

Declaration to be completed by Nominee

1. If elected, I agree to be bound by the published Rules and Regulations of the Chartered Banker Institute, including the Code of Professional Conduct.

Please answer Yes or No to the following questions. If the answer is Yes in any case, please explain the circumstances in the comments section below.

2. Have you ever been:
- | | Yes | No |
|---|--------------------------|--------------------------|
| • served or threatened with a bankruptcy petition or equivalent or been involved in any situation involving non-payment of your creditors? | <input type="checkbox"/> | <input type="checkbox"/> |
| • convicted of any criminal offence (spent convictions need not be mentioned)? | <input type="checkbox"/> | <input type="checkbox"/> |
| • disqualified from being a Director in the UK or elsewhere? | <input type="checkbox"/> | <input type="checkbox"/> |
| • dismissed from any employment for gross misconduct or for any act or omission involving dishonesty? | <input type="checkbox"/> | <input type="checkbox"/> |
| • in any way disciplined, fined, publicly criticised or restricted in your actions by a court, regulator, official or professional body in respect of your professional or business activities? | <input type="checkbox"/> | <input type="checkbox"/> |
| • investigated about allegations of misconduct or malpractice in connection with your professional activities which resulted in a formal complaint being proved but no disciplinary order being made? | <input type="checkbox"/> | <input type="checkbox"/> |
| • refused entry to or excluded from membership of any profession, vocation or other business activities? | <input type="checkbox"/> | <input type="checkbox"/> |

- | | Yes | No |
|---|--------------------------|--------------------------|
| 3. Are you currently undergoing any investigation or disciplinary procedures? | <input type="checkbox"/> | <input type="checkbox"/> |

4. I understand that this form will be used to nominate me for Fellowship of the Chartered Banker Institute and, if the proposal is accepted, I will be happy to accept the appointment, to pay the one-off administration fee (£30) and to pay the appropriate annual subscription. See www.charteredbanker.com for the relevant subscription rate.

5. The information I have provided is true to the best of my knowledge and belief.

Name: _____

Signature: _____

Date _____

Additional comments:

PROPOSAL

The candidate nominated overleaf is hereby proposed for Fellowship of the Chartered Banker Institute.

Name of Proposer:	Title:
Job Title:	
Employer's Name:	
Work Address:	
	Postcode:
Work Phone No.:	Fellow of Chartered Banker Institute Yes/No
Signature	Date

Seconders MUST be Fellows of the Chartered Banker Institute

Name of Seconder:	Title:
Job Title:	
Employer's Name:	
Work Address:	
	Postcode:
Work Phone No.:	Fellow of Chartered Banker Institute Yes/No
Signature	Date

If the proposer is NOT a Fellow of the Chartered Banker Institute please provide the details of a second supporting Fellow.

Name of Seconder:	Title:
Job Title:	
Employer's Name:	
Work Address:	
	Postcode:
Work Phone No.:	Fellow of Chartered Banker Institute Yes/No
Signature	Date

Please forward completed forms to:

Simon Thompson, Chief Executive, Chartered Banker Institute
Drumsheugh House, 38b Drumsheugh Gardens, EDINBURGH EH3 7SW

Chartered Banker Institute Nominations for Fellowship – Guidance Notes

1. Fellows, who are voting members of the Institute, shall be elected by the Council from among those:
 - (i.) who are Members or Associates

or

 - (ii.) who have significant relevant experience at a senior level, accepted by the Council for this purpose,

provided that candidates under both (i) and (ii) above shall be considered by the Council to have made a significant contribution to banking, or to the objects of the Institute.¹
2. Fellows shall be entitled to use after their names the following words and designatory letters: "Fellow of the Chartered Institute of Bankers in Scotland"—F.C.I.B.S.²
3. Fellows (FCIBS) who have successfully completed the Institute's qualification programme, and participate in and annually complete the Continuing Professional Development Programme of the Institute shall, for so long as they continue to do so, be entitled to use the designation 'Chartered Banker'³
4. Nominations for Fellowship should be submitted on the appropriate form to the Chief Executive of the Institute. Proposals will be accepted from existing Fellows of the Institute or appropriate representatives of Financial Services organisations. However, in each case the nomination must be signed by TWO current Fellows i.e. either the proposer and one seconder OR two seconders if the proposer is not a Fellow. The form must also be signed by the nominee.
5. All nominations will be considered by the Institute's Executive Committee for recommendation to Council. Approved nominations will then be considered for confirmation at the next scheduled meeting of Council. The length of the approval process will depend upon when the nomination is submitted in the annual cycle of Committee and Council meetings. The maximum period would be five months but in most cases will be considerably less. Nominees will receive an initial acknowledgement letter and will be advised of Council's decision following the meeting at which their name is put forward.⁴
6. Fellowship is formally conferred at the Institute's annual Graduation Ceremony to which all newly elected Fellows are invited. However, nominees are entitled to refer to themselves as Fellows and to use the designation FCIBS as soon as Council has advised them of their election to the roll of Fellows which, as noted above, will be confirmed by letter.
7. Please note that in order to use and maintain their designation, Fellows are required to pay the appropriate annual membership subscription.
8. The Institute maintains a Code of Professional Conduct setting out the ethical and professional attitudes and behaviours expected of members. A copy of the Code can be found at www.charteredbanker.com. All members, including Fellows, are bound by the Code. Fellowship is the highest status conferred by the Institute and is a measure of the seniority of the holder. As a result, the Council requires all nominees to answer questions two and three, on the second page of the nomination form, to ensure that prospective Fellows meet the required standards of professional and ethical behaviour. In completing the proposal, proposers and seconders are also asked to confirm that, to the best of their knowledge and belief, candidates for Fellowship meet these required standards.
9. If information provided on the nomination form is found to be inaccurate or misleading (a) before election, then the nomination is liable to be rejected and, if you are currently a Member or Associate, may lead to disciplinary action (b) after election, you may be subject to disciplinary action.
10. The information collected on this form will be used to process the Fellowship nomination and to set up or amend membership records. Full details of our data privacy policy can be found on the Institute website at www.charteredbanker.com under About Us > Customer Commitment.

¹ See Schedule Rules no. 2

² See Royal Charter no. 12

³ See Schedule Rules no. 3

⁴ See Council Regulations no. 1a