



# 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

## MICROFINANCE CERTIFICATION PROGRAMME

### EXAMINATION REGISTRATION FORM OCTOBER 2019 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)

- MEMBERSHIP NUMBER:  ..... Date of Membership registration
- .....  
TITLE SURNAME (BLOCK LETTERS) OTHER NAMES (BLOCK LETTERS)
- NAME & FULL ADDRESS OF ORGANISATION / INSTITUTION (BLOCK LETTERS) .....
- PHONE NO:..... ALTERNATE PHONE NO:.....
- 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)
- CORRESPONDENCE ADDRESS:.....
- PREFERRED EXAMINATION CENTRE:.....  
(See below Centres for choice)
- METHODS OF STUDY (Enter the appropriate number in the box below)  
1. MTSP  2. Private Study
- IF MTSP, INDICATE NAME OF MTSP .....
- 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)
- SUBJECTS ENTERED FOR:

Old Syllabus Subjects - Level I		Code	Mark as appropriate	Date(s)
i.	Fundamentals of Microfinance Banks	MF 101	<input type="text"/>	<input type="text"/>
ii.	Managing Microfinance Banks	MF 102	<input type="text"/>	<input type="text"/>
iii.	Financial Analysis & Financial Performance	MF 103	<input type="text"/>	<input type="text"/>
	Monitoring of Microfinance Banks			

Please turn overleaf

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

New Syllabus Subjects- Level I		Code	Mark as appropriate	Date(s)
i.	The Evolution, Management & Regulation of Microfinancing	MF 301	<input type="checkbox"/>	<input type="checkbox"/>
ii.	Financial Analysis & Performance Monitoring in Microfinance Institutions	MF 302	<input type="checkbox"/>	<input type="checkbox"/>
iii.	Product Development & Marketing Management	MF 303	<input type="checkbox"/>	<input type="checkbox"/>

New Syllabus Subjects- Level II		Code	Mark as appropriate	Date(s)
iv.	Risk Management & Internal Control in Microfinance Institutions	MF 401	<input type="checkbox"/>	<input type="checkbox"/>
v.	Ethics & Corporate Governance	MF 402	<input type="checkbox"/>	<input type="checkbox"/>

Elective (Candidates to choose any one of the two courses)				
vi.	Digital Finance in Microfinance Institutions	MF 403	<input type="checkbox"/>	<input type="checkbox"/>
vii.	Small and Medium Enterprises Management and Development	MF 404	<input type="checkbox"/>	<input type="checkbox"/>

12. 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. Payment can be made into the CIBN Accounts, **GT Bank - 0000845015** or **First Bank of Nigeria Limited – 2000607939** or **Access Bank Plc – 0019395540**. The Account name is: *The Chartered Institute of Bankers of Nigeria*

**13. 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*

**14. CLOSING DATE**

The closing date for the receipt of entries is Monday, September 16, 2019  
 All Completed forms must be returned to CIBN National Secretariat, PC 19, Adeola Hopewell Street, V/Island, Lagos on or before Monday, September 16, 2019. No Late Submission of forms will be entertained.

**MICROFINANCE CERTIFICATION EXAMINATION TIME TABLE**

Date	Tuesday, October 8, 2019			Wednesday, October 9, 2019			
Time	Morning Session: 9.00 a.m - 12 noon			TIME	Morning Session: 9.00 a.m - 12 noon		
<b>Old Syllabus Level I</b>	Fundamentals of Microfinance Banking	Managing Microfinance Banks	Financing Analysis & Performance Monitoring of MFBS	<b>Old Syllabus Level II</b>	Product Dev. & Marketing in Microfinance Banks	Risk Management in Microfinance Banks	Internal Control & Management Information System

Date	Tuesday, October 8, 2019			Wednesday, October 9, 2019				
Time	Morning Session: 9.00 a.m - 12 noon			TIME	Morning Session: 9.00 a.m - 12 noon			Afternoon Session: 2.00 p.m - 5.00 p.m.
<b>New Syllabus Level I</b>	The Evolution, Mgt and Regulation of Microfinancing	Ethics & Corporate Governance	Fin. Analysis & Perf. Monitoring of MFBS Inst.	<b>New Syllabus Level II</b>	Product Dev & Marketing Mgt.	Risk Mgt. & Int'l Control in Microfinance Inst.	Digital Finance in Microfinance Institutions	Small & Medium Enterprises (SME) Mgt. & Dev.

EXAMINATION FEES	EXAM LEVEL	1 SUBJECT	2 SUBJECTS	3 SUBJECTS	4 SUBJECTS	5 SUBJECTS	6 SUBJECTS	OLD MCP MANUAL - N1,000.00 NEW MCP SYLLABUS - N500.00
	MICROFINANCE	N5,000	N7,500	N10,000	N15,000	N17,500	N20,000	

**Payment Options:** **Cheque Bank Payments: Bank Drafts, Bank Cheques** in favour of The Chartered Institute of Bankers of Nigeria, Lagos or Cash Payment into any of the CIBN accounts (**First Bank - 2000607939** **Access Bank - 0019395540**) with evidence of payment forwarded to the Institute.  
**Options:** **Electronic Payments: POS** (at the National Secretariat, Lagos, National Secretariat Annex Abuja & Eastern Zonal Office Owerri), On-line payments: **Interswitch** (ATM Card-Master card/Verve) **E-wallet(cibn etranzact 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 OFFICE USE ONLY**

Date	Action	Initial	Remarks
	Received by		
	Acknowledgment Sent		
	Confirmation of payment		

## SPECIAL NOTICE TO CANDIDATES

As you are aware, the **October 2019 Diet Banking Professional & Certification Examinations** will be taking place from **Tuesday 8th to Thursday 10th October, 2019** in Nigeria, The Gambia, Liberia, Ghana, Rwanda and Sierra Leone.

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

### Pre-Examination

1. Registration for October 2019 Diet Examinations will close at 5:00pm on Monday, September 16, 2019. To register online for the examination or download the manual examination form, please log on to: [www.cibng.org/examination](http://www.cibng.org/examination)
2. The examinations will start on Tuesday, October 8, 2019 and end on Thursday, October 10, 2019.
3. The Timetable has been structured to enable you write a maximum of three (3) subjects of one hour each per session (i.e. Morning session: 9:00am to 12:00noon and Afternoon session: 2:00pm to 5:00pm). This can be downloaded at: [www.cibng.org/examination](http://www.cibng.org/examination).
4. You must have registered as Student Member before sitting for the examinations and your Membership registration number will serve as the Examination Number.
5. The manual application form must be received at the National Secretariat on or before the closing date. Any application received after the closing date will not be processed.
6. Application for change of examination centre must be received on or before Monday, September 16, 2019.
7. Ensure you upload your picture on CIBN Portal before printing out your system generated examination docket. Any printed examination docket without uploaded passport photograph will not be acceptable. Please find below the steps/guidelines to follow:
  - Login to: **www.cibng.org**
  - Click on **Member Login** button
  - Enter your **Membership Number** and **Password** into the appropriate fields
  - Click on **Update Personal Data** button
  - Click on Upload **Passport Photograph** button (below the empty space for passport)
  - Click on **Save** button
8. Verify the subjects you registered for to be sure they have been adequately captured and confirm the Date / time of your examination from the Exam Timetable (visit: [www.cibng.org/examination](http://www.cibng.org/examination)).
9. Kindly ensure that your docket is duly authenticated by any of the following designated persons and come with the original & a photocopy to the examination hall without which you will not be allowed to write the examinations:
  - **Fellow, Associate, MCIB or Honorary Senior Member 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)

10. All examinations start at 9:00am for the Morning session and 2:00pm for the Afternoon session even if you have one subject to write during the session.
11. You must be at the venue of the examination at least one (1) hour before the examination for Biometric screening i.e. 8:00am for Morning session and 1:00pm for Afternoon session.
12. You will not be allowed into the examination hall after the commencement of the examination:
  - a) 15 minutes if you are writing only one subject i.e 9:15am for Morning Session & 2:15pm for Afternoon Session
  - b) 30 minutes if you are writing two subjects i.e 9:30am for Morning Session & 2:30pm for Afternoon Session
  - c) 45 minutes if you are writing three subjects i.e 9:45am for Morning Session & 2:45pm for Afternoon Session
13. The login details you need for the examination are specified in the system generated docket. (i.e. CBT Membership No. and CBT Password). No other password would be sent to you during the examinations.
14. Non-programmable Calculators (I.e JAMB & WAEC types) are allowed but candidates are not permitted to bring books, papers, bags, mobile phones, electronic/automated watches, programmable calculators, digital diaries, ultra-violet/laser pens and any other unauthorised devices/gadgets into the examination centre.
15. Please note that worksheets for rough calculations will be provided in the examination hall.
16. Candidates are not allowed to place liquid i.e. water on the examination table.
17. You will only have to select the alphabets which correspond with the correct answers with the Mouse or Keyboard on the computer system except for the four (4) core subjects where the questions will be displayed on the computer system and candidates will write the answers on the Answer Booklets to be provided at the examination venue.
18. Ensure that you '**click on submit**' button at the end of the test to avoid loss of information.
19. Kindly take some time to go through the Examination Misconduct: Offences and Penalties, so that you can be appropriately guided (visit: [www.cibng.org/examination](http://www.cibng.org/examination)).
20. Ensure you comport yourself during the examinations and adhere to all the Examination Rules and Regulations.

we wish you all the best.

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>