

## **Asian Institute of Chartered Bankers**

### **Admission, Resignation, Cessation, and Re-admission of Individual Members**

#### **CONTENTS**

1.	Commencement and Application	02
2.	Introduction	02
3.	Membership Admission Requirements	02
4.	Special Case of Admission	04
5.	Membership Designation	04
6.	Professional Designation	04
7.	Application Procedure	06
8.	Certificate of Membership	06
9.	Resignation	06
10.	Cessation of Membership	07
11.	Re-Admission to Membership	07
12.	Transition of Existing Members to the New Membership Designations	08
13.	Appendix 1	09

## **1. Commencement and Application**

- 1.1. These regulations were made by the Council under Article 87 of the Institute's Articles of Association and shall come into effect on 1 September 2015. These regulations set out the requirements and procedures for membership admission, resignation, cessation and re-admission and shall apply to all Individual Members.
- 1.2. In these regulations, unless the context otherwise requires, words and expressions defined in the Institute's Articles of Association and Bye-Laws shall have the same meanings herein.

## **2. Introduction**

- 2.1. Membership in AICB provides individuals with recognition, support and opportunities for personal and professional growth and shall be open to employees and former employees of financial institutions as well as other individuals who intend to pursue a career in banking.
- 2.2. Membership of the Institute consists of two classes, namely Individual Members and Corporate Members. Individual Members shall be designated as Affiliate, Associate, Associate Fellow, Chartered Banker, or Fellow.
- 2.3. Individuals who satisfy the requirements as set out in these regulations may apply for admission to membership as an Affiliate, Associate or Chartered Banker, or for advancement to become a Fellow. However, pursuant to bye-law 9 of the Institute's Bye-laws no person may apply for admission as an Associate Fellow after 20 April 2015.

## **3. Membership Admission Requirements**

- 3.1. AICB offers a suite of qualifications which provide access to the relevant membership designations. The requirements for attaining each membership designation under bye-laws 7, 8, 9, 10 and 11 are set out below.

### **3.2. Admission as Affiliate**

A person shall be eligible for admission to membership as an Affiliate if he:

- a) holds an acceptable qualification for entry to any of the following examinations of the Institute:
  - Executive Banker
  - Professional Banker
  - Chartered Banker
  - Certified Credit Executive
  - Competency Validation Assessment Level 1 – CCE (CVA – CCE)
  - Retail Credit Professional
  - Competency Validation Assessment Level 2 – RCP (CVA – RCP)
  - Business Credit Professional
  - Competency Validation Assessment Level 2 – BCP (CVA – BCP)
  - Certification in AML/CFT
  - Competency Validation Assessment Level 1 – CAML (CVA – CAML)
  - Advanced Certification in AML/CFT
  - Competency Validation Assessment Level 2 – ACAML (CVA – ACAML)
  - Certified Professional in AML/CFT
  - Certification in Regulatory Compliance
  - Competency Validation Assessment Level 1 – CRC (CVA – CRC)
  - Competency Validation Assessment Level 2 – ACRC (CVA – ACRC)

- Bank Risk Management
- Competency Validation Assessment Level 2 – BRM (CVA – BRM)
- Certification for Bank Auditors
- Competency Validation Assessment Level 2 – CBA (CVA – CBA)
- Prior Experience Conversion Programme (PEC)
- Pasaran Kewangan Malaysia Certificate (PKMC)
- An Introduction to Ethics in Banking
- Certified Anti-Money Laundering & Counter Financing of Terrorism Compliance Officer (CAMCO)

OR

- b) employee and former employee of financial institutions, as well as individual who intend to pursue a career in banking.

### **3.3. Admission as Associate**

A person shall be eligible for admission to membership as an Associate if he:

- a) has passed any of the following examinations of the Institute:
- Professional Banker
  - Retail Credit Professional
  - Competency Validation Assessment Level 2 – RCP (CVA – RCP)
  - Business Credit Professional
  - Competency Validation Assessment Level 2 – BCP (CVA – BCP)
  - Advanced Certification in AML/CFT
  - Competency Validation Assessment Level 2 – ACAML (CVA – ACAML)
  - Certified Professional in AML/CFT
  - Bank Risk Management
  - Competency Validation Assessment Level 2 – BRM (CVA – BRM)
  - Advanced Certification in Regulatory Compliance
  - Competency Validation Assessment Level 2 – ACRC (CVA – ACRC)
  - Certification for Bank Auditors (CBA)
  - Competency Validation Assessment Level 2 – CBA (CVA – CBA)
  - Prior Experience Conversion Programme (PEC)
  - Pasaran Kewangan Malaysia Certificate (PKMC)
  - Certified Anti-Money Laundering & Counter Financing of Terrorism Compliance Officer (CAMCO)

OR

- b) is a current Ordinary Member or International Member in good standing of FMAM [Persatuan Pasaran Kewangan Malaysia (ACI – Financial Markets Association of Malaysia)], has passed the Pasaran Kewangan Malaysia Certificate (PKMC) examination.

Any member upgraded from Affiliate category to Associate category under regulation 3.3 (a) in any year, he shall pay the new annual subscription fee the following year.

Any person admitted as an Associate under regulation 3.3(b) (Dual Membership Holder) is required to maintain his membership of FMAM as an Ordinary Member or International Member.

### **3.4. Admission as Associate Fellow**

A person who was an Associate Fellow of the Institute before the revised Constitutions came into effect shall, on the effective date of the same, become an Associate Fellow of the Institute. No person shall be admitted as an Associate Fellow after that date (20 April 2015).

### **3.5. Admission as Chartered Banker**

A person shall be eligible for admission to membership as a Chartered Banker if he:

- a) has passed the Chartered Banker examination; or  
 b) is a qualified member of the Chartered Institute of Bankers in Scotland (CIOBS)

Any person admitted as a Chartered Banker is required to maintain his membership of both AICB and CIOBS.

Any member upgraded to Chartered Banker category under regulation 3.5 (a) in any year, he shall pay the new annual subscription fee the following year.

### 3.6. Advancement to Fellow

A Chartered Banker may apply for advancement to the status of Fellow if he:

- a) has been a Member of the Institute for a continuous period of at least 7 years and has had a total of at least 15 years of core banking experience (refer to Appendix 1), of which at least 5 years must be in a senior management capacity; and
- b) has satisfied the Council as to his fitness to become a Fellow which includes:
  - providing evidence of core banking experience such as testimonials from the employer;
  - providing evidence as to Continuing Professional Development (CPD) which he has undertaken.

Any member upgraded to Fellow Chartered Banker category under regulation 3.6 in any year, he shall pay the new annual subscription fee the following year.

### 3.7. Suitability for Membership

All applicants for admission to membership must satisfy the Council as to their general character and suitability for membership.

## 4. Special Cases of Admission

The Council may at any time invite a person to become and admit such a person as an Associate or Chartered Banker by virtue of the person's qualifications, experience in banking and finance, expertise or standing although he has not satisfied the prescribed conditions in Regulation 3 above.

## 5. Membership Designation

An Individual Member shall be entitled to use after his name the following membership designation and/or designatory letters (as applicable):

Membership Designation	Designatory	Letter
Affiliate	Affiliate, AICB	-
Associate	Associate, AICB	-
Chartered Banker	Chartered Banker, AICB	CB
Fellow	Fellow, AICB	-
	*Fellow, Chartered Banker, AICB	FCB

\* A Chartered Banker who has become a Fellow may use this designation.

## 6. Professional Designation

- 6.1. In addition to the membership designation as set out in regulation 5 above, an Individual Member shall be entitled to use after his name the following professional designation upon successful completion of the relevant professional qualification and attaining the membership designation.

Qualification	Membership Designation	Professional Designation	Designatory Letters
Chartered Banker	Chartered Banker, AICB Fellow, Chartered Banker, AICB	Chartered Banker	CB
		Fellow, Chartered Banker	FCB
Retail Credit Professional CVA – RCP	Associate, AICB	Certified Retail Credit Practitioner	CRCP
Business Credit Professional CVA – BCP	Associate, AICB	Certified Business Credit Practitioner	CBCP
Certified Credit Professional	Associate, AICB	Certified Retail Credit Practitioner	CRCP
		Certified Business Credit Practitioner	CBCP
Bank Risk Management CVA-BRM	Associate, AICB	Certified Bank Risk Practitioner	CBRP
Pasaran Kewangan Malaysia Certificate	Associate, AICB	Certified Financial Markets Practitioner	CMP
		Certified Senior Financial Markets Practitioner	CSMP
Advanced Certification in Anti-Money Laundering/ Counter Financing of Terrorism CVA – ACAML	Associate, AICB	Int.Dip(AML)	N/A
Certified Professional in Anti-Money Laundering/ Counter Financing of Terrorism	Associate, AICB	Prof.PgDip(AML)	N/A
Advanced Certification in Regulatory Compliance CVA – ACRC	Associate, AICB	Dip(Comp)	N/A
Certified Anti-Money Laundering & Counter Financing of Terrorism Compliance Officer (CAMCO)	Associate, AICB	Certified Anti-Money Laundering & Counter Financing of Terrorism Compliance Officer	CAMCO

As an example, if a Member, by the name of John has completed a particular qualification, he may use the following designation (as applicable):

- John, Associate, AICB (CBRP)
- John, Chartered Banker, AICB OR John, CB

6.2. An Individual Member is entitled to use the professional designation only if he remains a current Member of the Institute and complies with the Continuing Professional Development requirements as set out in the Regulations.

## **7. Application Procedure**

- 7.1. Individuals may apply for admission to membership at any time during the year. However, if their aim is to enrol for a particular examination-based qualification, they should take into consideration the submission deadlines in connection with the qualification and the examination schedules provided on the AICB website.
- 7.2. Applications for admission to membership may be made online using the prescribed form, and submitted together with the following as applicable supporting documents:
  - Certified copy of identification card or passport (for foreigners)
  - Certified copy of documents relating to academic qualifications
  - Curriculum vitae or resume
  - Testimonial from employer relating to work experience
- 7.3. Every individual on applying for admission to membership shall give an undertaking that he will, if admitted, be bound by the Constitutions, the Bye-Laws and the regulations of the Institute
- 7.4. Payment of fees can be made online via credit card, debit card or GIRO/IBG fund transfer.

## **8. Certificate of Membership**

- 8.1. Upon the admission of an Individual Member or a change in a Member's designation, a certificate shall be issued to the Member certifying his membership status. A record of each certificate issued shall be made in a register kept for that purpose.
- 8.2. Each certificate of membership shall remain the property of the Institute. A Member who is removed from the Register of Members shall return the membership certificate to the Institute, failing which the Institute may institute legal or other proceedings for the recovery of the certificate.
- 8.3. A Member may apply for a replacement certificate in the following circumstances:
  - where the certificate is worn or defaced, in which case the application for a replacement should be accompanied by the certificate to be replaced;
  - where the certificate is destroyed or lost (e.g. misplaced or stolen), in which case the application for a replacement should be accompanied by a statement explaining the circumstances in which the certificate was destroyed or lost.

In all cases, application for a replacement certificate must be accompanied by a fee of RM200.

## **9. Resignation**

- 9.1. An Individual Member may tender his resignation of membership by sending notice in writing together with his certificate of membership to the Secretary of the Institute. On its acceptance by the Council, but not until then, he shall cease to be a Member and his name shall be removed from the Register of Members.
- 9.2. A Member whose notice of resignation has not been received by the Secretary prior to the first day of February in any year shall remain liable for any fee or subscription in respect of that year.

## **10. Cessation of Membership**

- 10.1. Any Individual Member who fails to pay his annual subscription or other sum due to the Institute within three months from the date on which it becomes due shall cease to be a Member and his name shall be removed from the Register of Members, unless the Council has otherwise decided.
- 10.2. In addition, an Individual Member shall cease to be a Member in the following circumstances:
  - in the event of death;
  - if he becomes of unsound mind; or
  - if he fails to pay any fine imposed on him as a result of disciplinary action when the same are due, unless the Council has otherwise decided

## **11. Re-Admission to Membership**

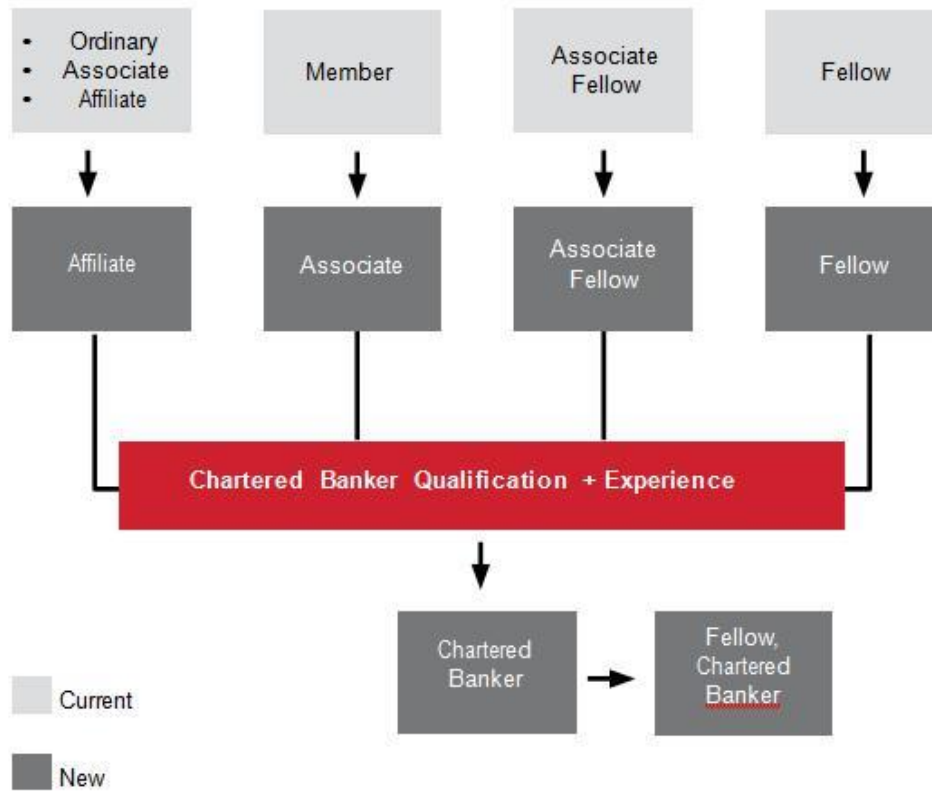
- 11.1. Save in those cases set out in regulations 11.2 and 11.3 below, any person who has resigned or ceased to be a Member may apply for re-admission provided that he has paid any outstanding amount due to the Institute, including any fine and/or costs imposed as a result of disciplinary action and has satisfied any other requirements as the Council may prescribe.
- 11.2. A person seeking re-admission as a Member following suspension or exclusion from membership by virtue of an order made by a Disciplinary Committee or an Appeal Committee must satisfy the Council that all the conditions as laid down by the Disciplinary Committee or Appeal Committee (as applicable) have been satisfied. In particular, where an order for exclusion from membership prohibits the person from applying for re-admission for a specified period, he may only apply for re-admission after the expiry of such period.
- 11.3. In the case of an applicant whose membership ceased by virtue of bankruptcy, he must satisfy the Council that he has been discharged or his bankruptcy has been recalled.
- 11.4. All applications for re-admission shall be made in writing in the same manner as any application for admission to membership.
- 11.5. An applicant for re-admission to membership shall on application pay a re-admission fee equivalent to the total of the current year's subscription and the subscriptions for the previous years (at the applicable subscription rates) during which his membership lapsed. In this regard:
  - a) a full year's subscription is due in respect of the year in which the resignation or cessation of membership occurred;
  - b) where the applicant's membership has lapsed for less than one year, the re-admission fee shall be equivalent to the current year's subscription.

For the avoidance of doubt, this regulation applies to resignation or cessation of membership that occurs after 1 September 2015. Where the resignation or cessation of membership occurred prior to 1 September 2015, the applicant is only required to pay the subscription for the year in which the application for re-admission is made.

- 11.6. Re-admission to membership does not entitle the Member to retrospective benefits. Applications for re-admission are to be made online using the prescribed form and submitted with relevant supporting documents including record of CPD activities undertaken since resignation or cessation of membership.

## 12. Transition of Existing Members to the New Membership Designations

Individual Members of the Institute as at 31 August 2015 shall be transitioned to the new membership designations as follows:





## Appendix 1

### Core Banking Experience

<b>Banking Industry Experience</b>	<b>Banking Regulatory Experience</b>
<ul style="list-style-type: none"><li>• Audit</li><li>• Banking operations</li><li>• Branch operations</li><li>• Compliance</li><li>• Corporate/wholesale banking</li><li>• Credit (marketing, appraisal, approval, review, control, collection &amp; recovery)</li><li>• Credit administration</li><li>• Customer relationship management</li><li>• Finance – bank critical functions such as funding and capital management</li><li>• Finance (reporting &amp; back office roles)</li><li>• Trade finance, including international trade finance</li><li>• Retail banking (consumer banking/ personal financial services / wealth management)</li><li>• Risk management</li><li>• Strategic management</li><li>• Transaction banking</li><li>• Treasury operations</li></ul>	<ul style="list-style-type: none"><li>• Banking Supervision</li><li>• Consumer and Market Conduct</li><li>• Currency Management and Operation</li><li>• Financial Conglomerate Supervision</li><li>• Financial Surveillance</li><li>• Foreign Exchange Administration</li><li>• Insurance and Takaful Supervision</li><li>• Investment Operations and Financial Markets</li><li>• Money Services Business Regulation</li><li>• Prudential Financial Policy</li><li>• Specialist Risk Unit</li></ul>