



# 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  
TEL: 01-4610655, 4617924, 4611842 Call Centre: 0700DIALCIBN (070034252426) E-mail: exams@cibng.org Website: www.cibng.org

## BANKING PROFESSIONAL EXAMINATIONS REGISTRATION FORM OCTOBER 2017

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. IF YOU ARE FROM A LINKAGE INSTITUTION, PLEASE STATE THE NAME OF THE INSTITUTION:.....  
.....

9. YEAR OF COMPLETION FROM THE LINKAGE SCHOOL:.....

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

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

12. SUBJECTS ENTERED FOR:  
1. CIBN Accredited Tuition Centres  2. Private Study

13. IF TUITION CENTRE, INDICATE THE NAME .....

14. 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)

DIPLOMA LEVEL			
Subject	Code	Mark as appropriate	Date(s)
Elements of Banking	301	<input type="text"/>	<input type="text"/>
Basic Economics	302	<input type="text"/>	<input type="text"/>
Accounting and Business Finance	303	<input type="text"/>	<input type="text"/>
Business Law	304	<input type="text"/>	<input type="text"/>
Fundamentals of Marketing	305	<input type="text"/>	<input type="text"/>
Information & Communication Tech.	306	<input type="text"/>	<input type="text"/>
Quantitative Techniques	307	<input type="text"/>	<input type="text"/>
Business Communication Skills	308	<input type="text"/>	<input type="text"/>

INTERMEDIATE PROFESSIONAL & CHARTERED BANKER LEVEL			
INTERMEDIATE PROFESSIONAL LEVEL	CODE	MARK AS APPROPRIATE	DATE(S)
Financial Economics	401	<input type="text"/>	<input type="text"/>
Financial & Mgt Accounting	402	<input type="text"/>	<input type="text"/>
Marketing of Financial Services	403	<input type="text"/>	<input type="text"/>
International Trade & Finance	404	<input type="text"/>	<input type="text"/>
Strategic Management and Leadership	405	<input type="text"/>	<input type="text"/>
Corporate Financial Management	406	<input type="text"/>	<input type="text"/>
<b>CHARTERED BANKER LEVEL</b>		<input type="text"/>	<input type="text"/>
Core Subject		<input type="text"/>	<input type="text"/>
Banking Law Ethics & Corporate Governance	501	<input type="text"/>	<input type="text"/>
Bank Lending & Credit Administration	502	<input type="text"/>	<input type="text"/>
Management of Financial Institutions	503	<input type="text"/>	<input type="text"/>
Practice of Banking	504	<input type="text"/>	<input type="text"/>
<b>ELECTIVES</b>		<input type="text"/>	<input type="text"/>
Financial Planning and Control	505	<input type="text"/>	<input type="text"/>
Treasury Management	506	<input type="text"/>	<input type="text"/>
Human Capital Management	507	<input type="text"/>	<input type="text"/>
Banking Regulation and Supervision	508	<input type="text"/>	<input type="text"/>
Principles and Practice of Risk Management	509	<input type="text"/>	<input type="text"/>

15. 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.

16. **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*

17. **CLOSING DATE**

The closing date for the receipt of entries is Friday, September 1, 2017

All Completed forms must be returned to CIBN National Secretariat, PC 19, Adeola Hopewell Street, V/Island, Lagos on or before Tuesday, September 4, 2017. No late submission of forms will be entertained.

18. **FOR OFFICE USE ONLY**

Date	Action	Initial	Remarks
	Received by		
	Acknowledgment Sent		
	Confirmation of payment		

Pls check your result at [www.cibng.org](http://www.cibng.org)

EXAMINATION FEES						
EXAMINATION LEVEL	1 SUBJECT	2 SUBJECTS	3 SUBJECTS	4 SUBJECTS	5 SUBJECTS	6 SUBJECTS
DIPLOMA	N8,000	N11,000	N15,000	N20,000	N25,000	N30,000
INTERMEDIATE PROFESSIONAL	N15,000	N22,500	N30,000	N37,500	N45,000	N52,000
CHARTERED BANKER	N20,000	N30,000	N40,000	N50,000	N60,000	N70,000

### TIME TABLE (NIGERIA)

DATE	TUE. 10TH OCTOBER, 2017		WED. 11TH OCTOBER, 2017		THUR. 12TH OCTOBER, 2017	
TIME	9.am - 12.pm	2.pm - 5.pm	9.am - 12.pm	2.pm - 5.pm	9.am - 12.pm	2.pm - 5.pm
CATEGORY	SUBJECTS / COURSES					
DIPLOMA LEVEL	Business Comm. Skills	Basic Economics	Acctg. & Bus. Finance	Quantitative Techniques	Fundamentals of Marketing	Elements of Banking
	---	Information & Comm. Tech.	---	---	---	Business Law
INTERMEDIATE PROFESSIONAL LEVEL	Financial Economics	Financial & Mgt. Acctg.	Strategic Mgt. & Leadership	Marketing of Financial Services	Int'l Trade & Finance	Corporate Financial Mgt.
CHARTERED BANKER LEVEL	Mgt. of Fin. Institutions	Banking Law, Ethics & Corporate Gov.	Practice of Banking	Bank Lending & Credit Admin.	---	---
CHARTERED BANKER ELECTIVES	---	Treasury Management	Banking Regulation & Supervision	Financial Planning & Control	Prin & Practice of Risk Management	Human Capital Management
MICROFINANCE CERTIFICATION PROGRAMME	LEVEL I			LEVEL II		
	Fundamentals of Micro Finance Banks	Managing Micro-Finance Banks	Fin. Analysis & Fin. Perf. Monitoring of MFBs	Product Dev. & Marketing	Risk Mgt. By Microfinance Banks	Internal Control & Mgt. Info. System
TREASURY MANAGEMENT CERTIFICATION (TMC) FMDA	STAGE 1	---	Introduction to Assets & Liabilities Mgt	---	Law, Ethics & Corporate Gov. in Treasury Mgt.	---
CERTIFIED RISK MANAGER (CRM) RIMAN	STAGE 1	Module I - III	Module IV - V	---	---	---
	STAGE 2	---	---	Module I - III	Module IV - VI	---
	STAGE 3	---	---	---	---	Module I - II
OTHER CERTIFICATION PROGRAMMES	Investment Banking	Legal Issues In Hum. Capt Mgt.	Property Law	---	---	Mortgage Finance

### DETAILS OF OTHER CERTIFICATION PROGRAMMES

SUBJECTS	HUMAN CAPITAL MANAGEMENT	CORPORATE FINANCE & INVESTMENT BANKING	MORTGAGE FINANCE
	<ul style="list-style-type: none"> <li>Human Capital Management</li> <li>Legal Issues in Human Capital Mgt.</li> <li>Strategic Management &amp; Leadership</li> <li>Banking Law, Ethics &amp; Corp. Gov.</li> </ul>	<ul style="list-style-type: none"> <li>Corporate Financial Management</li> <li>Investment Banking</li> <li>Practice of Banking</li> <li>Banking Law, Ethics &amp; Corp. Gov.</li> </ul>	<ul style="list-style-type: none"> <li>Mortgage Finance</li> <li>Property Law</li> <li>Bank Lending &amp; Credit Admin.</li> <li>Banking Law, Ethics &amp; Corp. Gov.</li> </ul>

**NB** The certification programmes provide a route to the flagship of the Institute's (ACIB) qualification and as such any subject written and passed in the flagship which appears on the certification programme will be taken as passed i.e. Any of the following subjects which appears in the Flagship as well as in the Certification Programme, once written and passed, the Pass will count for both:

- Human Capital Management • Strategic Management & Leadership • Corporate Financial Management • Practice of Banking • Bank Lending & Credit Admin • Banking Law, Ethics & Corp. Gov.

For full information on the new Certification Programmes, please visit our website [www.cibng.org](http://www.cibng.org)

**Payment Options:** POS (at the National Secretariat, Lagos, National Secretariat Annex Abuja & Eastern Zonal Office Owerri), **Bank Drafts, Bank Cheques** in favour of The Chartered Institute of Bankers of Nigeria, Lagos or Cash Payment into any of the CIBN accounts with evidence of payment forwarded to the Institute.

**On-line payments:** Interswitch (ATM Card-Master card/Verve) E-wallet(cibn etranzac pay outlet) Visit any bank branch Make payment & obtain a confirmation code. Log on to [www.cibng.org](http://www.cibng.org), click on Member Login and proceed. For more information please visit [www.cibng.org](http://www.cibng.org) (select Help menu)

### FOR FURTHER ENQUIRIES, PLEASE CONTACT

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Gombe  
Tel: 08035075901  
E-mail: [usmanmohammed@cibng.org](mailto:usmanmohammed@cibng.org)

The Gambia Office  
c/o The Executive Secretary  
The Gambia Bankers Association,  
Banjul, The Gambia  
Tel: 0092206667771, 0092203997771  
E-mail: [bankersassociation@qanet.gm](mailto:bankersassociation@qanet.gm)

The Liberia Office  
c/o President  
The Liberia Bankers Association  
2nd Floor, 12 Broad Street  
Star Radio Building  
Monrovia, Liberia  
Tel: (231)-06-133 846  
E-mail: [liberian\\_bankers@yahoo.com](mailto:liberian_bankers@yahoo.com)

Website: <http://www.cibng.org>

E-mail: [exams@cibng.org](mailto:exams@cibng.org)

Wav. Kano State

CARE Centre: 0700DIALCIBN (070034252426)

## SPECIAL NOTICE TO CANDIDATES

Dear Candidate

The **October 2017 Diet Banking Professional Examinations** will be taking place from **Tuesday 10th to Thursday 12th October, 2017** in Nigeria, The Gambia & Liberia.

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 docket carries your passport photograph.**
- 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 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.

Thanks  
Group Head, Capacity Building & Certification

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

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