



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

CERTIFICATION PROGRAMME

EXAMINATION REGISTRATION FORM

APRIL 2021 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:.....
5. E-Mail.....
(Please ensure that your Tel No. and e-mail are correctly stated as they will be the means of communicating to you any information regarding the examination)
6. CORRESPONDENCE ADDRESS:.....
.....
7. PREFERRED EXAMINATION CENTRE:.....
8. METHODS OF STUDY (Enter the appropriate number in the box below)
1. CIBN Accredited Tuition Centres 2. Private Study
9. IF TUITION CENTRE, INDICATE THE NAME
10. 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)

11. SUBJECTS ENTERED FOR:

Existing Certification Programmes

Human Capital Management Certification	Code	Mark as appropriate	Date(s)
Human Capital Management	CP507	<input type="text"/>	<input type="text"/>
Legal Issues in Human Capital Management	CP511	<input type="text"/>	<input type="text"/>
Strategic Management and Leadership	CP405	<input type="text"/>	<input type="text"/>
Banking Law Ethics & Corporate Governance	CPH501	<input type="text"/>	<input type="text"/>

**CORPORATE FINANCE & INVESTMENT
BANKING CERTIFICATION**

	Code	Mark as appropriate	Date(s)
Corporate Financial Management	CP406	<input type="checkbox"/>	<input type="checkbox"/>
Investment Banking	CP512	<input type="checkbox"/>	<input type="checkbox"/>
Practice of Banking	CP504	<input type="checkbox"/>	<input type="checkbox"/>
Banking Law Ethics & Corporate Governance	CPCF501	<input type="checkbox"/>	<input type="checkbox"/>

MORTGAGE FINANCE CERTIFICATION

Mortgage Finance	CP515	<input type="checkbox"/>	<input type="checkbox"/>
Property Law	CP516	<input type="checkbox"/>	<input type="checkbox"/>
Bank Lending & Credit Administration	CP502	<input type="checkbox"/>	<input type="checkbox"/>
Banking Law Ethics & Corp. Governance	CPMO501	<input type="checkbox"/>	<input type="checkbox"/>

LOAN PROCESSING AND DOCUMENTATION CERTIFICATION

Mortgage Finance	CPL515	<input type="checkbox"/>	<input type="checkbox"/>
Property Law	CPL516	<input type="checkbox"/>	<input type="checkbox"/>
Practice of Banking	CPL504	<input type="checkbox"/>	<input type="checkbox"/>
Banking Law Ethics & Corp. Governance	CPL501	<input type="checkbox"/>	<input type="checkbox"/>

BASIC BANKING OPERATIONS CERTIFICATION

Business Law	CP304	<input type="checkbox"/>	<input type="checkbox"/>
Elements of Banking	CP301	<input type="checkbox"/>	<input type="checkbox"/>
Banking Principles and Practices	CP517	<input type="checkbox"/>	<input type="checkbox"/>
Payments Systems and Negotiable Instruments	CP518	<input type="checkbox"/>	<input type="checkbox"/>

New Certification Programmes**DEPOSIT INSURANCE SYSTEM CERTIFICATION**

	Code	Mark as appropriate	Date(s)
Banking Regulation & Supervision	CPDIS101	<input type="checkbox"/>	<input type="checkbox"/>
Fundamentals of Deposit Insurance	CPDIS102	<input type="checkbox"/>	<input type="checkbox"/>
Banking Practice & Credit Management	CPDIS103	<input type="checkbox"/>	<input type="checkbox"/>
Practice of Deposit Insurance System in Nigeria	CPDIS104	<input type="checkbox"/>	<input type="checkbox"/>

CORPORATE BANKING

	Code	Mark as appropriate	Date(s)
Principles of Corporate Banking	CCP101	<input type="checkbox"/>	<input type="checkbox"/>
Project and Structured Finance	CCP102	<input type="checkbox"/>	<input type="checkbox"/>
Syndicated Lending Services	CCP103	<input type="checkbox"/>	<input type="checkbox"/>
Global Transaction Banking	CCP104	<input type="checkbox"/>	<input type="checkbox"/>
Relationship Management	CCP105	<input type="checkbox"/>	<input type="checkbox"/>
Mathematics of Finance and Project	CCP106	<input type="checkbox"/>	<input type="checkbox"/>
Appraisal/Infrastructure Finance			

RETAIL BANKING

	Code	Mark as appropriate	Date(s)
Marketing and Sales of Financial Services	CRB101	<input type="checkbox"/>	<input type="checkbox"/>
Banking Product and Services	CRB102	<input type="checkbox"/>	<input type="checkbox"/>
Retail Banking and Technology	CRB103	<input type="checkbox"/>	<input type="checkbox"/>
Applied Banking Principles	CRB104	<input type="checkbox"/>	<input type="checkbox"/>
Banking Law, Regulation and Supervision	CRB105	<input type="checkbox"/>	<input type="checkbox"/>

CORPORATE AND DEVELOPMENT FINANCE

	Code	Mark as appropriate	Date(s)
Infrastructure Finance	CCDF101	<input type="checkbox"/>	<input type="checkbox"/>
Mortgage Finance	CCDF102	<input type="checkbox"/>	<input type="checkbox"/>
Project Finance	CCDF103	<input type="checkbox"/>	<input type="checkbox"/>
Agricultural Finance	CCDF104	<input type="checkbox"/>	<input type="checkbox"/>
Corporate Finance	CCDF105	<input type="checkbox"/>	<input type="checkbox"/>
Mathematics of Finance and Project Appraisal	CCDF106	<input type="checkbox"/>	<input type="checkbox"/>

BANKING OPERATIONS

	Code	Mark as appropriate	Date(s)
Domestic Operations	CBO101	<input type="checkbox"/>	<input type="checkbox"/>
Foreign Operations	CBO102	<input type="checkbox"/>	<input type="checkbox"/>
Treasury Operations	CBO103	<input type="checkbox"/>	<input type="checkbox"/>

DIGITAL BANKING

	Code	Mark as appropriate	Date(s)
Fundamentals in Digital Banking	CDB101	<input type="checkbox"/>	<input type="checkbox"/>
E-Commerce, Internet Laws and Data Security	CDB102	<input type="checkbox"/>	<input type="checkbox"/>
Disruptive Innovation	CDB103	<input type="checkbox"/>	<input type="checkbox"/>
Information, System Audit and Cyber Security	CDB104	<input type="checkbox"/>	<input type="checkbox"/>
Data Analytics in Banking	CDB105	<input type="checkbox"/>	<input type="checkbox"/>
Digital Banking Trends	CDB106	<input type="checkbox"/>	<input type="checkbox"/>
Payment Systems	CDB107	<input type="checkbox"/>	<input type="checkbox"/>

REPORTING AND COMPLIANCE

	Code	Mark as appropriate	Date(s)
Audit	CRC101	<input type="checkbox"/>	<input type="checkbox"/>
Compliance	CRC102	<input type="checkbox"/>	<input type="checkbox"/>
Management Control and Financial Reporting	CRC103	<input type="checkbox"/>	<input type="checkbox"/>
Risk Management	CRC104	<input type="checkbox"/>	<input type="checkbox"/>

SUSTAINABLE BANKING

	Code	Mark as appropriate	Date(s)
Fundamentals of Sustainable Banking	CSB101	<input type="text"/>	<input type="text"/>
Business Case for Environmental and Social Risk Management	CSB102	<input type="text"/>	<input type="text"/>
Environmental & Social Management System	CSB103	<input type="text"/>	<input type="text"/>
Local Environment and Social Principles, Regulation and Standards	CSB104	<input type="text"/>	<input type="text"/>
Regional and International Environmental and Social Principles and Standards	CSB105	<input type="text"/>	<input type="text"/>
Environmental and Social Risk and Impacts for Financing Products	CSB106	<input type="text"/>	<input type="text"/>
Environmental and Social Opportunities	CSB107	<input type="text"/>	<input type="text"/>
Sustainable Banking Practices	CSB108	<input type="text"/>	<input type="text"/>

ETHICS & CORPORATE GOVERNANCE

	Code	Mark as appropriate	Date(s)
Business Ethics	CECG101	<input type="text"/>	<input type="text"/>
Elements of Banking	CECG102	<input type="text"/>	<input type="text"/>
Corporate Governance	CECG103	<input type="text"/>	<input type="text"/>
Professional Conduct	CECG104	<input type="text"/>	<input type="text"/>

BANKING LAW, REGULATION & SUPERVISION

	Code	Mark as appropriate	Date(s)
Banking Regulation and Supervision	CBLRS101	<input type="text"/>	<input type="text"/>
Non-Regulatory Issue	CBLRS102	<input type="text"/>	<input type="text"/>
Banking Law	CBLRS103	<input type="text"/>	<input type="text"/>
Applied Banking Principles	CBLRS104	<input type="text"/>	<input type="text"/>

PROFESSIONAL E-PAYMENT – STAGE I

	Code	Mark as appropriate	Date(s)
Introduction to Electronic Payments	EP101	<input type="text"/>	<input type="text"/>
E-Payment Operations	EP102	<input type="text"/>	<input type="text"/>
E-Payment Regulation	EP103	<input type="text"/>	<input type="text"/>
E-Payment Operations Simulation Lab & Experiential Learning	EP104	<input type="text"/>	<input type="text"/>

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

By signing below, I hereby 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.
- I have read and understood the Examination Misconduct: Offences and Penalties as outlined in this form.

Signature of Applicant & Date

14. CLOSING DATE

The closing date for the receipt of entries is Monday, March 22, 2021.

All Completed forms must be returned to CIBN National Secretariat, PC 19, Adeola Hopewell Street, V/Island, Lagos on or before Monday, March 22, 2021. No Late Submission of forms will be entertained.

15. FOR OFFICE USE ONLY

Date	Action	Initial	Remarks
	Received by		
	Acknowledgment Sent		
	Confirmation of payment		

Please check your result at <https://www.cibng.org/examinations>

SPECIAL NOTICE TO CANDIDATES

As you are aware, the April 2021 Diet Banking Professional & Certification Examinations will be taking place from Tuesday 13th to Thursday 15th April, 2021 in Nigeria, The Gambia, Liberia, Ghana, Rwanda, Zambia 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 April 2021 Diet Examinations will close at 5:00pm on Monday, March 22, 2021. To register online for the examination or download the manual examination form, please log on to: www.cibng.org/examinations
2. The examinations will start on Tuesday, April 13, 2021 and end on Thursday, April 15, 2021.
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) for the existing Syllabus and a maximum of two (2) subjects of one and half hour each per session for the New Syllabus. This can be downloaded at: www.cibng.org/examinations.
4. You must have registered as a 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, March 22, 2021.
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/examinations).
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/examinations).
 20. Ensure you comport yourself during the examinations and adhere to all the Examination Rules and Regulations.
 21. Candidates are not expected to bring any belonging not required for the examinations to the Centre. The Institute will not be responsible for the loss or damage of such.

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 examinations.	<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 in 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 Usage of another Candidate's Login details to access the Examination	<p>(i) Impersonatee</p> <ul style="list-style-type: none"> • Cancel all papers of the candidate at that particular examination. • Ban the persons 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"> • Hand over the affected person(s) to the Police.
4.	Forgery of Examination Dockets, Signatories on the docket and other means of Identification. information or questions	<ul style="list-style-type: none"> • Cancel all papers of the candidate at that particular examination. • Report him/her to the Investigating Panel for investigation. • Inform candidate's employers.
5.	Assistance from Invigilator/Technical/ Support Staff.	<p>a) i) The Invigilator</p> <ul style="list-style-type: none"> a) Forfeits invigilation honorarium. b) Ban from future invigilation. c) Report him/her to the Investigating Panel for investigation. <p>b) ii) <u>If not a member</u></p> <ul style="list-style-type: none"> • Forfeits invigilation honorarium. • Ban from future invigilation. • Hand over the affected person(s) to the Police. <p>c) iii) Technical/Support Staff</p> <ul style="list-style-type: none"> a) Report to the Service Provider and request the dismissal of the Staff involved. b) Ban from future invigilation. c) Hand over the affected person(s) to the Police <p>d) 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.
6.	Substitution of Prepared Answer Script(s) or Assistance from Individuals (mercenaries).	<p>i) The Person Assisting</p> <p><u>If a student 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.

		<ul style="list-style-type: none"> • Report to his/her employers. <p><u>If an Associate</u></p> <ul style="list-style-type: none"> • Report him/her to the Investigating Panel for investigation <p><u>If not a member</u></p> <ul style="list-style-type: none"> • Ban from future participation in the Institute's examinations. • Hand over 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 the candidate's papers at the 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.
7.	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 and issue a warning to the candidate. • Issue a warning letter to the candidate. • Ban him/her from taking the examination for a minimum of two years i.e. four consecutive examination diets. <p>(ii) The Person Being Copied</p> <ul style="list-style-type: none"> • Issue a warning letter to the candidate.
8.	Refusal to abide by misconduct procedure by completing misconduct form.	<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.
9.	Assault, Intimidation of monitor/invigilator or inciting any other person to act in a disorderly manner for the purpose of disrupting the conduct of the exam.	<p>(a) <u>If a member</u></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. <p>(b) <u>If not a member</u></p> <ul style="list-style-type: none"> • Hand over the affected person(s) to the Police.
10.	Bringing telephone or any other unapproved Electronic/Information Communication Technology gadgets such as mobile phones, spy glasses or MP3 players and any form of smart watch into the examination hall.	<p>(a) <u>If the candidate is caught using the device containing materials related to the exam</u></p> <ul style="list-style-type: none"> • Cancel that particular paper and issue a warning to the candidate. • Give warning letter. <p>(b) <u>If the device is not in use but contains materials related to the exam</u></p> <ul style="list-style-type: none"> • Cancel that particular paper. • Inform candidate's employers. <p>(c) <u>If the device is not in use and doesn't contain materials related to the exam</u></p> <ul style="list-style-type: none"> • Give warning letter.
11.	Failure to adhere to the examination instructions by: - Ensuring biometrics are done promptly/ timely - removing all textbooks and materials not allowed in the exam hall - non-presentation of docket	<ul style="list-style-type: none"> • Cancel that particular paper.
12.	Tampering with examination materials or technical equipment by:	<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.

	- Pilfering of answer scripts/extra sheets, - Manipulation of CCTV records at centres etc.	<ul style="list-style-type: none"> • Inform candidate's employers. <p>(b) <u>If an Associate</u></p> <ul style="list-style-type: none"> • Report him/her to the Investigating Panel for investigation <p>(c) <u>If not a member</u></p> <ul style="list-style-type: none"> • Hand over the affected person(s) to the Police.
13.	Having prior knowledge of arrangement for exam misconduct and not escalating to the Institute immediately.	<p>(a) If a member</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) If an Associate</p> <ul style="list-style-type: none"> • Report him/her to the Investigating Panel for investigation. • Inform candidate's employers. <p>(c) If not a member</p> <ul style="list-style-type: none"> • Hand over the affected person(s) to the Police. <p>d) <u>If a candidate</u></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.
14.	Any other established act of examination malpractice.	<p>(a) <u>If a candidate</u></p> <ul style="list-style-type: none"> • Cancel that particular paper. <p>b) <u>If a member</u></p> <ul style="list-style-type: none"> • Report him/her to the Investigating Panel for investigation. • Inform candidate's employers. <p>c) <u>If an Associate</u></p> <ul style="list-style-type: none"> • Report him/her to the Investigating Panel for investigation. • Inform candidate's employers. <p>a) <u>If not a member</u></p> <ul style="list-style-type: none"> • Hand over the affected person(s) to the Police.

NB:

- Wristwatches will not be allowed for the examinations.
- The only acceptable socks that can be worn by candidates to the examination hall is ankle length socks.
- Any device seized in the examination hall must remain in its original form without any form of tampering, which include but not limited to sim card retrieval, change of password of apps, deleting of materials or documents on Google drive or any other device folders by any means.
- Any candidate established to have tampered with the confiscated device or information therein, would serve the maximum penalty as contained in the Examination Misconduct policy.