



HKIB Continuing Professional Development (CPD) Scheme

CPD Records Form

This form is designed to facilitate you to keep the record of your CPD activities and is not required to be submitted yearly.

Period covered: 1 January _____ to 31 December _____
(Year) (Year)

Name: _____

HKIB Membership No.: _____

Date (DD/MM/YY)	Organizer	Nature of Activities	Topic of Activities	Duration (hours)	CPD Hours
Scope: Compliance, code of conduct, professional ethics or risk management (5 CPD hours)					
Scope: Banking and financial knowledge, economics, accounting, legal principles, business and people management, language and information technology, subject areas covered in HKIB professional examinations (10 CPD hours)					
				Total CPD Hours	

Notes:

- Please keep the written proof of the activities stated above and completed CPD Records Form for at least 3 years for random audit by HKIB. The written proofs are as follows:
 - For training activities: attendance record / attendance certificate / assessment record and course outline
 - For academic / professional studies: transcript / result slip
 - For non-training activities: appointment letter with specific roles identified / minutes of meeting / published articles
- All information provided herein will be used for the purpose of administration and communication for the CPD Scheme only.