



## **INSTITUTE OF BANKERS IN MALAWI**

### **REGISTRATION FORMS-CONTINUING STUDENTS-(CERTIFICATE STAGE)**

#### **1. PERSONAL DETAILS**

Registration Number \_\_\_\_\_

Name \_\_\_\_\_

Telephone Number \_\_\_\_\_

#### **2. SUBJECT DETAILS**

##### **Subjects Completed**

##### **PART A**

IOBM-C101	Introduction to Business Accounting	<input type="checkbox"/>
IOBM-C102	Customer Service	<input type="checkbox"/>
IOBM-C103	Fundamentals of Business Statistics	<input type="checkbox"/>
IOBM-C104	Introduction to Banking	<input type="checkbox"/>

##### **PART B**

IOBM-C105	Introduction to Business Communication	<input type="checkbox"/>
IOBM-C106	Introduction to Economics	<input type="checkbox"/>
IOBM-C107	Management	<input type="checkbox"/>
IOBM-C108	Basic Principles of Business Law	<input type="checkbox"/>

## Subjects being registered

### PART A

IOBM-C101	Introduction to Business Accounting	<input type="checkbox"/>
IOBM-C102	Customer Service	<input type="checkbox"/>
IOBM-C103	Fundamentals of Business Statistics	<input type="checkbox"/>
IOBM-C104	Introduction to Banking	<input type="checkbox"/>

### PART B

IOBM-C105	Introduction to Business Communication	<input type="checkbox"/>
IOBM-C106	Introduction to Economics	<input type="checkbox"/>
IOBM-C107	Management	<input type="checkbox"/>
IOBM-C108	Basic Principles of Business Law	<input type="checkbox"/>

### 3. PAYMENT DETAILS

Who will be responsible for paying your fees?

- Employer
- Guardian
- Self sponsored

If your employer, please give details

1. Name of employer: \_\_\_\_\_
2. Address and contact details: \_\_\_\_\_
3. Confirmation of commitment by the employer required.

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

Official Stamp:

If your guardian please give details

1. Name of Guardian: \_\_\_\_\_
2. Address and contact details: \_\_\_\_\_
3. Confirmation of commitment by the guardian required.

Signature of Guardian: \_\_\_\_\_

#### 4. EXEMPTION

Do you want to apply for exemption for certain modules? If yes, please submit a separate application.

**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 PAYMENTS OF EXAMINATIONS FEES ARE AS FOLLOWS:**

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.**

#### 4. 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.**

**Blantyre**

**Lilongwe**

**Mzuzu**

#### 6. 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.

Students Signature \_\_\_\_\_

Date \_\_\_\_\_

PROCESSED BY (NAME).....SIGNATURE.....

**Affix date  
stamp**