
- Please tick if you **DO NOT WISH** to receive our latest updates and promotional materials through the communication channels as stated above, including discounts and offers from time to time.



Section H: IMPORTANT NOTES FOR APPLICATION

This Application Form is designed to facilitate applicants to apply for HKIB membership (Hong Kong and Macao), training and examination by submitting one single form. Applicants may choose to complete the respective sections as deemed appropriate.

A. Membership

1. All HKIB members are eligible to apply for HKIB professional qualification training and/or examinations. However, non-members can still enrol for ECF training and/or examination.
2. Individual Membership shall run from 1 January to 31 December in each calendar year unless otherwise stated. If you fail to pay the Membership fee on or before 31 January of each calendar year, your Membership status will be cancelled and treated as Default Members. If you are a Professional Member, your professional designation(s) will be suspended and removed from the Register of Certified Individuals (CI) on our website. Default Members seeking reinstatement of their Membership are required to pay the Membership Fee for the current year plus the Re-registration Fee.

B. Training

1. Places will be allocated on 'first-come-first-serve' basis.
2. Participants who have settled payments will receive course confirmation by e-mail at least **5 working days** prior to the course commencement date.
3. If for whatever reason you do not receive the course confirmation 3 calendar days before the course commencement, please contact us for our further action.
4. Late training enrolment will be accepted after the stipulated application deadline up to **7 calendar days** before course commencement, to allow us to administer the application. A late entry fee of HKD200 (in addition to the training fee) will apply.
5. We reserve the right to reject an application at any time.
6. Participants may apply for reimbursement under the Pilot Programme to Enhance Talent Training for the Asset and Wealth Management Sector (WAM Pilot Programme). Please visit www.wamtalent.org.hk for the eligible training programmes and the relevant details. Please note that only training fee can be applied for funding and examination fee is excluded.
7. Participants can consider using a virtual background to ensure more privacy during virtual classroom training.
8. As requested by the Office of CEF (OCEF), CB Stage I and CB Stage II (CEF courses) applicants are required to complete and sign the "Consent and Acknowledgement for CEF Course".

C. Examination

1. Candidates who are taking the current training can choose to sit for the current examination or any subsequent examination.
2. Applications must comply with the regulations published in the respective programme handbooks.
3. Late examination enrolment will be accepted after the stipulated application deadline up to **14 calendar days** before examination date, to allow us to administer the application. A late entry fee of HKD200 (in addition to the examination fee) will apply.
4. Upon successfully completed the examination and met the training attendance requirement of 70%, participants may apply for the Continuing Education Fund (CEF) for both training fee and examination fee of some CB (Stage I) and CB (Stage II) modules on the CEF reimbursable course list. Please visit CEF website www.wfsfaa.gov.hk/cef/en/index.htm for the application details
5. **Disclaimer:** Applicants would NOT be eligible to apply for CEF reimbursement should the module be solely delivered via FLEX Learning, unless a waiver is sent to the Institute by OCEF or Labour and Welfare Bureau.

D. Application Period and Method

1. Please refer to the Training and Examination Schedule for application deadline.
2. HKIB reserves the right to postpone, modify and/or cancel the scheduled training and/or examinations.
3. All fees paid are non-refundable and non-transferable, except in cases where the training has been cancelled.
4. Applicants can complete the Application Form with copies of relevant documents and submit to HKIB by email, by post or in person.

Contact Us

Address: 3/F Guangdong Investment Tower, 148 Connaught Road Central, Hong Kong

Website: www.hkib.org

Telephone: (852) 2153 7800

Email: application@hkib.org



Section I: Acknowledgement and Declaration

- I declare that the information contained in my application is truthful and complete, and will be used for the purpose of administration and communication by The Hong Kong Institute of Bankers (HKIB). I agree to notify HKIB of any material changes to my responses to any of the questions in this application, including my contact details. I understand and agree that 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 understand that the fees paid are non-refundable and non-transferable, unless otherwise stated.
- I understand and agree to comply with all conditions, requirements, policies and procedures established by HKIB as may be amended from time to time.
- I read and understand the Important Notes For Application under Section H.

For Membership Application:

- I understand that as a member of HKIB, I shall be bound by the prevailing rules and regulations of the Institute.

For Training Application:

- I declare that I have fulfilled the entry requirements of the training.
- I declare that I have read and agreed to comply with the following statement:
 - The training material (Study Guide and PPT Slides in both printed and electronic versions) and its content are copyright of HKIB - © 2020 The Hong Kong Institute of Bankers. All rights reserved.
 - No part of this publication may be reproduced, stored in a retrieval system/database, or transmitted in any form or by any means, e.g. electronic, mechanical, photocopying, recording or otherwise, without the prior permission of the copyright owner.

For FLEX Learning / Virtual Classroom Training Application:

- I declare that I have read and agreed to comply with the following statement:
 - Turning on the video function and showing my face throughout the virtual classroom training are required for attendance verification; otherwise I will not obtain any attendance or CPD certificate. This consent covers all forms of virtual classroom training, including but not limited to HKIB's Professional Qualification Programmes and IA CPD courses.
 - Recording of virtual training session is strictly prohibited. No individual may record by any means or broadcast any portion of the virtual training session without prior written consent of HKIB. Unauthorised recording (audio, video, still photography, etc.) of the virtual training session, without the express written consent of HKIB, is strictly prohibited.

For Examination Application:

- I confirm that I have read the relevant handbook, examination-related information published in the HKIB, and/or Examination Guidance Notes, and fully understand and accept the regulations.

By my signature below, I am submitting my application and have fully read, understood and accepted the terms and conditions stated above.

Signature

Date

Check List:

Please check the following items before submitting to the Institute and keep a copy of all relevant documents for your own record.

	Membership Application	Training Application	Examination Application
Completed all applicable sections of this form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Signed and dated the acknowledgement and declaration	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Enclosed a copy of your identity card / passport / student ID card	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Enclosed relevant proof of qualification or work experience for entry qualification assessment	N/A	<input checked="" type="checkbox"/>	N/A
Payment or evidence of payment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



CONTINUING EDUCATION FUND (CEF)

**Consent and Acknowledgement for CEF Course Participant upon Enrolment
(For Course(s) operated by Non-self-accrediting Course Providers)**

Name of CEF Course Provider: The Hong Kong Institute of Bankers

CEF Course Title: _____

CEF Course Code: _____

Commencement Date of the Course: _____

CONSENT on Disclosure of Personal Data

1. I understand that Labour and Welfare Bureau (“LWB”), the Office of CEF (“OCEF”) and the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (“HKCAAVQ”) are responsible for monitoring and processing the applications for fee reimbursement under the CEF.
2. The public authorities referred to in paragraph 1 above (“Specified Public Authorities”) may require my personal data provided to the above CEF Course Provider for the purposes of fees reimbursement and audit inspection if I apply for fees reimbursement under the CEF.
3. OCEF would be unable to process my application for fees reimbursement if I do not consent to the disclosure of my personal data to the Specified Public Authorities **at least 3 working days before** attending the course(s), or otherwise the Specified Public Authorities would not have access to time-sensitive information in relation to my application.

Please tick only one box as appropriate:

- I have read and understand the above paragraphs. I consent to the disclosure of my personal data, any other information and records in relation to the above course(s) to the Specified Public Authorities for the purposes of fees reimbursement under the CEF and audit inspection.
- I have read and understand the above paragraphs. I confirm that I **WILL NOT** apply for fee reimbursement under the CEF for the above course(s) and do not consent to the disclosure of my personal data to the Specified Public Authorities.

Signature: _____

Name of Course Participant: _____

Hong Kong Identity Card Number: _____

Date: _____

* To be signed by every CEF course participant **upon** course enrolment and kept by the Course Provider.