



THE CHARTERED INSTITUTE OF BANKERS OF NIGERIA

(Incorporated in 1976 and Chartered by CIBN Act No.12 of 1990, now Act No. 5 of 2007)

BANKERS HOUSE:

PC 19, ADEOLA HOPEWELL STREET, P.O. BOX 72273, VICTORIA ISLAND, LAGOS, NIGERIA
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MICROFINANCE CERTIFICATION PROGRAMME

REGISTRATION FORM FOR APRIL, 2017 EXAMINATION DIET

STAPLE RECENT PASSPORT SIZE PHOTOGRAPH DULY SIGNED AND STAMPED AT THE BACK BY YOUR MANAGER OR HEAD OF DEPT, SHOWING DESIGNATION (USED PICTURES ARE NOT ACCEPTABLE)

1. MEMBERSHIP NUMBER: Date of Membership registration
2.
TITLE SURNAME (BLOCK LETTERS) OTHER NAMES (BLOCK LETTERS)
3. NAME & FULL ADDRESS OF ORGANISATION / INSTITUTION (BLOCK LETTERS)
4. PHONE NO:..... ALTERNATE PHONE NO:..... **BVN NO**.....
5. E-Mail.....
(Please ensure that your Tel No. and e-mail are correctly stated as they will be the means of communicating any information regarding the examination to you)
6. CORRESPONDENCE ADDRESS:.....

7. QUALIFICATIONS
- (I) First Degree HND / Bsc e.g. HND Geography
- (II) Post Graduate Msc / MBA / MA / Ph.D e.g. Msc Economics
- (III) Professional Qualification e.g. ACA

8. PREFERRED EXAMINATION CENTRE:.....
(See below Centres for choice)

9. METHODS OF STUDY (Enter the appropriate number in the box below)

1. MTSP 2. Private Study

10. IF MTSP, INDICATE NAME OF MTSP

11. PLEASE ENDEAVOUR TO COMPLETE THE SECTION BELOW CORRECTLY AND INCLUDE PREVIOUS PASSES WITH DATES IN THE BOXES PROVIDED

- (i) Mark X in the appropriate box for subjects you wish to sit for this diet.
(ii) Enter "P" for subjects you have written and passed and for which exemptions have been granted enter "E" in the appropriate boxes
(iii) Also indicate date of passes or exemptions (and attach evidence (s) where necessary)

12. SUBJECTS ENTERED FOR:

Level 1

MODULES	Code	Mark as appropriate	Date(s)
i. Fundamentals of Microfinance Banking	MF 101	<input type="checkbox"/>	<input type="text"/>
ii. Managing Microfinance Banks	MF 102	<input type="checkbox"/>	<input type="text"/>
iii. Financial Analysis & Financial Performance Monitoring of Microfinance Banks	MF 103	<input type="checkbox"/>	<input type="text"/>

Level 2

MODULES		Code	Mark as appropriate	Date(s)
iv.	Product Development & Marketing in MFBs	MF 201	<input type="checkbox"/>	<input type="text"/>
v.	Risk Management in Microfinance Banks	MF 202	<input type="checkbox"/>	<input type="text"/>
vi.	Internal Control & Management Information System	MF 203	<input type="checkbox"/>	<input type="text"/>

13. I Enclose Certified Cheque/Bank Draft /Bank Deposit Slip No.....Bank.....Amount (N).....
Evidence of payment of Annual Subscription should be attached, otherwise entry form may not be processed.

14. DECLARATION

I confirm that the information given above is correct to the best of my knowledge. I therefore agree that any inconsistency or discrepancy in the information automatically disqualifies me from taking the examination.

Signature of Applicant & Date

15. CLOSING DATE

The closing date for the receipt of entries is Tuesday, 3rd March, 2017

All Completed forms must be returned to CIBN National Secretariat, PC 19, Adeola Hopewell Street,

V/Island, Lagos on or before Tuesday, 3rd March, 2017. No Late Submission of forms will be entertained.

MICROFINANCE CERTIFICATION PROGRAMME EXAM TIME TABLE

	Tuesday, April 4		Wednesday, April 5		Thursday, April 6		
TIME	9.00 a.m - 12 noon	2.00 p.m - 5.00 p.m	9.00 a.m - 12 noon	TIME	2.00 p.m - 5.00 p.m	9.00 a.m - 12 noon	2.00 p.m - 5.00 p.m
LEVEL I	Fundamentals of Microfinance Banking	Managing Microfinance Banks	Financing Analysis & Financial Performance Monitoring of MFBs	LEVEL II	Product Dev. & Marketing in Microfinance Banks	Risk Management in Microfinance Banks	Internal Control & Management Information System

EXAM FEES

EXAMINATION LEVEL	MICROFINANCE
REGISTRATION FEE	N2,500.00
FEE PER SUBJECT	N2,500.00
MCP TRAINING MANUAL	N1,000.00

FOR OFFICE USE ONLY

Date	Action	Initial	Remarks
	Received by		
	Acknowledgment Sent		
	Confirmation of payment		

Pls check your result at www.cibng.org

SPECIAL NOTICE TO CANDIDATES

As you are aware, the Institute's **April Diet Banking Professional Examinations** will be taking place from **Tuesday 4th to Thursday 6th April, 2017** in Nigeria, The Gambia.

In view of this, we implore you to kindly go through the information below as you prepare for the examinations:

- **Ensure you have processed your exemptions (if eligible) before sitting for the examinations.**
- Ensure you locate the venue of your examination ahead of the exam date (see the attached list of examination centres).
- **Print out your examination docket from our on-line examination portal and confirm that:**
 - **The information captured therein is correct.**
 - **The examination dockets carry their passport photographs.**
- Kindly ensure your docket is duly authenticated by any of the designated persons and make a photocopy to be submitted at the examination centre to avoid any embarrassment.
 - **Fellows • Associate • MCIB • Honorary Senior Members of the Institute**
(Membership & Telephone Numbers must be provided on the Attestation page)
 - **Branch Managers, Operation Managers & Business Service Managers of Banks**
 - **Head of Departments of Tertiary Institutions**
(Official Stamp and Mobile Number must be provided on the Attestation page)
- Only candidates with online printed dockets duly authenticated will be allowed into the examination halls.
- Kindly note that your membership number is also your exam number. Be sure to quote it correctly on your Answer Scripts and attendance sheet to forestall any mix-up.
- Verify the subjects you registered for to be sure they have been adequately captured. Confirm the Date and time of your examination from the Exam Timetable (see the Attached Exam Time Table).
- Make use of examination materials/resources such as: Past Questions, Examiners' Report, the Syllabus etc to aid your preparations.
- Make use of the Study Guide provided on **page 126** of the New Syllabus and Regulations for Banking Professional Exams.
- You may also visit any of the Institute's Accredited Tuition Centres for revision classes / group discussion (see the attached list of accredited tuition centres).
- Take some time to go through the Institute's Examination Misconduct: Offences and Penalties (attached) so you can be appropriately guided.
- Ensure you comport yourself during the examinations and adhere to all the Examination rules and regulations.
- Ensure you upload your picture when completing the examination form online. Any other image will not be acceptable.

We wish you all the best as you prepare for the examinations.

EXAMINATION MISCONDUCT: OFFENCES AND PENALTIES

S/N	OFFENCES	PENALTIES
1	Bringing into the Hall materials related to the examination.	<ul style="list-style-type: none"> • Cancel all papers of the candidate at that particular examination. • Ban him/her from taking the examination for a minimum of two years i.e. four consecutive examination diets. • Inform candidate's employers.
2	Bringing materials not related to the particular examination into the Examination Hall.	<ul style="list-style-type: none"> • Issue a warning letter to the candidate.
3	Impersonation	<p>(i) Impersonatee</p> <ul style="list-style-type: none"> • Cancel all papers of the candidate at that particular examination. • Ban the person concerned from taking the Institute's Examinations for life. • Report him/her to the Investigating Panel for investigation. • Inform candidate's employers <p>(ii) Impersonator</p> <p>(a) <u>If a member</u></p> <ul style="list-style-type: none"> • Ban the person concerned from taking the Institute's Examinations for life. • Report him/her to the Investigating Panel for investigation. • Inform candidate's employers <p>(b) <u>If not a member</u></p> <ul style="list-style-type: none"> • Handover the affected person(s) to the police.
4	Assistance by Invigilator.	<p>(i) The Invigilator</p> <p>(a) <u>If a member</u></p> <ul style="list-style-type: none"> • Forfeits invigilation honorarium. • Ban from future invigilation. • Report him/her to the Investigating Panel for investigation. <p>(b) <u>If not a member</u></p> <ul style="list-style-type: none"> • Forfeits invigilation honorarium. • Ban from future invigilation. • Handover the affected person(s) to the police. <p>(ii) The Person being assisted</p> <ul style="list-style-type: none"> • Cancel all papers of the candidate at that particular examination. • Ban him/her from taking the examination for a minimum of two years i.e. four consecutive examination diets. • Inform candidate's employers.
5	Substitution of Prepared Answer Script(s).	<p>(i) The Person Assisting</p> <p>(a) <u>If a member</u></p> <ul style="list-style-type: none"> • Ban from future participation in the Institute's examinations • Report him/her to the Investigating Panel for investigation • Report to his/her employers. <p>(b) <u>If not a Member</u></p> <ul style="list-style-type: none"> • Ban from future participation in the Institute's examinations <hr/> <ul style="list-style-type: none"> • Handover the affected person(s) to the police. • Report to his/her employers. <p>(ii) The Person being assisted</p> <ul style="list-style-type: none"> • Cancel all papers of the candidate at that particular examination. • Ban him/her from taking the Institute's Examinations for life. • Report him/her to the Investigating Panel for investigation. • Inform candidate's employers

S/N	OFFENCES	PENALTIES
6	Proven cases of spying or copying from another candidate.	<p>(i) The Person spying</p> <ul style="list-style-type: none"> • Cancel that particular paper. • Issue a warning letter to the candidate. • Ban him/her from taking the examination for a minimum of two consecutive examination diets. <p>(ii) The Person being copied</p> <ul style="list-style-type: none"> • Issue a warning letter to the candidate.
7	Refusal to complete misconduct form.	<ul style="list-style-type: none"> • Cancel all papers of the candidate at that particular examination diet. • Ban him/her from taking the examination for a minimum of two years i.e. four consecutive examination diets. • Inform candidate's employers.
8	Assault on examination officials.	<p>(a) <u>If a member</u></p> <ul style="list-style-type: none"> • Handover the affected person(s) to the Police. • Cancel all papers of the candidate at that particular examination. • Ban him/her from taking the examination for a minimum of two years i.e. four consecutive examination diets. • Inform candidate's employers. <p>(b) <u>If not a member</u></p> <ul style="list-style-type: none"> • Handover the affected person(s) to the Police.
9	Bringing telephone or any other unapproved Electronic/Information Communication Technology gadgets into the exam hall.	<ul style="list-style-type: none"> • Cancel that particular paper. • Issue a warning letter to the candidate.