

# PRIOR EXPERIENCE CONVERSION PROGRAMME (PEC) APPLICATION FORM

PLEASE COMPLETE IN BLOCK CAPITALS

## 1 PERSONAL DETAILS

Salutation	<input type="radio"/> Mr	<input type="radio"/> Ms	<input type="radio"/> Other _____
Full Name as per NRIC/Passport			
Primary Email			
Secondary Email			
Identification Type	<input type="radio"/> NRIC (For Malaysian)	<input type="radio"/> Passport No. (For non-Malaysian)	
NRIC/Passport Number			
Date of Birth			
Gender	<input type="radio"/> Male	<input type="radio"/> Female	
Nationality			
Mobile Phone	<i>IDD</i>	<i>Area Code</i>	<i>Number</i>
Office Phone	<i>IDD</i>	<i>Area Code</i>	<i>Number</i>
Home Phone	<i>IDD</i>	<i>Area Code</i>	<i>Number</i>

## 2 ADDRESS DETAILS

### HOME ADDRESS

Address Line 1	
Address Line 2	
City	
Postal Code	
Country	
State	

### OFFICE ADDRESS

Address Line 1	
Address Line 2	
City	
Postal Code	
Country	
State	

### CORRESPONDENCE ADDRESS

- Home Address      Office Address  
 Others \_\_\_\_\_

## 3 CURRENT EMPLOYMENT

Organisation			
Job Level	<input type="radio"/> Executive	<input type="radio"/> Non-Executive	<input type="radio"/> Middle Management
	<input type="radio"/> Senior Management	<input type="radio"/> Board of Director	
Job Designation			

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Position Level	<input type="radio"/> C-Suite	<input type="radio"/> C-1 (C-Suite minus 1)	<input type="radio"/> C-2 (C-Suite minus 2)
	<input type="radio"/> C-3 (C-Suite minus 3)		
Department	<input type="radio"/> Audit	<input type="radio"/> Credit	<input type="radio"/> Retail Banking
	<input type="radio"/> AML/CFT	<input type="radio"/> Corporate Banking	<input type="radio"/> Risk Management
	<input type="radio"/> Compliance	<input type="radio"/> Wealth Management	<input type="radio"/> Financial Crime Compliance (FCC)
	<input type="radio"/> Other _____		

### 4 WORK EXPERIENCE

Total Years of Experience in Credit / Risk / Audit / AML/CFT / Compliance Function (select where appropriate)	<input type="radio"/> No experience	<input type="radio"/> Below 2 years	<input type="radio"/> 2 to 5 years
	<input type="radio"/> 6 to 10 years	<input type="radio"/> 11 to 15 years	<input type="radio"/> 16 to 20 years
	<input type="radio"/> Above 20 years	in _____	
Total Years of Experience in Banking and Finance Industry	<input type="radio"/> No experience	<input type="radio"/> Below 2 years	<input type="radio"/> 2 to 5 years
	<input type="radio"/> 6 to 10 years	<input type="radio"/> 11 to 15 years	<input type="radio"/> 16 to 20 years
	<input type="radio"/> Above 20 years		

### 5 EDUCATION (HIGHEST QUALIFICATION)

Awarding Body	Qualification Level	Year of Completion	Qualification Name
	<input type="radio"/> SPM/SPMV/SM3/O-Level <input type="radio"/> STPM/A-Level/Matriculation <input type="radio"/> Certificate <input type="radio"/> Diploma <input type="radio"/> Degree <input type="radio"/> Masters <input type="radio"/> Doctorate <input type="radio"/> Professional		

### 6 OTHER MEMBERSHIPS

Awarding Body	Membership Category	Qualifications Achieved	Year of Completion	Country

### 7 APPLICATION DETAILS

I wish to register for the following qualification (*please select one*):

- |   |  |   |
|---|--|---|
| <input type="radio"/> PEC - Business Credit | <input type="radio"/> PEC - AML/CFT    | <input type="radio"/> PEC - Risk Management |
| <input type="radio"/> PEC - Retail Credit   | <input type="radio"/> PEC - Compliance | <input type="radio"/> PEC - Internal Audit  |

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## 8 INTAKE

January 2023

April 2023

## 9 SUPPORTING DOCUMENTS

Together with the application form, you need to send the following documents:

- NRIC/passport (for new AICB member only);
- Certified true copy of your highest qualification certificate;
- Curriculum vitae (CV) highlighting the specific descriptions of the job function, achievements and competencies for each position;
- Organisation chart showing that you meet the requirement of 3 years in C-2 positions and above;
- A testimony and recommendation letter from a C-suite Officer of the specialised function; AND
- Completed Payment Form (Appendix 1)

If 3 years in C-2 positions and above is accumulated from different organisations, please include verification / confirmation of this information from the respective organisation.

Scan and email your application form and supporting documents to [learningsupport@aicb.org.my](mailto:learningsupport@aicb.org.my) or mail your application to:

Learning Support, Education & Assessment Division, Asian Institute of Chartered Bankers, Levels 11 & 12, Bangunan AICB, 10 Jalan Dato' Onn, 50480 Kuala Lumpur, Malaysia. *(Scanned copies must be in PDF format. It is applicant's responsibility to ensure that all scanned copies of documents are clear and legible)*

## 10 DECLARATION

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

"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 subject to disciplinary action.

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

\*Please tick the above item to indicate that you have read and agreed to the statement.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Date*



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## 12 RECOMMENDATION BY C-SUITE OFFICER

I confirm the above-named applicant is currently in the following specialised function and recommend the applicant to be enrolled into the Prior Experience Conversion Programme (PEC).

- Credit
- Risk Management
- Internal Audit
- AML/CFT
- Compliance

*C-Suite Officer  
Signature*

*Name*

*Date*

## 13 FOR AICB USE ONLY

Received By: \_\_\_\_\_ Date Received: \_\_\_\_\_ Date Escalated: \_\_\_\_\_  
**Application Status**                      **Date**

- Approved \_\_\_\_\_
- Not Approved \_\_\_\_\_

## PERSONAL DATA PROTECTION NOTICE

This Personal Data Protection Notice (“Notice”) describes how the Asian Institute of Chartered Bankers (formerly known as Institute Bank-Bank Malaysia) (“AICB”) collects and processes your Personal Data.

### Collection of Personal Data

1. Personal Data means personal information capable of identifying you, including without limitation your name, age, gender, nationality, identity card/passport number, your contact details, your image or photograph, your academic and professional credentials, your employer details, banking and payment details, CCTV images or camera recordings through the use of close circuit cameras and all such other information which may identify you that has been or may be collected, stored, used and processed by AICB from time to time.

AICB also collects and processes sensitive Personal Data, including but not limited to information relating to your religious beliefs, health and criminal records.

2. AICB may collect and/or process your Personal Data:
  - a) when you register as a member with AICB;
  - b) when you request for information on products and/or services of AICB;
  - c) when you register for marketing events, forums, conferences, seminars, workshops, training courses, certification courses and/or examinations with AICB either through AICB directly or through your employer;
  - d) when you access or use AICB’s website (the “Website”) and AICB Online (including but not limited to the “Member portal, Corporate portal and Staff portal”) at <http://www.aicb.org.my>;
  - e) when your employer provides your Personal Data to AICB for purposes of training /certification courses and/or examinations;
  - f) when feedback or complaints are made about you pursuant to AICB’s Complaints and Investigation Regulations;
  - g) when you provide feedback or complaints pursuant to AICB’s Complaints and Investigation Regulations;
  - h) when you communicate or interact with AICB through social media platforms or social networking sites;
  - i) when you participate in our social media campaigns and surveys;
  - j) when you commence any business relationship with us;
  - k) when you visit our offices.
3. AICB may also collect and process Personal Data in the form of photo capturing or video recording, for the purpose of publications, webcast relays, surveillance of premises or for AICB’s records, as deemed relevant.
4. The collection and processing of personal data may be obligatory or voluntary. You will be informed on whether the collection and processing are obligatory or voluntary. The provision of your Personal Data is mandatory if you wish to register as a member of AICB and/or if you wish to attend marketing events, forums, conferences, seminars, workshops, training courses, certification courses

and/or examinations organised by or through AICB. Please note that if you do not provide your Personal Data, your experience with AICB may be affected. For instance, AICB may not be able to register you as a member of AICB and provide you with the benefits offered to AICB members and you may not be able to attend the marketing events, forums, conferences, seminars, workshops, training/certification courses, or examinations conducted by or through AICB.

5. By providing us with your Personal Data, you hereby agree and consent to the AICB processing your Personal Data in accordance with this Notice.
6. In some circumstances you may have provided personal data relating to other individuals (such as your spouse, family members or friends) and in such circumstances you represent and warrant that you are authorised to provide their personal data to AICB and you have obtained their consent for their personal data to be processed and used in the manner as set forth in this Notice

### Purposes of Processing

7. AICB may use and process your Personal Data for the purposes relating to the business and activities of AICB which shall include but not limited to the following (the "Purposes"):
  - a) to process your application to register as a member of AICB and our learning partners;
  - b) to process your application to enroll in forums, conferences, seminars, workshops, training/certification courses, or examinations;
  - c) to communicate with you in relation to your membership with AICB or related to the forums, conferences, seminars, workshops, training/certification courses or examinations you have enrolled for;
  - d) to process your examination results and award for certification courses;
  - e) for internal administrative and analysis purposes of AICB, including to publish your name and membership number in AICB's annual report;
  - f) to help AICB develop its business, activities, products and services;
  - g) to invite you to events and functions organised by AICB;
  - h) to process any complaints about you submitted pursuant to AICB's Complaints and Investigation Regulations;
  - i) to process your complaints submitted pursuant to AICB's Complaints and Investigations Regulations;
  - j) for purposes of investigations (including investigations within or outside AICB), detection, prevention and prosecution of crime;
  - k) for administration and internal record keeping purposes;
  - l) to protect and defend AICB's rights or property;
  - m) for AICB to comply with its obligations under applicable laws and regulations.
8. AICB may also use and process your data for other purposes in relation to the Purposes ("Additional Purposes") such as:
  - a) to take your photograph or picture at events/functions/training sessions organised by AICB for non-profit making reasons including the Institute's

- newsletter, annual report, website, and social media platforms/social networking sites;
- b) to provide, market and/or promote to you products and services that are or may be offered by AICB or its partners, such as other businesses or certification bodies;
  - c) to identify products and services which may be relevant to you from other partners, suppliers and/or third parties.
9. AICB may contact you for the Purposes and Additional Purposes either by way of telephone calls, emails, short messaging service, post, facsimile, social media or any other form of communication available. If you do not wish to receive to have your Personal Data processed for any of the Additional Purposes, kindly submit a written request to us via the contact details provided under Paragraph 16: Access and Correction Requests and Inquiries.

### **Transfer of Personal Data**

10. Your Personal Data may be transferred to, stored, used and processed in a jurisdiction outside Malaysia for any of the Purposes, in accordance with this Notice and any applicable laws and regulations. The transfer of personal data to a jurisdiction outside Malaysia may be necessary for different Purposes including purposes related to examination, certification, membership and administration.

### **Disclosure to Third Parties**

11. For the Purposes and Additional Purposes, AICB may share or disclose your Personal Data with:
- a) your employer for the purposes related to your membership, learning progress, examination and certification;
  - b) your potential employer or recruitment agencies for purposes related to your membership, e.g. confirming your membership with AICB;
  - c) AICB's third party service providers for the purposes of facilitating and performing certain business functions for AICB;
  - d) AICB's partners, such as other certification bodies;
  - e) AICB's professional advisors and external auditors;
  - f) AICB's committees, tribunals and personnel/staff;
  - g) Other professional bodies of which you are a member, in cases where there has been a complaint about you made pursuant to AICB's Complaints and Investigation Regulations;
  - h) any agent acting on behalf of AICB;
  - i) statutory and regulatory authorities in order to comply with statutory and government requirements.

### **Use of Cookies**

12. AICB may use Cookies which are small text files which the Website may place on your computer or mobile device when you visit the Website. For example, AICB may collect your IP address, web browser software (such as Firefox, Internet Explorer or Safari) and store the details in a unique encrypted cookie. AICB will not be able to obtain your Personal Data or identify you from the use of Cookies

alone unless you provide your Personal Data to AICB. The use of Cookies will help the Website, or another referring website, to authenticate current user access and recognise your device the next time you visit the Website. This will allow AICB to retrieve your account and preferences, login/application details, analyse how well the Website is performing, or even allow AICB to recommend content AICB believes will be most relevant to you.

13. You may turn off the Cookies function from your computer. We recommend that you turn on the Cookies function to enhance your usage of our website. By turning off the Cookies function, you may not be able to access many services and tools offered on the Website.

### Links to Third-Party Websites

14. The Website may contain links to third-party websites. Please note that AICB is not responsible for the collection, use, maintenance, sharing, or disclosure of data and information by such third parties. If you provide information directly to such sites, the privacy policy and terms of service on those sites are applicable and AICB is not responsible for the information processing practices or privacy policies of such sites.

### Personal Data Security

15. AICB will take reasonable steps and precautions to protect the personal data we collect from misuse, loss, unauthorised disclosure or access and from unauthorised modification and destruction. Reasonable steps will also be taken to ensure that the third-party data processors that we appoint will take reasonable steps to safeguard the personal data and to comply with the applicable data protection laws. Whilst we take reasonable steps to protect your personal data, we are unable to guarantee that the personal data will not be subject to third party interference, misuse or hacking and we shall not be responsible or held liable for any loss, misuse or alteration arising as a result of such incidents.

### Access and Correction Requests and Inquiries

16. Subject to any exceptions under applicable laws, you may request access or correction to your Personal Data held by AICB, submit your queries or complaints about the processing of your Personal Data, limit the processing of your Personal Data for the Additional Purposes and/or withdraw your consent for the Additional Purposes by submitting a written request to the following:-

Asian Institute of Chartered Bankers (Member Services)  
Levels 11 & 12  
Bangunan AICB  
10 Jalan Dato' Onn  
50480 Kuala Lumpur, Malaysia  
Tel: (603) 2602 6833  
Toll-free 1300-88-6833  
Email: [enquiries@aicb.org.my](mailto:enquiries@aicb.org.my)



17. When submitting your request, please ensure that you provide all necessary information that will enable AICB to properly identify you. Such information shall include your full name, contact details, address and any other relevant information and details. We may refuse your request for access and/or correction if insufficient information is provided. A request for access to your Personal Data may be subjected to a payment of a fee, in accordance with the applicable laws and regulations.
18. AICB reserves the right to refuse your requests for access and/or make any correction to your Personal Data for the reasons permitted under law, such as where expense of providing access to you is disproportionate to the risks to your privacy.

### **Acknowledgement and Consent**

19. AICB shall have the right to modify, update or amend the terms of this Notice at any time by placing the updated Notice on the Website. Any changes to the Notice shall be effective upon posting of the updated or amended Notice on AICB's Website. By continuing to communicate with AICB, by using AICB's services (including using this Website) or continuing to be a member of AICB following the modifications, updates or amendments to this Notice, such actions shall signify your acceptance of such modifications, updates or amendments.

### **Miscellaneous**

20. This Notice is governed and shall be construed in accordance with the laws of Malaysia. This Notice is prepared in the English and Malay languages. In the event of any conflict between the English and Malay version, the English version shall prevail.

## PAYMENT FORM (APPENDIX 1)

**AICB**

ASIAN INSTITUTE OF CHARTERED BANKERS

Here you will find the fees applicable to membership and PEC Programme.  
Please select the applicable payment mode for each of the item below.

### 1 PERSONAL DETAILS

Full Name as per NRIC/Passport

NRIC/Passport Number

### 2 ITEM

AMOUNT (RM)

PAYMENT MODE

(Please tick where applicable)

Affiliate Membership (for new member only)

60.00

Bank-sponsor

Self-sponsor

Programme Fee

1,500.00\*

Bank-sponsor

Self-sponsor

\*This fee is subject to 6% Service Tax.

### 3 PAYMENT MODE

#### SELF-SPONSOR

For self-sponsor, please complete the following information:  
(Payment will be charged once the application has been approved.)

Please debit the following amount (RM):

Card Type

Visa

Master

Name on Card

Card Number

Expiry Date (MM/YY)

Issuing Bank

Signature  
(as per credit card)

Name

Date

#### BANK-SPONSOR

This option has to be approved by the Head of Human Resource / Learning & Development.

Company's Stamp:

Designation

Email

Contact Number

Signature

Name

Date

ASIAN INSTITUTE OF CHARTERED BANKERS 197701004872 (35880-P)

Levels 11 & 12  
Bangunan AICB  
10 Jalan Dato' Onn  
50480 Kuala Lumpur, Malaysia

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E [enquiries@aicb.org.my](mailto:enquiries@aicb.org.my)

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