



# A Quick Guide on Module Registration with Optional Workshop



# Registration

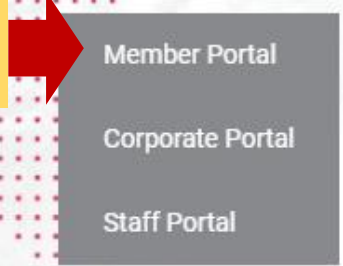
1

Access the Member Portal via the AICB Website  
<https://www.aicb.org.my/>

2

Click "LOG IN" 

3

Click "Member Portal" 

- Member Portal
- Corporate Portal
- Staff Portal





## Member Portal

NRIC / AICB Membership Number

Password

[Forgot Password](#)

Remember my login

Clear

Sign In

Click "Apply Now"

Apply Now

## Not a member yet?

Upon becoming a member, individuals will gain access to a wide range of benefits and qualifications offered by AICB.

## Enquiries

Kindly contact AICB's Member Services on Toll-free: [1300-88-6833](tel:1300-88-6833) or email us at [enquiries@aicb.org.my](mailto:enquiries@aicb.org.my)

# Registration



## REGISTRATION

Sign up by entering the information below

Salutation *	First Name *	Last Name *
<input type="text" value="SELECT"/>	<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
Nationality *	Country of Residence *	
<input type="text" value="MALAYSIAN (MY)"/>	<input type="text" value="MALAYSIA"/>	
NRIC No. (For Malaysia)/ Passport No. (For Non-Malaysian) *	Date of Birth *	
<input -",="" 770707075777)="" eg:="" no."="" passport="" type="text" value="NRIC NO. WITHOUT DASH "/>	<input type="text" value="DD-MM-YYYY"/>	
Email *	Confirm Email *	
<input type="text" value="example@domain.com"/>	<input type="text" value="example@domain.com"/>	
Mobile Country Code *	Mobile Phone *	
<input type="text" value="-- SELECT --"/>	<input type="text" value="Contact No"/>	
Password *	Confirm Password *	
<input type="text" value="Password"/>	<input type="text" value="Confirm Password"/>	
Application Type *		
<input type="text" value="PLEASE SELECT"/>		

**1** Complete the required information

**2** Select Application Type for **MEMBERSHIP & QUALIFICATION ONLY**

**3** Click "Submit"



# Registration – Profile Successfully Created

Dear [Salutation] [Name]

Greetings from the Asian Institute of Chartered Bankers.

We are pleased to inform you that your profile has been successfully created.

Please use the following login credentials:

Username: [NRIC/Passport]

Password: Please use the password you have set during the registration.

For assistance, please contact our Member Services team at 1300 88 6833 or email your enquiries to [enquiries@aicb.org.my](mailto:enquiries@aicb.org.my).

Thank you.

Regards,

**ASIAN INSTITUTE OF CHARTERED BANKERS** (35880-P)

Level 11, NU Tower 2,

Jalan Tun Sambanthan,

Kuala Lumpur Sentral,

50490 Kuala Lumpur, Malaysia.

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Notification from AICB

“Profile Successfully Created”

# The Membership & Qualification Application



**Completing the Online Application**

# Completing the Online Application – Application Details

## Online Application



Application Status: Draft

### APPLICATION DETAILS

#### Application Details

Document(s) Details

Personal Details

Address Details

Employment & Work Experience Details

Academic Details

Other Membership Details

Declaration

#### APPLICATION PROGRESS

Application Type \* : MEMBERSHIP & QUALIFICATION

Membership Designation \* : AFFILIATE

Select a Qualification \* : CERTIFICATE IN CREDIT (CCR)

Select a Route/Pathway \* : STANDARD ROUTE

1

Please Select:

- 1) Select a Qualification
- 2) Select a Route/Pathway

#### Entry Requirement

Available to individuals who possess:

- SPM or an equivalent qualification

The Institute may consider on a case-by-case basis, individuals who do not meet the minimum education requirements.

#### Qualification Requirements

MODULE TYPE	COMPULSORY	MINIMUM PAPERS
Core	Yes	1

3

Click and select an optional workshop from the dropdown list

Please register at least ONE module.

REGISTER MODULE	MODULE CODE - NAME	MODULE TYPE	WORKSHOP DATE START - DATE END @LOCATION [AVAILABLE SEAT]	ASSIGNMENT SUBMISSION DATE
<input checked="" type="checkbox"/>	CCR1M - CERTIFICATE IN CREDIT	CORE	-- PLEASE SELECT --	The 'Book Exam' link will be available once payment has been made OR the sponsorship request has been approved. Not Applicable

2

Select the module

4

Click "Save & Next"

Save & Next

Cancel Application

This section will be expanded accordingly based on the qualification selected

# Completing the Online Application – Document Details



## Online Application

Application Status: Draft

Application Details ✓

**Document(s) Details**

Personal Details

Address Details

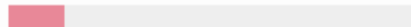
Employment & Work Experience  
Details

Academic Details

Other Membership Details

Declaration

APPLICATION PROGRESS



### DOCUMENT(S) DETAILS

Allowed file formats include:

- Images - .jpeg, .jpg, .png, .gif, .bmp
- Documents - .pdf
- Other - .zip

Maximum size allowed:

- Size - 1MB

DOCUMENT TYPE	CHOOSE FILE
NRIC / PASSPORT *	<input type="button" value="Choose File"/> No file chosen
CERTIFICATE OF ATTENDANCE / COMPLETION *	<input type="button" value="Choose File"/> No file chosen

1

Documents required to be uploaded will be based on the qualification and route/pathway selected

Upload

Upload & Next

2

Click "Upload & Next"



# Completing the Online Application – Personal Details

## Online Application



Application Status: Draft

- Application Details ✓
- Document(s) Details ✓
- Personal Details**
- Address Details
- Employment & Work Experience Details
- Academic Details
- Other Membership Details
- Declaration

APPLICATION PROGRESS

### PERSONAL DETAILS

Salutation \* : MR

First Name \* : TEST

Last Name \* : ACCOUNT

Full Name (Display as per NRIC/Passport) \* : TEST ACCOUNT

Primary Email \* : testaccount+test123456@gmail.com

Secondary Email : Secondary Email

NRIC No. / Passport No. \* : TEST123456

Date of Birth \* : 01-06-1983

Gender \* :  MALE  FEMALE

Race \* : -- Please Select --

Country of Residence \* : MALAYSIA

Nationality \* : MALAYSIAN

Mobile Phone \* : MALAYSIA - 60 | 0987654321 | +600987654321

Office Phone : - IDD Code - | Office Phone | +

Home Phone : - IDD Code - | Home Phone | +

Phone \* :  MOBILE  OFFICE  HOME

**Important Notes:**

Please ensure that your name is provided as per your NRIC/Passport. Kindly refer to the following sample:

- AHMAD BIN FAISAL (FULL NAME) => AHMAD (FIRST NAME) BIN FAISAL (LAST NAME)
- ALAN LAI CHAN CHOON (FULL NAME) => ALAN LAI (FIRST NAME) CHAN (LAST NAME)
- ARMIL A/P SIVAKUMAR (FULL NAME) => ARMIL (FIRST NAME) SIVAKUMAR (LAST NAME)

1

Complete all the required information

email to enquiries@aicb.org.my


2

Click "Save & Next"

Save & Next

# Completing the Online Application – Address Details

Online Application



Application Status: Draft

- Application Details ✓
- Document(s) Details ✓
- Personal Details ✓
- Address Details**
- Employment & Work Experience Details
- Academic Details
- Other Membership Details
- Declaration

APPLICATION PROGRESS

**RESIDENTIAL ADDRESS**

Address Line 1 \* :

Address Line 2 :

Country \* : -- PLEASE SELECT --

State \* : -- PLEASE SELECT --

City \* : -- PLEASE SELECT --

Postal Code \* :

**OFFICE ADDRESS**

Address Line 1 \* :

Address Line 2 :

Country \* : -- PLEASE SELECT --

State \* : -- PLEASE SELECT --

City \* : -- PLEASE SELECT --

Postal Code \* :

**PREFERRED CORRESPONDENCE ADDRESS**

Please provide preferred correspondence address if it is different from the residential or office address. Otherwise you may tick the box below to replicate the residential or office address.

Same as the Residential Address  Same as the Office Address

Address Line 1 \* :

Address Line 2 :

Country \* : -- PLEASE SELECT --

State \* : -- PLEASE SELECT --

City \* : -- PLEASE SELECT --

Postal Code \* :

Save & Next

1

Complete all the following addresses:

- 1) Residential Address
- 2) Office Address
- 3) Preferred Correspondence Address

2

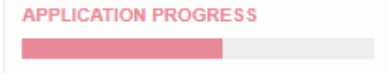
Click "Save & Next"

# Completing the Online Application – Employment & Work Experience Details



## Online Application

- Application Status: Draft
- Application Details ✓
- Document(s) Details ✓
- Personal Details ✓
- Address Details ✓
- Employment & Work Experience Details**
- Academic Details
- Other Membership Details
- Declaration



### YEARS OF WORK EXPERIENCE

Total Years of Banking & Finance Experience \* : 6 TO 10 YEARS

Total Years of Working Experience \* : 11 TO 15 YEARS

### CURRENT EMPLOYMENT

Employment Status \* : EMPLOYED

Organisation \* : BANK ABC

Job Level \* : MIDDLE MANAGEMENT

Designation \* : MANAGER

Function \* : BANKING OPERATIONS (BRANCH OPERATIONS, CREDIT

Start Date \* : 04/04/2019

### PREVIOUS WORK EXPERIENCE

ORGANISATION	DESIGNATION	START DATE	
-- Please Select --			Add

1  
Complete all the required information

Click "Add" to add more Previous Work Experience

Save Save & Next  
2  
Click "Save & Next"

# Completing the Online Application – Academic Details



## Online Application

Application Status: Draft

- Application Details ✓
- Document(s) Details ✓
- Personal Details ✓
- Address Details ✓
- Employment & Work Experience Details ✓
- Academic Details ✓
- Other Membership Details**
- Declaration

**OTHER MEMBERSHIP DETAILS**

Professional Body :

Membership Category :

Qualification Completed :

Membership Number :

Year of Completion :

APPLICATION PROGRESS

1 Complete all the required information

Click "Save & Add Another" to add more other membership details

Click "Skip" if no information is available

2 Click "Save & Next"

# Completing the Online Application – Declaration



## Online Application

Application Status: Draft

- Application Details ✓
- Document(s) Details ✓
- Personal Details ✓
- Address Details ✓
- Employment & Work Experience Details ✓
- Academic Details ✓
- Other Membership Details ✓
- Declaration**

APPLICATION PROGRESS

### DECLARATION

#### Personal Data Protection Act 2010 ("PDPA").

The "Asian Institute of Chartered Bankers" shall ensure that the collection, use and disclosure of your personal data are consistent with the Malaysian Personal Data Protection Act 2010 ("PDPA").

- I acknowledge that the personal data collected and processed is obtained voluntarily with my consent.
- I have read and understood the PDPA.

#### Information

1. I have never been convicted of a criminal offence and there are no charges pending against me in any jurisdiction;
2. There is no subsisting bankruptcy order made against me by any court of law in any jurisdiction;
3. I have never been subjected to disciplinary proceedings by a professional body or association in any jurisdiction;
4. I have not committed conduct in my professional capacity that is contrary or alleged to be contrary to relevant and applicable rules or regulations of any professional association of which I am/was a member, regulatory authority or the laws of any jurisdiction which may subject me to criminal prosecution, disciplinary proceedings or any other form of legal action in the relevant jurisdiction; and
5. I agree to be bound by the [Rules and Regulations](#) of the Asian Institute of Chartered Bankers.

I acknowledge that the Asian Institute of Chartered Bankers may require further information in relation to the declaration that I provide above and agree to provide such further information as may be requested.

I agree that any false declaration provided by me may be subject to disciplinary action.

\* I declare that all the information provided in this application is correct and complete.

Name : TEST ACCOUNT

Date : 29-06-2022 07:15:48

Submit

View Application Summary Draft

1

Read the Declaration Statement

2

Acknowledge the Declaration Statement

3

Click "Submit"

View your Application Summary Draft



# Completing the Online Application – Application Summary

## Online Application



**Application Submitted** means your application is submitted and will now go for review.

CREATION DATE	SUBMISSION DATE	APPLICATION ID	APPLICATION TYPE	STATUS
20-07-2022	20-07-2022	B003600	Membership & Qualification (Certificate In Credit/Affiliate)	Application Submitted You have submitted your application. We will be in touch with further information soon. Kindly log in to member portal from time-to-time to view your application status. <a href="#">Application Summary</a>

The Application Type column will display the qualification and the membership designated that you have selected

View your **Application Summary Draft**

# Online Application – Submitted

Dear [Salutation] [Name]

Thank you for your [MembershipName] membership and [QualificationName] qualification application.

Your application is currently being reviewed and you will be notified of your application status within 10 business days.

For assistance, please contact our Member Services team at 1300 88 6833 or email your enquiries to [enquiries@aicb.org.my](mailto:enquiries@aicb.org.my)

Thank you.

Regards,

**ASIAN INSTITUTE OF CHARTERED BANKERS** (35880-P)

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Notification from AICB

“Application Submitted” will be reviewed by AICB

# Online Application – Approved

Dear [Salutation] [Name]

Your above application has been reviewed.

Below is the status of your application for your further action:

Submission Date	: [SubmittedDate]
Type of Application	: [ApplicationType]
Membership Designation	: [MembershipName]
Qualification	: [QualificationName]
Status	Approved. Please click <a href="#">here</a> to proceed with your payment, and complete the membership admission and module enrolment. (Note: Learning materials will be made available upon receipt of payment.)

Notification from AICB

“Approved”

Please click [here](#) to proceed with your payment in order to complete the membership admission.

For assistance, do contact our Member Services team at 1300 88 6833 or email your enquiries to [member@aicb.org.my](mailto:member@aicb.org.my)

Thank you.

Regards,

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After the application has been approved by AICB, click “[here](#)” to log in to the Member Portal to proceed with the payment

# The Membership & Qualification Application



**Payment Process**


# Payment Process

## APPLICATION

Creation Date	Submission Date	Application ID	Application Type	Status
20-07-2022	20-07-2022	B003600	Membership & Qualification (Certificate In Credit/Affiliate)	Application Approved  Please make payment to complete your application process

The Application Type column will display the qualification and membership designation that you have selected

Application Summary

Proceed  Click "Proceed"



# Payment Process – Confirmation Items

APPLICATION TYPE	Membership & Qualification				
MEMBERSHIP CATEGORY	Affiliate				
MEMBERSHIP EXPIRY DATE	31-12-2022				
QUALIFICATION	Certificate In Credit				
MODULES	Qualification Requirements				
MODULE TYPE	COMPULSORY	MINIMUM PAPERS			
Core	Yes	1			
Please register at least ONE module.					
REGISTER MODULE	MODULE CODE - NAME	MODULE TYPE	WORKSHOP DATE START - DATE END @LOCATION [AVAILABLE SEAT]	EXAM	ASSIGNMENT SUBMISSION DATE
<input checked="" type="checkbox"/>	CCRV1M - CERTIFICATE IN CREDIT	CORE	OCT 2022 ON DEMAND EXAM CC	The 'Book Exam' link will be available once payment has been made OR the sponsorship request has been approved.	Not Applicable

The Qualification column will display the qualification that you have selected

The modules displayed are according to the Qualification that you have selected

Click "Register Module & Confirm"

Register Module & Confirm

Cancel

# Payment Process – Payment Details

## Online Application

AICB

ASIAN INSTITUTE OF CHARTERED BANKERS

HOME / CONFIRMATION ITEMS / PAYMENT DETAILS

### Payment Details

AFFILIATE - MEMBERSHIP ANNUAL SUBSCRIPTION FEE (NEW)-2022	MYR	30.00
CCRV1M-CERTIFICATE IN CREDIT - PROGRAMME FEE	MYR	2800.00
CCRV1M-CERTIFICATE IN CREDIT - WORKSHOP FEE	MYR	1000.00
Sub Total (Excluding SST)	MYR	3830.00
Tax @ 6% on MYR 3800.00	MYR	228.00
Sub Total (Inclusive of SST)	MYR	4058.00

The membership annual subscription fee, programme fee, and optional workshop fee for the qualification displayed are according to the membership designation and qualification that you have selected

**Total Amount : MYR 4058.00**

Click "Proceed Payment"


Proceed Payment

Cancel

Note: The price shown is for illustration purposes only

# Payment Process - Payment

## Online Application



### Payment

Proforma Invoice No : PIN220700158

AFFILIATE - MEMBERSHIP ANNUAL SUBSCRIPTION FEE (NEW)-2022	MYR	30.00
CCRV1M-CERTIFICATE IN CREDIT - PROGRAMME FEE	MYR	2800.00
CCRV1M-CERTIFICATE IN CREDIT - WORKSHOP FEE	MYR	1000.00
Sub Total (Excluding SST)	MYR	3830.00
Tax @ 6% on MYR 3800.00	MYR	228.00
Sub Total (Inclusive of SST)	MYR	4058.00

Payment Mode

	Net Amount
<input checked="" type="radio"/> Bank Sponsored	MYR 4058.00
<input type="radio"/> Self Sponsored (Online Payment)	MYR 4058.00

1 Select payment mode

2 Click "Pay"

Pay Cancel

### Self Sponsored

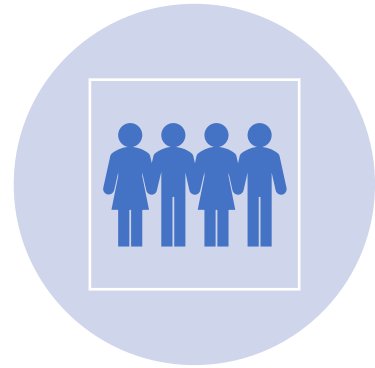
Continue with the Online Payment process until payment is successful

### Bank Sponsored

Your sponsorship request will be directed to your employer for approval.  
This message will be displayed at your Home page.

Your request for Bank Sponsorship has been directed to BANK ABC for approval of payment. You will be notified upon approval by your employer.

# The Membership & Qualification Application



**Membership Admission &  
Qualification Enrolment**

# Membership Admission and Qualification Enrolment

Membership Number: [MembershipNo]

Dear [Salutation] [Name]

Greetings from the Asian Institute of Chartered Bankers!

We are pleased to welcome you as an [MembershipName] member of the Institute and confirm that you have been enrolled for the [Qualification] qualification. Your membership number is stated above.

Please visit the [Member Portal](#) to log in to your personal home page. To help you navigate through the Portal, please read the [Member Portal Guide](#).

Being a member of the Institute, you are indicating your agreement to comply with the Institute's Constitutions, Bye-Laws, the Code of Professional Conduct and applicable regulations. The Code of Professional Conduct is available for download from our website at <https://www.aicb.org.my/membership/membership-management/>.

## Get More From Your Membership

You are now part of a community of committed professionals and, as a member, you have access to top quality resources that will help you develop as a professional. Benefits include:

- **Professional designations and designatory letters upon higher levels of membership**, which allow you to demonstrate your professional status: *Gain increased credibility and recognition for your qualifications and commitment to continuing professional development.*
- **Code of Professional Conduct** which all members are committed to upholding: *Get public recognition for your personal commitment to professionalism and help to restore trust in the banking profession.*
- **Trusted information resources** such as Banking Insight magazine, which allow you to keep informed of important issues in your profession: *Keep up-to-date with important issues and comment, to support your interactions with colleagues and customers.*
- **Online CPD resources**, providing trusted materials, including e-learning, videos and podcasts, for professional development. *Maintain your professional expertise and gain or develop knowledge and skills to further help your career.*
- **Discounted member rates**, saving you money on Institute events and other resources: *Extend the value of your membership subscription.*

For any assistance, do contact our Member Services team at 1300 88 6833 or email your enquiries to [enquiries@aicb.org.my](mailto:enquiries@aicb.org.my).

Thank you.

Regards,

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Notification from AICB

After the payment has been made/approved by the employer, your membership will be activated and will be enrolled for the qualification



# Membership Admission and Qualification Enrolment



[MEMBER POLICIES](#)

[USER MANUAL](#)

[TEST ACCOUNT](#)

Once the payment process is cleared (for Self-Sponsored) or the bank sponsorship has been approved (for Bank-Sponsored), your membership will be activated and will be enrolled for the qualification.

[Home](#)

[My Profile](#)

[Mem](#)

Membership Details

[Qualification](#)

[E-Resources](#)

[CPD](#)

[Event](#)

[Mail](#)

Qualification Details

[Acco](#)

[Application](#)

## MEMBERSHIP

Membership No.	Membership Designation	Status	Join Date	Expiry Date	Previous Expiry Date
832760	Affiliate	Valid	07-06-2022	31-12-2022	-

## QUALIFICATIONS

[Apply for Qualification! Click here](#)

Qualification Name	Qualification Code	Time Limit	Enrollment Date	Expiry Date	Status
Certificate In Credit	CCR	12 (Months)	20-07-2022	20-07-2023	Active

## KEY HIGHLIGHTS



**Thank You**