



CFMP™

CERTIFIED FINANCIAL MANAGEMENT PLANNER Professional Qualification Programmes

「專業財富管理師」專業資格課程

CFMP™



QF Level 5

Professional Diploma in Financial
Planning and Management for CFMP™ #
(QR no.12/001364/L5)

- Financial Planning and Wealth Management
- Investment and Asset Management :
Alternatives and Wealth Solutions
- Investment and Asset Management :
Theory and Product Solutions
- Insurance and Retirement Planning



Advanced Diploma in Financial Planning

- Essentials of Banking and Financial Planning
- Investment Products and Markets
- Regulatory Environment for Banking and
Financial Planning

All qualifications are accredited by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ), with validity from 1 January 2013 to 31 December 2016.



Please visit our
website for CFMP™
Programme details



Pursuing a Professional Banking Qualification

For those wishing to pursue a successful banking career in Hong Kong, attaining HKIB accredited qualifications is a sign of commitment to reaching the highest standards. With the banking industry increasing in complexity and evolving at a fast rate, individuals with a badge of excellence will stand out. The depth and ongoing development of the HKIB qualifications ensures clear credentials for high achievers.

Recognition of HKIB Professional Banking Qualifications

The qualifications offered by HKIB have received strong market recognition.

Supervisory Policy Manual Module CG-6 issued by HKMA

The Supervisory Policy Manual Module CG-6 issued by the Hong Kong Monetary Authority (HKMA) in 2011 addresses “Competence and Ethical Behaviour” of banking staff, in which “Accredited Banking Practitioner” (**ABP**TM), “Certified Professional” (**CP**), “Associate of The Hong Kong Institute of Bankers” (**AHKIB**TM) and “Certified Financial Management Planner” (**CFMP**TM) are recognised as relevant programmes for competency enhancement and assessment.

Qualifications Framework by HKCAAVQ

HKIB’s Professional Diploma in Financial Planning and Management for **CFMP**TM has been officially accredited at Level 5, within the Qualifications Framework (QF) by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ). (QR registration no.12/001364/L5)

Becoming a Certified Financial Management Planner (CFMPTM)

Training Programme:

The **CFMP**TM professional qualification training programmes are suitable for those wishing to acquire essential banking knowledge to jumpstart their banking and financial careers, or provide a strong foundation for those in the early stages within the industry.s. There are two stages consisting of seven subjects in the **CFMP**TM Programme:

Stage 1

- M1 – Regulatory Environment for Banking and Financial Planning
- M2 – Investment Products and Markets
- M3 – Essentials of Banking and Financial Planning

Stage 2

- M4 – Insurance and Retirement Planning
- M5 – Investment and Asset Management: Theory and Product Solutions
- M6 – Investment and Asset Management: Alternatives and Wealth Solutions
- M7 – Financial Planning and Wealth Management

Examination:

Before proceeding to the examinations, participants must first complete the respective training programmes. Candidates are required to pass the examinations of Module 1 to Module 6 before attempting the examination of M7 – Financial Planning and Wealth Management. After passing the final Module 7 examination, participants will be awarded the “Professional Diploma in Financial Planning and Management for **CFMP**TM”. Please refer to “CFMP Examination Handbook” on the HKIB website for more details.

Experience Requirement:

Participants will be awarded the professional banking qualification designation of **CFMP**TM after gaining 2 years of relevant working experience in the banking and financial field.

Continuing Professional Development:

All **CFMP**TM holders are required to comply with the HKIB Continuing Professional Development (CPD) Scheme. Each individual must fulfill **15 CPD hours every calendar year** (1 January to 31 December)

Suitable For

- New entrants or existing practitioners in the banking and financial planning industry who wish to advance their careers with recognised professional development in the field of wealth management

Entry Requirements

Candidates must be an HKIB Individual Member AND:

- Hold an Associate Degree or equivalent; OR
- Be a Mature Student (aged 21 or above) with at least 2 years of Banking and Finance working experience (will be assessed on a case-by-case basis)

Medium of Programme

- The training is delivered through classroom and home study in a combination of Cantonese and English
- All the examination questions are set in **English** only.

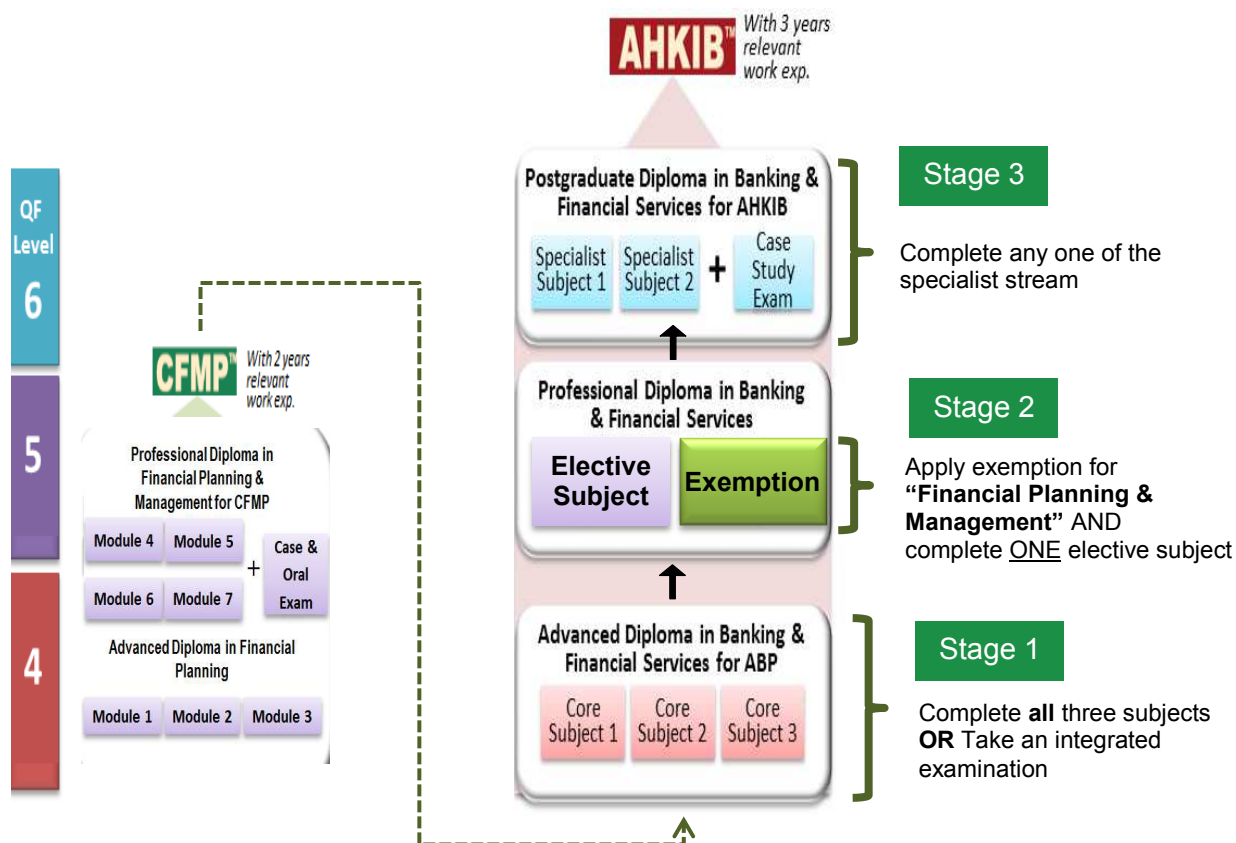
Articulation to AHKIB™

CFMP™ holders may progress to study for The **AHKIB™** (Associate of The Hong Kong Institute of Bankers) designation by completing 3 stages of training programmes and examinations. For Stage 1, candidates can choose to either complete the 3 Core Subjects of the “Advanced Diploma in Banking and Financial Service for **ABP™**” (Please refer to the **ABP™** brochure on the HKIB website for more details), OR pass an integrated examination for **ABP™** covering the following 3 Core Subjects:

- 1: Banking Services and Professional Ethics
- 2: Financial Systems and Risk Management
- 3: Fundamentals of Accounting and Law in Banking

Upon completion of the programmes or passing the examinations in Stage 1, candidates can apply for an exemption for the elective subject “Financial Planning & Management” in Stage 2. Candidates then need to complete one other elective subject in Stage 2 and then 2 subjects under their chosen Specialist Streams in Stage 3 before passing a case study examination. The designation will be granted to candidates who have completed all 3 stages and with 3 years of banking or financial related working experience. The programme covers all-round knowledge in banking and is aimed at those who would like to prepare themselves for management positions.

HKIB’s Postgraduate Diploma in Credit/Treasury/Operations /Wealth Management for **AHKIB™** has been officially accredited at Level 6, within the Qualifications Framework (QF) by the HKCAAVQ. The accreditation makes the Institute the first and only non-academic institution to have a programme accredited at Level 6 of QF, making it comparable to a master degree programmes offered by local universities.



Application

HKIB Individual Membership is a pre-requisite for the programme. Please apply for HKIB Individual Membership prior to programme enrollment. Visit the HKIB website to find out more.

For General Enquiries

HKIB Office

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

Tel: 2153 7800 Fax: 2544 9946

E-mail: hkib@hkib.org Website: www.hkib.org

Programme Content

Advanced Diploma in Financial Planning

Module 1 - Regulatory Environment for Banking and Financial Planning

Learning Outcomes

- To provide candidates with an understanding of the regulatory framework and rules and regulations governing the financial services industry
- To examine in greater details the Securities and Futures Ordinances and the its subsidiary legislation
- To enhance candidates' working knowledge on regulatory requirements in relation to business conduct and client relations

Programme Outlines

- Regulatory Framework of the Financial Services industry in Hong Kong
 - Legal Principles of Hong Kong Law
 - The Legal and Regulatory Regime
- Securities and Futures Ordinance
 - Fundamentals of Securities and Futures Ordinances (SFO)
 - Major Subsidiary Legislation under the SFO
- Business Operations and Practices
 - Licensing Regime
 - Regulated Activities under SFO
 - Management and Supervision
 - Prevention of Money Laundering
 - Protection of Customer Data
 - Trading of Securities
 - Market misconduct and improper trading practices
 - SFC authorized investment products and services
 - HKMA Guidelines on sale of investment products
- Business conduct and client relations
 - Code of Conduct under SFC
 - Practitioner's Code of Conduct

Module 2 - Investment Products and Markets

Learning Outcomes

- To provide candidates with an understanding of the global and Hong Kong financial systems and markets
- To provide candidates with fundamental knowledge in different kinds of investment products and markets
- To examine in greater detail the techniques of securities analysis and investment
- To provide candidates with an understanding of the basic concept of portfolio theory

Programme Outlines

- Global Financial Markets
 - Overview of the global financial market
 - The Hong Kong financial market
 - Selecting securities investments in the global market and national markets
- Hong Kong Financial Markets and Instruments
 - Equity, debt, foreign exchange, derivatives market
 - Equity, debt and derivatives market in Hong Kong
- Securities Investment
 - Overview of global securities markets
 - Overview of the Hong Kong securities market
 - The Stock Exchange of Hong Kong
 - Participants in the Hong Kong securities markets
 - Securities investment in Hong Kong
- Securities Analysis
 - Fundamental analysis
 - Technical analysis

Module 3 - Essentials of Banking and Financial Planning

Learning Outcomes

- To provide candidates with a sound understanding and knowledge of the banking products and services
- To examine in greater detail how various banking products and services expand the scope of financial planning and management and assist financial planners to provide "one-stop solution" to customers
- To enhance candidates' knowledge in the Code of Banking Practice for banking services and understanding of professional ethics of a banker
- To equip candidates with the essential knowledge and fundamental skill set for financial planning management

Programme Outlines

- The Global Financial and Banking Systems
 - The role of the financial system in the global economy
 - Money and the banking system
- Overview of Banking Services
 - Personal banking services
 - Commercial banking services
 - Treasury services
 - Investment banking services
 - Private banking services
 - Introduction to Risk management in banking
- Code of Banking Practices and Banking Services
 - Principles of best practice in banking services
 - Essentials of Code of Banking Practice
- Ethics and Code of Conduct of a Banker
- Foundations of Financial Planning
 - Understanding the financial planning process
 - Basic math for financial planning
 - Introduction to statistics for financial management

Module 4 - Insurance and Retirement Planning

Learning Outcomes

- To examine thoroughly general principles and practice of insurance in Hong Kong
- To enhance knowledge in different types of insurance products including investment-linked long term insurance
- To evaluate MPF schemes in Hong Kong; including overall review of MPF as one of the investment strategy under the framework of retirement planning

Programme Outlines

- Risk and Insurance
 - Insurance and Risk management
 - Functions and benefits of insurance
- Principles of Insurance
 - Understanding the Key Principles of Insurance
- Practice of Insurance
 - Structure of the Insurance Company Organization
 - Structure of an Insurance Policy
 - Structure of an Insurance Policy
- Structure of the Insurance market
 - Participants within the Insurance Market and Their Role
 - Structure of the Insurance Market in HK and Mainland China
- General Insurance
 - Structure of the Insurance Market in HK and Mainland China
- Individual Life Insurance
 - Application for Life Insurance
 - Term Life Insurance
 - Life Insurance with Cash Value, Endowment Plan and Universal Life Plan
 - Supplemental Benefits
 - Annuities
- Investment-linked Long Term Insurance
 - Non-traditional Insurance Products
- Retirement Planning and Mandatory Provident Fund (MPF)
 - The Needs for Retirement Planning
 - Retirement Plans
 - The Features of the Social safety Net for Retirement in Hong Kong
 - The Combination of a MPF plan
- Insurance as Protection Planning Solutions
 - Personal Risk Management

Module 5 - Investment and Asset Management: Theory and Product Solutions

Learning Outcomes

- Enhance candidate's working knowledge in investment products and wealth management services for HNWI
- Demonstrate knowledge in strategy and techniques of asset allocation and portfolio management for managing client's investment

Programme Outlines

- Overview of Wealth Management and the Asset Management Industry
 - Wealth Management Industry Outlook
 - Clients and Stakeholders
 - Wealth Management Business Models
 - Focus of Private Wealth Management
 - Products and Services of Asset Management Industry
- Portfolio Management Theory and Practice
 - Portfolio Theory
 - Capital Asset Pricing Model
 - Portfolio Management Process
- Investment Management Services for High Net Worth Individual (HNWI)
 - Fixed Income Investments
 - Equity securities Investment
 - Foreign Exchange
 - Derivatives
 - Structured Products
- Investment Funds and Unit Trusts
 - Overview and Types of Funds
 - Understanding Fund Fact Sheet and Audit Report
- Case studies: Asset Allocation of Investment Funds Portfolio
 - Client Investment Objectives Vs Funds investment objectives
 - Asset Allocation Strategies

Professional Diploma in Financial and Management for CFMP™

Module 6 - Investment and Asset Management: Alternatives and Wealth Solutions

Learning Outcomes

- To apply knowledge in alternative investment and real estate investment for application in investment planning
- To demonstrate knowledge in wealth planning services for structuring financial and wealth planning solutions

Programme Outlines

- Alternative Investment
 - Overview of Alternative Investment
 - Hedge Funds
 - Commodities
 - Private Equity
- Investing in Real Estate
 - Types of Real Estate Investment
 - Real Estate Investment Analysis
 - Real Property Investment strategy and Risk
- Leverage, Loans and Liquidity Management
 - Applications of Leverage in Investment
 - Collateralized Lending in Wealth management
- Wealth Planning Solutions and Financial Planning
 - Overview of wealth Planning services
 - Taxation System and Tax Planning
 - Estate Planning Solutions

Module 7 - Financial Planning and Wealth Management

Learning Outcomes

- To enhance candidate's knowledge base in the comprehensive process of financial planning
- To equip candidates with specialized knowledge and skills in identifying clients' needs and assessing clients' goal and objectives
- To refine candidate's communication skills in financial counseling and professional skills in structuring a financial plan to meet clients' needs

Programme Outlines

- Overview of Financial Planning and Wealth Management Services in the Banking Industry
 - Development of Private Wealth Management market and services in Hong Kong and China
- Managing Client Relationship in Financial Planning and Wealth Management
 - Objectives of Financial Planning
 - Role of Financial Planning in Private Wealth Management
 - TRUST Model of Financial Planning
 - Financial Planning Management
 - Effective and Efficient client relationship management in Private Wealth management
 - Behavioral Finance
- Case Studies in Financial Planning
 - Case 1 Investment Planning
 - Case 2 Life cycle Financial Planning

Programme Schedule (Feb - Apr 2016)¹

Certified Financial Management Planner (CFMP™)

Subject	Module	Programme Code#	Programme Fee HK\$ (including textbook and study materials only, excluding examination fee)	Date & Time (2016)	
Regulatory Environment for Banking and Financial Planning	1	HA-C01-TP160301	3,750	3 Mar (Thu)	19:00 - 22:00
				10 Mar (Thu)	
				17 Mar (Thu)	
				21 Mar (Thu) <i>Revision</i>	
				28 Apr (Thu) <i>Mock Assessment</i>	
Investment Products and Markets	2	HA-C02-TP160302	3,750	4 Mar (Fri)	19:00 - 22:00
				11 Mar (Fri)	
				18 Mar (Fri)	
				1 Apr (Fri) <i>Revision</i>	
				8 Apr (Fri) <i>Mock Assessment</i>	
Essentials of Banking and Financial Planning	3	HA-C03-TP160303	3,750	1 Mar (Tue)	19:00 - 22:00
				8 Mar (Tue)	
				15 Mar (Tue)	
				22 Mar (Tue) <i>Revision</i>	
				5 Apr (Tue) <i>Mock Assessment</i>	
Insurance and Retirement Planning	4	HA-C04-TP160304	3,750	29 Feb (Mon)	19:00 - 22:00
				7 Mar (Mon)	
				14 Mar (Mon)	
				21 Mar (Mon) <i>Revision</i>	
				11 Apr (Mon) <i>Mock Assessment</i>	
Investment and Asset Management: Theory and Product Solutions	5	HA-C05-TP160305	3,750	2 Mar (Wed)	19:00 - 22:00
				9 Mar (Wed)	
				23 Mar (Wed)	
				30 Mar (Wed) <i>Revision</i>	
				6 Apr (Wed) <i>Mock Assessment</i>	
Investment and Asset Management: Alternatives and Wealth Solutions	6	HA-C06-TP160206	3,750	5 Mar (Sat)	10:00 - 13:00
				12 Mar (Sat)	
				19 Mar (Sat)	
				2 Apr (Sat) <i>Revision</i>	
				9 Apr (Sat) <i>Mock Assessment</i>	
Financial Planning and Wealth Management	7	HA-C07-TP160307	3,750	3 Mar (Thu)	19:00 - 22:00
				7 Mar (Mon)	
				17 Mar (Thu)	
				24 Mar (Thu) <i>Revision</i>	
				31 Mar (Thu) <i>Mock Assessment</i>	

Note: 1. Please refer to the examination application form for examination schedule.

Programme Details:

- Language : Cantonese (supplemented with English materials)
- Venue : 3/F Guangdong Investment Tower, 148 Connaught Road Central, HK (Sheung Wan MTR Station Exit C)
- Enrollment : By fax at 2544 9946 or Submit to our institute in person
- Email : programme@hkib.org
- Enquiries : (852) 2153 7877 / (852) 2153 7872
- Enrollment Deadline : **23 February 2016 (Mon)**

Programme Enrollment Form

Certified Financial Management Planner (CFMP™)

Section A Personal Particulars

* Please delete where inappropriate

Name in Chinese :	Title* : Mr. / Miss / Ms. / Mrs. / Dr.
Name in English : (Surname first) (as on identity document)	HKID / Passport Number* :
Mobile Phone No. :	Email Address : <small>(Programme Confirmation Notice will ONLY be sent via this email one week before course commencement)</small>

Qualification & Education Background (Please "✓" the qualifications which you have attained.)

<input type="checkbox"/> An Associate Degree or equivalent; OR
<input type="checkbox"/> Mature Student (aged 21 or above) with at least 2 years of work experience in banking and finance (will be assessed on a case-by-case basis)

HKIB Membership Status (Please apply for HKIB Ordinary / Student Membership prior to programme enrollment)

Are you currently an HKIB member?
<input type="checkbox"/> Yes HKIB member No. : _____
<input type="checkbox"/> No Please attach a completed "HKIB Membership Application Form" and submit with a photocopy of your Hong Kong ID card / Passport

Section B Programme Enrollment

Please refer to Programme Schedule for Programme Code

Module 1	Regulatory Environment for Banking and Financial Planning							
Programme Code#	HA - C 0 1 -							
Module 2	Investment Products and Markets							
Programme Code#	HA - C 0 2 -							
Module 3	Essentials of Banking and Financial Planning							
Programme Code#	HA - C 0 3 -							
Module 4	Insurance and Retirement Planning							
Programme Code#	HA - C 0 4 -							
Module 5	Investment and Asset Management: Theory and Product Solutions							
Programme Code#	HA - C 0 5 -							

Examination Application Form

(For April, August & November 2016 Examination Diets)

Certified Financial Management Planner (CFMP™)

Section A Personal Particulars (All fields MUST be completed)

* Please delete where inappropriate

Name in Chinese :		HKIB Membership Number :	
Name in English : (Surname first) (as on identity document)		HKID / Passport Number* :	
Mobile Phone No. :	Email Address :		
(Examination Attendance Notice will ONLY be sent via this email)			

Section B Examination Prerequisite Check

Part I: Training Programme¹

Have you enrolled the training programme(s) for the subject(s) applied?

Yes Please provide training programme code: _____ or Certificate of Attendance

No Please enroll the training programme for the respective subject(s) and provide the training programme code:

Note: 1. Candidate MUST have completed or applied for the tuition programme before submitting the Examination Application Form.

Part II: Entry Qualification Assessment (EQA)

Minimum entry requirement:

- 1) A Bachelor's Degree awarded by a recognized university or equivalent; OR
- 2) An Associate Degree / Higher Diploma in banking and finance; OR
- 3) Relevant professional qualifications; OR
- 4) Mature Student (aged 21 or above) with at least 5 years of work experience in banking and finance (will be assessed on a case-by-case basis)

Have you passed the CFMP™ Entry Qualification Assessment?

Yes I have passed AHKIB™ or CFMP™ Exam EQA already.

No Please attach the relevant **certified true copies**** of education / employment document (verifying job grade and year of experience)

Highest Academic / Professional Qualification Obtained	University / Tertiary Institution / Professional Bodies	Year of Completion

For Mature Student Applicant:

Current / Previous Employer	Current / Previous Job Position	Year of Experience

** Note: HKIB only accepts photocopies of the documents which are certified by:

- (i) The Hong Kong Institute of Bankers, or
- (ii) Current employer's Human Resources Department, or
- (iii) Liaison Officer (District Offices), Home Affairs Department of the HKSAR

Section C

Examination Application¹

Please "✓" the subject(s) which you would like to apply.

2016 CFMP Examination Schedule³

Module / Subject		April 2016	August 2016	November 2016
M1 Regulatory Environment for Banking and Financial Planning <input type="checkbox"/> First Attempt Programme No: _____ <input type="checkbox"/> Re-sit		<input type="checkbox"/> 20 April 2016 (Wed) 19:00 - 21:30	<input type="checkbox"/> 3 August 2016 (Wed) 19:00 - 21:30	<input type="checkbox"/> 16 November 2016 (Wed) 19:00 - 21:30
M2 Investment Products and Markets <input type="checkbox"/> First Attempt Programme No: _____ <input type="checkbox"/> Re-sit		<input type="checkbox"/> 20 April 2016 (Wed) 19:00 - 21:30	<input type="checkbox"/> 3 August 2016 (Wed) 19:00 - 21:30	<input type="checkbox"/> 16 November 2016 (Wed) 19:00 - 21:30
M3 Essentials of Banking and Financial Planning <input type="checkbox"/> First Attempt Programme No: _____ <input type="checkbox"/> Re-sit		<input type="checkbox"/> 18 April 2016 (Mon) 19:00 - 21:30	<input type="checkbox"/> 1 August 2016 2016 (Mon) 19:00 - 21:30	<input type="checkbox"/> 14 November 2016 (Mon) 19:00 - 21:30
M4 Insurance and Retirement Planning <input type="checkbox"/> First Attempt Programme No: _____ <input type="checkbox"/> Re-sit		<input type="checkbox"/> 20 April 2016 (Wed) 19:00 - 21:30	<input type="checkbox"/> 3 August 2016 (Wed) 19:00 - 21:30	<input type="checkbox"/> 16 November 2016 (Wed) 19:00 - 21:30
M5 Investment and Asset Management: Theory and Product Solutions <input type="checkbox"/> First Attempt Programme No: _____ <input type="checkbox"/> Re-sit		<input type="checkbox"/> 19 April 2016 (Tue) 19:00 - 21:30	<input type="checkbox"/> 2 August 2016 2016 (Tue) 19:00 - 21:30	<input type="checkbox"/> 15 November 2016 (Tue) 19:00 - 21:30
M6 Investment and Asset Management: Alternatives and Wealth Solutions <input type="checkbox"/> First Attempt Programme No: _____ <input type="checkbox"/> Re-sit		<input type="checkbox"/> 21 April 2016 (Thu) 19:00 - 21:30	<input type="checkbox"/> 4 August 2016 (Thu) 19:00 - 21:30	<input type="checkbox"/> 17 November 2016 (Thu) 19:00 - 21:30
M7 Financial Planning and Management ² <input type="checkbox"/> First Attempt Programme No: _____ <input type="checkbox"/> Re-sit	Multiple Choice	<input type="checkbox"/> 22 April 2016 (Fri) 19:00 - 21:30	<input type="checkbox"/> 5 August 2016 (Fri) 19:00 - 21:30	<input type="checkbox"/> 18 November 2016 (Fri) 19:00 - 21:30
	Case and Oral	<input type="checkbox"/> 23 April 2016 (Sat) 19:00 - 21:30	<input type="checkbox"/> 6 August 2016 (Sat) 19:00 - 21:30	<input type="checkbox"/> 19 November 2016 (Sat) 19:00 - 21:30
Application Deadline		28 March 2016 (Mon)	11 July 2016 (Mon)	24 October 2016 (Mon)

Remarks:

- Please fill in "Exemption Application Form" to apply for exemptions. (Please download the form at http://www.hkib.org/en_set.asp?action=en_down)
- The pre-requisite for applying Module 7: Passed or exempted Module 1 to 6.
(Please reserve a whole day for the Case and Oral Examination. Exact time slot will be printed on the Examination Attendance Notice)
- HKIB reserves the right to cancel, modify and/or postpone the examination

Section D Programme and Examination Fee

Fee ³ / Subject		Total No. of Enrollment
Examination Entry Fee	HK\$ 950 / subject	X _____ Subject(s) = HK\$ _____
TOTAL		HK\$

Note: 3. The examination fee is applicable to the first attempt and re-sit of a subject. It does not include training programme fee nor study text.

Section E Payment Methods

A cheque made payable to "The Hong Kong Institute of Bankers" [cheque no. : _____]

Credit card: Visa Master Amount HKD _____

Card No. : _____ Expiry Date : _____ MMY

Name of card holder : _____ Signature : _____ (as on credit card)

Section F Acknowledgement and Declaration

- The information I have provided in this form is true and correct.
- The information I have provided in this form will be used for the purpose of administration and communication by The Hong Kong Institute of Bankers.
- I understand that the paid fees are non-refundable and non-transferable.
- I confirm that I have read the (1) CFMP™ Examination-related information published in the CFMP™ Examinations Handbook and on the HKIB website; (2) CFMP™ Examination Guidance Notes and Terms and Conditions printed in this form, and fully understand and accept the regulations.

Signature

Date

Document Checklist For Examination for Candidate

To facilitate application process, please check the following items before submitting to the Institute. Thank you.

- COMPLETED & SIGNED APPLICATION FORM
- RELEVANT TRUE COPIES FOR ENTRY QUALIFICATION ASSESSMENT (if applicable)
- PAYMENT OR EVIDENCE OF PAYMENT

You are suggested to keep a copy of all relevant documents for your own record.

FOR INSTITUTE USE ONLY

Number of entries : _____

Re-sit Examination: HK\$950/subject = HK\$ _____

Grand total = HK\$ _____

Received by : _____ Assessed by : _____

Approved / Rejected : _____ Batch no : _____

Receipt no : _____ Sent on : _____

THE HONG KONG INSTITUTE OF BANKERS
CFMP™ Examination
GUIDANCE NOTES

Eligibility for Examinations

1. All candidates must be current members of The Hong Kong Institute of Bankers. Application from non-members will not be processed.
2. Please complete and return the examination application form and retain a copy for your own reference.
3. Entries must comply with the regulations and timetable published in the handbook or on the HKIB website.
4. Under no circumstances will change of subject entry be allowed.
5. Under no circumstances will the examination fees be refunded or transferred.
6. Candidates who are taking the current training programme can choose to sit for the current examination or the following one. They can choose to sit for subsequent examinations but if the training programme has been changed or updated, they may be required to re-take the tuition programme in order to be eligible for taking the examination for the subject.

Method of Payment

7. (a) By cheque (no post-dated cheque), and attach it to the application form. The cheque should be made payable to **"The Hong Kong Institute of Bankers"**. Please write your membership number on the back of the cheque. OR
(b) In cash or by credit card at the HKIB counter.
8. Application Form without payment arrangement will not be processed.
9. Examination fees, once paid, will not be refunded.

Application Period

10. Application will be accepted year-round, by hand or by registered mail to avoid loss in the mail. Attention must be paid to the closing dates for examination application.

By hand, by e-mail or by fax to:

Address: The Hong Kong Institute of Bankers
3/F, Guangdong Investment Tower,
148 Connaught Road Central, Hong Kong

Fax: (852) 2544 9946
E-mail: exam@hkib.org

Late Entries

11. Late entries will be accepted up to **14 days** after the above closing dates. However, **a late entry fee of HK\$200** (in addition to the subject entry fees) will apply.

Change of Particulates

12. If you wish to update your personal particulates, please complete the Member Record Alteration Form which can be obtained from HKIB website

Examination Attendance Notices

13. These will be sent to candidates **via email about 2 weeks before the examinations. You are obligated to inform the Institute if you do not receive Attendance Notice 1 week before the examinations.**
14. Candidates are required to print a new copy of the Examination Attendance Notices themselves **on a plain A4 paper** before attending each examination session.
15. Candidates **MUST** produce their Attendance Notices in each examination session, along with documentary proofs of their identity that bear their current photographs (e.g. HKID card, Passport).

Results

16. (a) Issue of results: Candidates will be notified of their results by post and only with written notice. Results will not be revealed over telephone or fax. Results will be released within 2-4 weeks from the examination date of last subject in each examination diet.
(b) Withholding of results: Results will be withheld from candidates who have not paid in full any monies due or payable to the Institute, including but not limited to examination entry fees.

Examination Information

17. Information on the examination subjects is posted on HKIB website (www.hkib.org). Examination related news will also be published in the Institute's journal "Banking Today".

ENSURE YOU HAVE SIGNED THE EXAMINATION APPLICATION FORM, AND HAVE ATTACHED PAYMENT OR EVIDENCE OF PAYMENT BEFORE SUBMITTING THE FORM TO THE INSTITUTE.

For Examination Enquiries

Address : 3/F Guangdong Investment Tower, 148 Connaught Road Central, Hong Kong
Telephone : (852) 2153 7821

Fax : (852) 2544 9946
Email : exam@hkib.org