

# 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 OCTOBER 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 reg	istration	
2. TITLE SURNAME (BLOCK LE	TTERS)	OTHER NAMES (BLOC	K LETTERS)	
3. NAME & FULL ADDRESS OF ORGANISATION / IN	STITUTION (	BLOCK LETTERS)		
4. PHONE NO: ALTERNATE I	PHONE NO:			
5. E-Mail(Please ensure that your Tel No. and e-mail are correctly stated as t			ation regarding the examination)	
6. CORRESPONDENCE ADDRESS:				
7. PREFERRED EXAMINATION CENTRE:				
8. METHODS OF STUDY (Enter the appropriate numb	per in the box	below)		
CIBN Accredited Tuition Centres     2. Private Study				
9. IF TUITION CENTRE, INDICATE THE NAME				
<ul> <li>10. PLEASE ENDEAVOUR TO COMPLETE THE SECTION BELOW CORRECTLY AND INCLUDE PREVIOUS PASSES WITH DATES IN THE BOXES PROVIDED</li> <li>(i) Mark X in the appropriate box for subjects you wish to sit for this diet.</li> <li>(ii) Enter "P" for subjects you have written and passed and for which exemptions have been granted enter "E" in the appropriate boxes</li> <li>(iii) Also indicate date of passes or exemptions (and attach evidence (s) where necessary)</li> </ul>				
11. SUBJECTS ENTERED FOR:  Existing Certification Programmes				
Human Capital Management Certification	Code	Mark as appropriate	Date(s)	
Human Capital Management	CP507			
Legal Issues in Human Capital Management	CP511			
Strategic Management and Leadership	CP405			
Banking Law Ethics & Corporate Governance	CPH501			

CORPORATE FINANCE & INVESTMENT BANKING CERTIFICATION Corporate Financial Management Investment Banking Practice of Banking Banking Law Ethics & Corporate Governance	CI CI	P406 P512 P504 PCF501	Mark as approp	riate	Date(s)
MORTGAGE FINANCE CERTIFICATION Mortgage Finance Property Law Bank Lending & Credit Administration Banking Law Ethics & Corp. Governance	CI CI CI	ode P515 P516 P502 PMO501	Mark as approp	riate	Date(s)
LOAN PROCESSING AND DOCUMENTATION C Mortgage Finance Property Law Practice of Banking Banking Law Ethics & Corp. Governance	CI CI CI	ON PL515 PL516 PL504 PL501	Mark as approp	riate	Date(s)
BASIC BANKING OPERATIONS CERTIFICATIO Business Law Elements of Banking Banking Principles and Practices Payments Systems and Negotiable Instruments	CI CI CI	ode 2304 2301 2517 2518	Mark as approp	riate	Date(s)
New Certification Programmes DEPOSIT INSURANCE SYSTEM CERTIFICATIO	N Code	Mark a	s appropriate	Date	(s)
Banking Regulation & Supervision Fundamentals of Deposit Insurance Banking Practice & Credit Management Practice of Deposit Insurance System in Nigeria	CPDIS101 CPDIS102 CPDIS103 CPDIS104				
CORPORATE BANKING	Code	Mark a	s appropriate	Date	(s)
Principles of Corporate Banking	CCP101				
Project and Structured Finance	CCP102				
Syndicated Lending Services	CCP103				
	CCP104				
Global Transaction Banking					
·	CCP105	L			
Global Transaction Banking Relationship Management Mathematics of Finance and Project	CCP105 CCP106				

RETAIL BANKING	Code	Mark as appropriate	Date(s)
Marketing and Sales of Financial Services	CRB101		
Banking Product and Services	CRB102		
Retail Banking and Technology	CRB103		
Applied Banking Principles	CRB104		
Banking Law, Regulation and Supervision	CRB105		
CORPORATE AND DEVELOPMENT FINANCE	Code	Mark as appropriate	Date(s)
Infrastructure Finance	CCDF101		
Mortgage Finance	CCDF102		
Project Finance	CCDF103		
Agricultural Finance	CCDF104		
Corporate Finance	CCDF105		
Mathematics of Finance and Project Appraisal	CCDF106		
BANKING OPERATIONS	Code	Mark as appropriate	Date(s)
Domestic Operations	CBO101		
Foreign Operations	CBO102		
Treasury Operations	CBO103		
DIGITAL BANKING Level I Fundamentals in Digital Banking E-Commerce, Internet Laws and Data Security	Code CDB101 CDB102	Mark as appropriate	Date(s)
Disruptive Innovation	CDB103		
Information, System Audit and Cyber Security	CDB104		
Level II			
Data Analytics in Banking	CDB105		
Digital Banking Trends	CDB106		
Payment Systems	CDB107		
REPORTING AND COMPLIANCE	Code	Mark as appropriate	Date(s)
Audit	CRC101		
Compliance	CRC102		
Management Control and Financial Reporting	CRC103		
Risk Management	CRC104		

SUSTAINABLE BANKING	(	Code	Mark as appropriate	Date(s)
Business Case for Environmental and Social Risk Management Environmental & Social Management System		CSB101		
		CSB102		
		CSB103		
Level II				
Regional and International Environmental and Social Princi	iples and Sta	andards (	CSB105	
Environmental and Social Risk and Impacts for Financing F	Products C	CSB106		
Environmental and Social Opportunities Sustainable Banking Practices	-	CSB107 CSB108		
ETHICS & CORPORATE GOVERNANCE	Code	Mar	k as appropriate	Date(s)
Business Ethics	CECG101			
Elements of Banking	CECG102	2		
Corporate Governance	CECG103	3		
Professional Conduct	CECG104	l		
BANKING LAW, REGULATION & SUPERVISION	Code	Mar	k as appropriate	Date(s)
Banking Regulation and Supervision	CBLRS10	1		
Non-Regulatory Issue	CBLRS10	2		
Banking Law	CBLRS10	3		
Applied Banking Principles	CBLRS10	4		
PROFESSIONAL E-PAYMENT – STAGE I	Code	Mar	k as appropriate	Date(s)
Introduction to Electronic Payments	EP101			
E-Payment Operations	EP102			
E-Payment Regulation	EP103			
E-Payment Operations Simulation Lab & Experiential Le	earning EP10	04		
12. I Enclose Certified Cheque/Bank Draft /Bank Deposit Slip Evidence of payment of Annual Subscription should be att into the CIBN Accounts, GT Bank - 0000845015 or First B Account name is: The Chartered Institute of Bankers of Ni	tached, other Bank of Nigeri	wise entr	y form may not be process	ed. Payment can be made
13. DECLARATION  By signing below, I hereby confirm that:  the information given above is correct to the discrepancy in the information automatically below read and understood the Examination	disqualifies	s me fror	n taking the examination	l

Signature of Applicant & Date

#### 14. CLOSING DATE

The closing date for the receipt of entries is Monday, September 13, 2021.

All Completed forms must be returned to CIBN National Secretariat, PC 19, Adeola Hopewell Street, V/Island, Lagos on or before Monday, September 13, 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 October 2021 Diet Banking Professional & Certification Examinations will be taking place from Tuesday 5th to Thursday 7th October, 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 October 2021 Diet Examinations will close at 5:00pm (Nigeria Time) on Monday, September 13, 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, October 5, 2021 and end on Thursday, October 7, 2021.
- 3. The Examinations will be conducted using the Computer Based Testing Platform except the four core subjects which are paper based. The structure of the examinations is Multiple Choice Questions (MCQ) and Short Answer Questions (SAQ) except the core subjects which retain the previous structure of theory and case study questions.
- 4. 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 while the New Syllabus has maximum of two subjects of one and half hours each per Session.
- 5. This can be downloaded at: www.cibng.org/examinations.
- 6. You must have registered as Student Member before sitting for the examinations and your Membership registration number will serve as the Examination Number.
- 7. 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.
- 8. Application for change of examination Centre must be received on or before Monday, September 13, 2021.
- 9. Ensure you have processed your exemptions (if eligible) before sitting for the examinations as you cannot qualify with exemption.
- 10. 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
- 11. 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).

- 12. Please note that you are to validate the correctness of the information on your Docket after printing (i.e. Subject and Centre) and send any complaint(s) for necessary correction to be effected on or before September by 1pm Monday, September 20, 2021.
- 13. Kindly ensure that your docket is duly authenticated by any of the following designated persons and come with the original & a photocopy per Session 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).

## **During Examination**

- 14. There are limited parking spaces at the Centres, hence, candidates are expected to make their own arrangement.
- 15. All examinations start at 9:00am for the Morning session and 2:00pm for the Afternoon session (Nigeria Time) respectively even if you have one subject to write during the session.
- 16. 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 (Nigeria Time).
- 17. 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 (Nigeria Time)
- b) 30 minutes if you are writing two subjects i.e. 9:30am for Morning Session & 2:30pm for Afternoon Session (Nigeria Time)
- c) 45 minutes if you are writing three subjects i.e. 9:45am for Morning Session & 2:45pm for Afternoon Session (Nigeria Time)
- 18. 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.
- 19. Non-programmable (i.e. JAMB & WAEC types) / Financial Calculators are allowed but candidates are not allowed to place liquid i.e. water on the examination table.
- 20. The worksheets for rough calculations will be provided in the examination hall and as such, rough work should not be done on the question paper.
- 21. Membership Number and the Centre name should be boldly indicated on the Answer Script.
- 22. You are not supposed to write your name, phone number or personal contact details on any part of the Answer Script.
- 23. You are forbidden to exchange or swop Answer Script with another candidate or remove the Answer Script (used or unused) from the hall under no circumstances.
- 24. You are not to answer two (2) questions on the same page of the Answer Script (i.e. each answer must start on a fresh page but both sides of the page can be used to write).
- 25. You are advised not to bring books, papers, bags, mobile phones, electronic / smart watches, programmable calculators, digital diaries, ultra-violet/laser pens and any other unauthorised devices/gadgets into the examination hall.
- 26. Please note that appropriate penalties / sanctions would be applied accordingly in the event of non-compliance to any of these examination instructions.
- 27. 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 Scripts to be provided at the examination venue.

- 28. Every question has a number and these numbers are displayed at the bottom of your screen. A red coloured number indicates an unanswered question which has been skipped while a green coloured question indicates a question has been answered. You are free to go back and forth between questions or sections.
- 29. At the bottom right of your screen is a last saved notification which confirms if your work is being saved. If your Last Saved duration is greater than 2 minutes, kindly call the attention of the invigilators.
- 30. Please note that clicking the END ASSESSMENT button will terminate the examination (irrespective of the number of Subject(s) already attempted. You are therefore advised to only click the button when you are sure to have completed all the Subjects registered to write for that particular Session.
- 31. It is an offence to appeal to the Examiners for assistance and any candidate found guilty of this would be sanctioned in line with the Examination Misconduct Policy. Kindly take some time to go through the Examination Misconduct: Offences and Penalties, so that you can be appropriately guided (visit: <a href="https://cibng.org/examination-rules">https://cibng.org/examination-rules</a>).
- 32. Ensure you comport yourself during the examinations and adhere to all the Examination Rules and Regulations.

Ensure you comport	t yourself during th	e examinations and	d adhere to all the	Examination Rules	and Regulations.
We wish you all the	best.				

Thanks.

Group Head, Capacity Building & Certification Division

S/N	OFFENCES	PENALTIES
1.	Bringing into the Hall materials related to the examinations.	<ul> <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 in materials not related to the particular examination into the Examination Hall.	Issue a warning letter to the candidate
3.	Impersonation Usage of another Candidate's Login details to access the Examination	<ul> <li>(i) Impersonatee</li> <li>Cancel all papers of the candidate at that particular examination.</li> <li>Ban the persons 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>
		<ul> <li>(ii) Impersonator</li> <li>(a) If a member</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> <li>(b) If not a member</li> <li>Hand over the affected person(s) to the Police.</li> </ul>
4.	Forgery of Examination Dockets, Signatories on the docket and other means of Identification. information or questions	<ul> <li>Cancel all papers of the candidate at that particular examination.</li> <li>Report him/her to the Investigating Panel for investigation.</li> <li>Inform candidate's employers.</li> </ul>
5.	Assistance from Invigilator/Technical/ Support Staff.	<ul> <li>a) i) The Invigilator</li> <li>a) Forfeits invigilation honorarium.</li> <li>b) Ban from future invigilation.</li> <li>c) Report him/her to the Investigating Panel for investigation.</li> <li>b) ii) If not a member</li> <li>Forfeits invigilation honorarium.</li> <li>Ban from future invigilation.</li> </ul>
		<ul> <li>Hand over the affected person(s) to the Police.</li> <li>c) iii) Technical/Support Staff</li> <li>a) Report to the Service Provider and request the dismissal of the Staff involved.</li> <li>b) Ban from future invigilation.</li> <li>c) Hand over the affected person(s) to the Police</li> </ul>
		<ul> <li>d) The Person Being Assisted</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>
6.	Substitution of Prepared Answer Script(s) or Assistance from Individuals (mercenaries).	<ul> <li>i) The Person Assisting         <ul> <li>If a student member</li> </ul> </li> <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> <li>If an Associate</li> </ul>

		Report him/her to the Investigating Panel for investigation
		If not a member
		Ban from future participation in the Institute's examinations.
		<ul> <li>Hand over the affected person(s) to the Police.</li> </ul>
		Report to his/her employers.
		ii) The Person Being Assisted
		Cancel all the candidate's papers at the particular examination.  Paper him has from taking the lastifute's Examinations for life.
		<ul> <li>Ban him/her from taking the Institute's Examinations for life.</li> <li>Report him/her to the Investigating Panel for investigation</li> </ul>
		Inform candidate's employers.
7.	Proven cases of spying	(i) The Person Spying
	or copying from another	Cancel that particular paper and issue a warning to the candidate.
	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.
		(ii) The Person Being Copied
8.	Refusal to abide by misconduct	<ul> <li>Issue a warning letter to the candidate.</li> <li>Cancel all papers of the candidate at that particular examination.</li> </ul>
0.	procedure by completing	Ban him/her from taking the examination for a minimum of two years
	misconduct form.	i.e. four consecutive examination diets.
		Inform candidate's employers.
9.	Assault, Intimidation of	(a) <u>If a member</u>
	monitor/invigilator or inciting any	Cancel all papers of the candidate at that particular examination.
	other person to act in a disorderly manner for the	Ban him/her from taking the examination for a minimum of two years i.e.  four exposuritive examination dieta.
	purpose of disrupting the	four consecutive examination diets.  Inform candidate's employers.
	conduct of the exam.	
		<ul> <li>(b) If not a member</li> <li>Hand over the affected person(s) to the Police.</li> </ul>
10.	Bringing telephone or any other	(a) If the candidate is caught using the device containing materials related to
10.	unapproved	the exam
	Electronic/Information	Cancel that particular paper.
	Communication Technology	Inform candidate's employers.
	gadgets such as mobile phones,	(b) If the device is not in use but contains materials related to the exam
	spy glasses or MP3 players and any form of smart watch into the	Cancel that particular paper.
	examination hall.	Give warning letter.
		(c) If the device is not in use and doesn't contain materials related to the exam
		Give warning letter.
11.	Failure to adhere to the	Cancel that particular paper.
	examination instructions by:	Surrour and paradolar papers
	- Ensuring biometrics are done	
	promptly/ timely	
	<ul> <li>removing all textbooks and materials not allowed in the</li> </ul>	
	exam hall	
	- non-presentation of docket	
12.	Tampering with examination	(a) If a member
	materials or technical equipment	Ban the person concerned from taking the Institute's examinations
	by: - Pilfering of answer scripts/extra	for life.
	sheets,	<ul> <li>Report him/her to the Investigating Panel for investigation.</li> <li>Inform candidate's employers.</li> </ul>
	- <del> ,</del>	. ,
		(b) If an Associate

	- Manipulation of CCTV records at centres etc.	<ul> <li>Report him/her to the Investigating Panel for investigation</li> <li>(c) If not a member</li> <li>Hand over the affected person(s) to the Police.</li> </ul>
13.	Having prior knowledge of arrangement for exam misconduct and not escalating to the Institute immediately.	<ul> <li>(a) If a member</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>
		<ul> <li>(b) If an Associate</li> <li>Report him/her to the Investigating Panel for investigation.</li> <li>Inform candidate's employers.</li> <li>(c) If not a member</li> <li>Hand over the affected person(s) to the Police.</li> </ul>
		<ul> <li>d) If a candidate</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>
14.	Any other established act of examination malpractice.	<ul> <li>(a) If a candidate</li> <li>Cancel that particular paper.</li> <li>b) If a member</li> <li>Report him/her to the Investigating Panel for investigation.</li> <li>Inform candidate's employers.</li> </ul>
		<ul> <li>c) If an Associate</li> <li>Report him/her to the Investigating Panel for investigation.</li> <li>Inform candidate's employers.</li> <li>a) If not a member</li> <li>Hand over the affected person(s) to the Police.</li> </ul>

# 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.