

INSTITUTE OF BANKERS IN MALAWI



Please attach  
a passport  
photo here

*Promoting Professionalism in Banking*

**STUDENT REGISTRATION FORM**  
**ADVANCED DIPLOMA PROGRAM**

**IMPORTANT NOTES:**

- A) This form should be completed in block letters in black ink
- B) Each form should be accompanied by a passport size photo to be used for production of student IDs and capturing in the student database
- C) The form can also be downloaded from the Institutes website [www.iobmalawi.com](http://www.iobmalawi.com)
- D) Completed forms can be sent via e-mail with scanned passport size photos to [info@bankers.mw](mailto:info@bankers.mw)
- E) Completed forms should be addressed to:

The Executive Director  
The Institute of Bankers in Malawi  
P.O.Box 1359  
Blantyre

Tel: 01821616

Fax: 0821708

Male/Female

**1. STUDENT DETAILS**

Title:

Prof/Dr/Mr/Mrs/Miss

Surname:

Maiden name (for married women)

First Names:

Initials:

**INSTITUTE OF BANKERS IN MALAWI**

Date of Birth:

Nationality:

Full Postal Address:

E-mail:

Telephone:

Fax:

ID Type and number (passport or driving license if applicable)

Home address (Village)

Village:	T.A	District:
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**2. EMPLOYMENT DETAILS**

Name of employer:

Address of employer

Position held

**3. NEXT OF KIN**

Name

Phone (Home)	(Mobile)
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Postal Address

**[Please advise the Institute in the event of any changes to your postal address and other contact details you have supplied on this form]**

**INSTITUTE OF BANKERS IN MALAWI**

**4. ACADEMIC QUALIFICATIONS**

Please provide your academic qualifications.

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Provide details of the last institution where you pursued studies

Name of the institution: \_\_\_\_\_

Year completed: \_\_\_\_\_

Qualification achieved: \_\_\_\_\_

**5. SUBJECTS OF STUDY**

**AREAS OF SPECIALIZATION**

**[Please Tick one]**

- Credit Management
- Treasury and International Banking
- Estates and Trusts Management
- Marketing
- Financial Planning

Subjects of study [Please tick courses to be studied]

**GENERIC CORE**

The generic core category comprises the following three subjects:

<b>Course Code</b>	<b>Course Title</b>	
IOBM-AD305	Risk Analysis and Management	<input type="checkbox"/>
IOBM-AD313	Strategic Management	<input type="checkbox"/>
IOBM-AD318	Advance Banking Law	<input type="checkbox"/>

# INSTITUTE OF BANKERS IN MALAWI

**Course Code:**            **List of Courses**            **[Please tick]**

## **Credit Management**

The specialist subjects in Credit Management are as follows:

<b>Course Code</b>	<b>Course Title</b>	
IOBM-AD303	Credit Risk Assessment 2	<input type="checkbox"/>
IOBM-AD307	Financial and Management Accounting	<input type="checkbox"/>
IOBM-AD315	Law of Credit and Securities	<input type="checkbox"/>

## **Treasury and International Banking**

The specialist subjects in treasury and international banking are as follows:

<b>Course Code</b>	<b>Course Title</b>	
IOBM-AD309	Treasury Management 2	<input type="checkbox"/>
IOBM-AD310	Investments	<input type="checkbox"/>
IOBM-AD320	Financial Markets 2	<input type="checkbox"/>

## **Estates and Trusts Management**

The specialist subjects in Estates and Trusts are as follows:

<b>Course Code</b>	<b>Course Title</b>	
IOBM-AD310	Investments	<input type="checkbox"/>
IOBM-AD311	Personal Financial Planning	<input type="checkbox"/>
IOBM-AD316	Estate Planning	<input type="checkbox"/>

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### Marketing

The specialist subjects in marketing are as follows:

Course Code	Course Title	
IOBM-AD302	International Monetary Economics	<input type="checkbox"/>
IOBM-AD304	Marketing Research	<input type="checkbox"/>
IOBM-AD306	Marketing Strategy	<input type="checkbox"/>

### Financial Planning

The specialist subjects in Financial Planning

Course Code	Course Title	
IOBM-AD308	Corporate Finance	<input type="checkbox"/>
IOBM-AD310	Investments	<input type="checkbox"/>
IOBM-AD311	Personal Financial Planning	<input type="checkbox"/>

### ELECTIVES

**Choose any two for all areas of specialization**

IOBM-AD301	Financial Economics	<input type="checkbox"/>
IOBM-AD319	Taxation 2	<input type="checkbox"/>
IOBM-AD314	Property Finance Law	<input type="checkbox"/>
IOBM-AD317	Funding and Risk Management	<input type="checkbox"/>

Have you ever studied Institute of Bankers Courses before? Yes /No

If yes, which institution did you study with and what courses did you complete/pass

Name of Institution: \_\_\_\_\_

**INSTITUTE OF BANKERS IN MALAWI**

Subjects completed and passed:

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**6. PAYMENT OF FEES**

Who will be responsible for paying your fees?

- Employer
- Guardian
- Self sponsored

If your employer, please give details

- a. Name of employer: \_\_\_\_\_
- b. Address and contact details: \_\_\_\_\_
- c. Confirmation of commitment by the employer required.

Signature of authorized signatory: \_\_\_\_\_

Official stamp:

If your guardian, please give details

- a. Name of guardian: \_\_\_\_\_
- b. Address and contact details: \_\_\_\_\_
- c. Confirmation of commitment by the guardian required.

Signature of guardian: \_\_\_\_\_

**PLEASE NOTE THAT EXAMINATIONS ARE HELD TWICE EACH YEAR, DURING THE 1<sup>ST</sup> WEEK OF MAY AND THE 1<sup>ST</sup> WEEK OF NOVEMBER. CLOSING DATES FOR PAYMENT OF EXAMINATIONS FEES ARE AS FOLLOWS:**

**INSTITUTE OF BANKERS IN MALAWI**

31<sup>st</sup> March for May Examinations

30<sup>th</sup> September for November Examinations

**Late payments will attract penalty fee of K1,500 per subject.**

**7. EXAMINATION CENTRE**

**Indicate the centre where you will be sitting for examinations. This will be maintained as your centre for all examinations you will sit for in future unless the Institute is advised otherwise.**

**[Please tick appropriately]**

**Blantyre**

**Lilongwe**

**Mzuzu**

**8. DECLARATION STATEMENT**

I declare that all the particulars furnished by me on this form are true and correct, and I undertake to comply with the rules, regulations and decisions of the IOB Malawi and to any amendments thereto and have taken note of advice which may be applicable to students in general and/or to the field of study for which I am registered. I undertake to protect the copyright of the institute and under no circumstances to make the study materials available for use by any other person.

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**Date**

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**Student signature**

**INSTITUTE OF BANKERS IN MALAWI**

**9. OFFICIAL USE**

**PAYMENT DETAILS**

Membership fees	<input type="text"/>	K <input type="text"/>
Registration fees	<input type="text"/>	K <input type="text"/>
Exemption fees	<input type="text"/>	K <input type="text"/>
Course Module fees	<input type="text"/>	K <input type="text"/>
Examination fees	<input type="text"/>	K <input type="text"/>
Total	K <input type="text"/>	Receipt No <input type="text"/>

<b>STUDENT ADMITTED /NOT ADMITTED</b>	<b>MEMBERSHIP No</b> <input type="text"/>
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**PROCESSED BY (NAME)** \_\_\_\_\_ **SIGNATURE** \_\_\_\_\_

**Affix date  
stamp**