



## FELLOWSHIP NOMINATION PACK CHARTERED BANKER

We believe that all Members of our Institute should aspire to become Chartered Fellows: it is the highest status conferred by the Institute upon individuals who have distinguished themselves in their careers. To be elected a Fellow you must be considered by our Board of Trustees to have made a significant contribution to banking and to the objectives of the Institute.

# Chartered Banker

## Chartered Banker Institute - Fellowship Nomination Pack

- Please refer to the guidance notes below and on page 10 before completing the form.
- The first section should be completed by the nominee.
- The proposer should complete the statement on page 8.
- Both the proposer and seconder should insert their details and sign on page 9.
- Please note that if the nominee meets the criteria for Fellowship they will be invited to interview as part of the process.

Save paper by filling in this form electronically and emailing back to us. You can digitally sign the form with a **Digital Signature** by simply clicking on the "Signature" box and following the instructions. You may need to create a **New ID** in the **Sign As** options if you don't already have one. Digital Signatures can be created either with or without an actual image of your signature. If you want to add your actual signature then you'll need to have this on file.

### Personal Details to be completed by Nominee (please use block capitals or typescript)

Membership Number (if known):

Surname of Nominee:  Title:

Forenames:  Date of Birth:

Job Title:

Employer's Name:

Work Address:

Postcode:  Work Phone No.:

Email Address (required):

Home Address:

Postcode:  Home Phone No

Preferred mailing address (please tick) Business  Home

**All nominees for Fellowship are expected to hold an advanced professional banking qualification, including study of professional ethics; demonstrate an ongoing commitment to continuing professional development and act as a role model and mentor to others in the profession. Nominees must also hold Chartered Banker status and have made a significant contribution to the work of the Institute and the banking profession.**

### Nominees should complete either A, B or C below:

- A** If you attained Chartered Banker status by completing the Advanced Diploma in Banking and Leadership in a Digital Age or a predecessor qualification, please note the year of completion\*
- \* You will require five years' post qualifying experience to be eligible for Fellowship.
- B** If you attained Chartered Banker status by recognition of a qualification equivalent to the Advanced Diploma in Banking and Leadership in a Digital Age, please indicate how long you have worked in banking\*
- \* You will require ten years' post qualifying experience to be eligible for Fellowship.
- C** Please tick if you wish to be considered for the fast-track route to Fellowship\*
- \* You will require to have ten years' experience in banking to be eligible for Fellowship. You must also be willing to complete the Chartered Banker by Experience programme or an equivalent approved by the Institute's Board.

If you require further assistance please contact [membership@charteredbanker.com](mailto:membership@charteredbanker.com)

**For route C, nominees should ensure their C.V. demonstrates the criteria for the Chartered Banker by Experience programme. <https://www.charteredbanker.com/qualification/chartered-by-experience.html>**

## 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 on page 7. Failure to answer the questions honestly and disclose any relevant information may result in the withdrawal of any Fellowship awarded.

**2. Have you ever been:**

	YES	NO
<ul style="list-style-type: none"> <li>served or threatened with a bankruptcy petition or equivalent or been involved in any situation involving non-payment of your creditors?</li> </ul> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>convicted of any criminal offence (spent convictions need not be mentioned)?</li> </ul> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>disqualified from being a Director in the UK or elsewhere</li> </ul> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>dismissed from any employment for gross misconduct or for any act or omission involving dishonesty?</li> </ul> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>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?</li> </ul> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>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?</li> </ul> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>refused entry to or excluded from membership of any profession, vocation or other business activities?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

**3. Are you:**

	YES	NO
<ul style="list-style-type: none"> <li>currently undergoing any investigation or disciplinary procedures conducted by an employer, regulator, professional body or similar? If yes, please provide details.</li> </ul> <hr/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>aware of any personal or professional actions or conduct which, if this became public knowledge, could bring the Institute into disrepute? If yes, please provide details.</li> </ul> <hr/>	<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 and to pay the appropriate annual subscription. Further details regarding these payments will be sent to you at a later date. See [www.charteredbanker.com/membership](http://www.charteredbanker.com/membership) for the relevant subscription rate.

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

Name:

Signature:\*

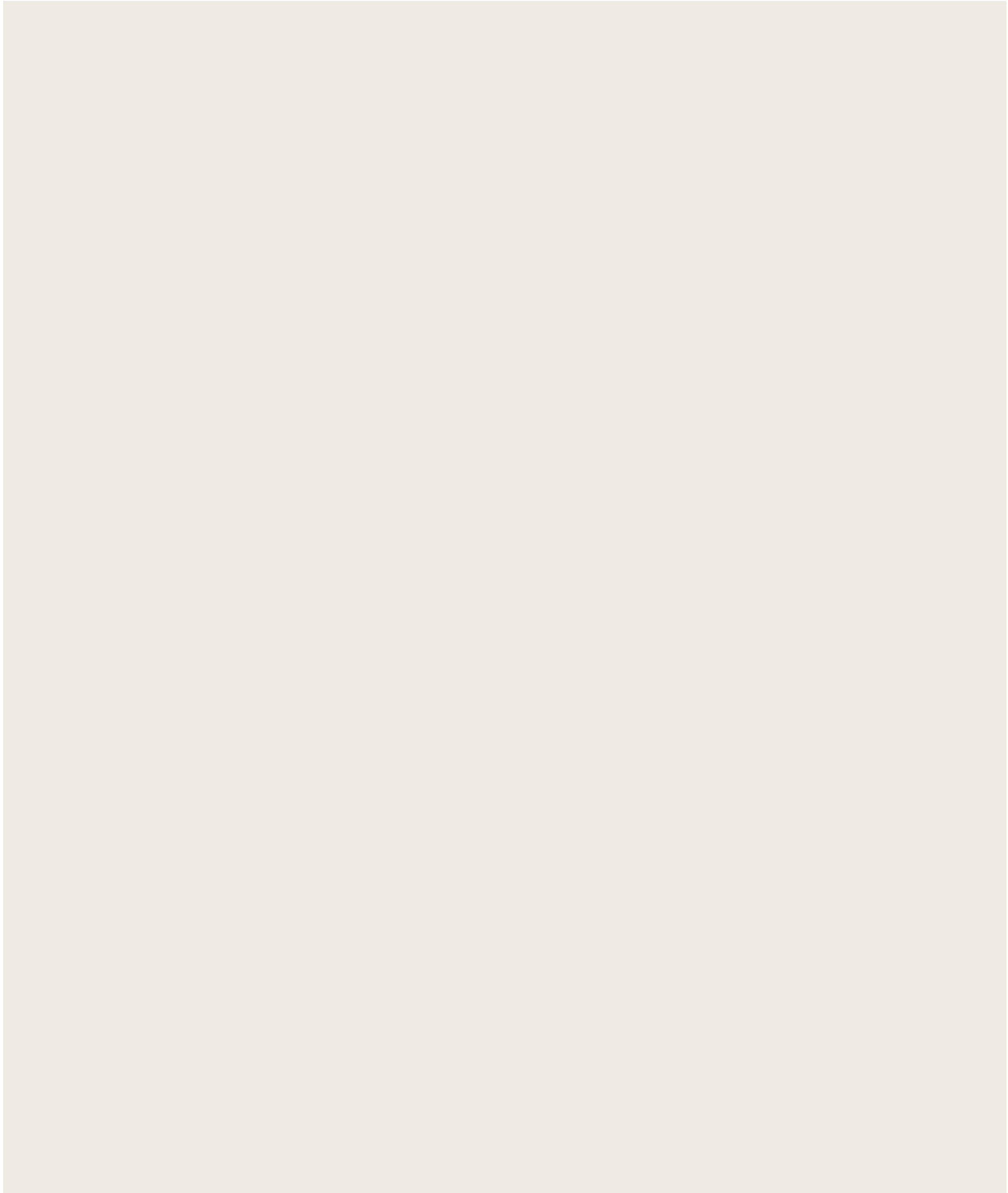
Date

\* This may be provided by original or scanned signature or by electronic evidence of agreement, such as an email.

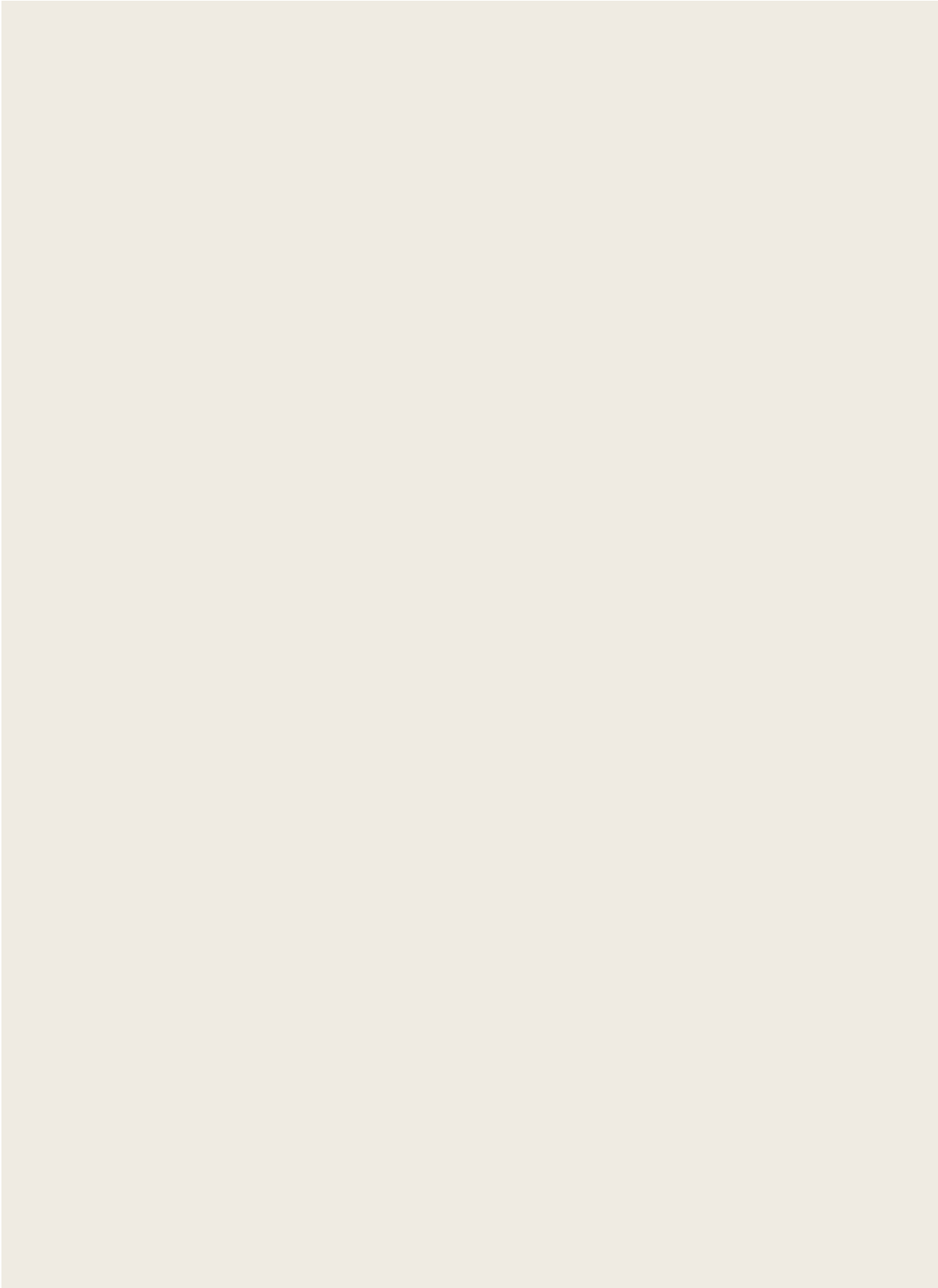
## To be completed by the Nominee

Please complete the sections below in typescript if possible. You are not required to fill each box or submit a specific number of words. However, we may request additional information if you fail to cover the points requested and this will delay consideration of your nomination.

**Nominees are expected to demonstrate an ongoing commitment to professionalism via participation in CPD. Please indicate the ways in which you currently fulfil this requirement and encourage others to do so (with specific reference to the Institute) and would continue to do so if elected to Fellowship.**

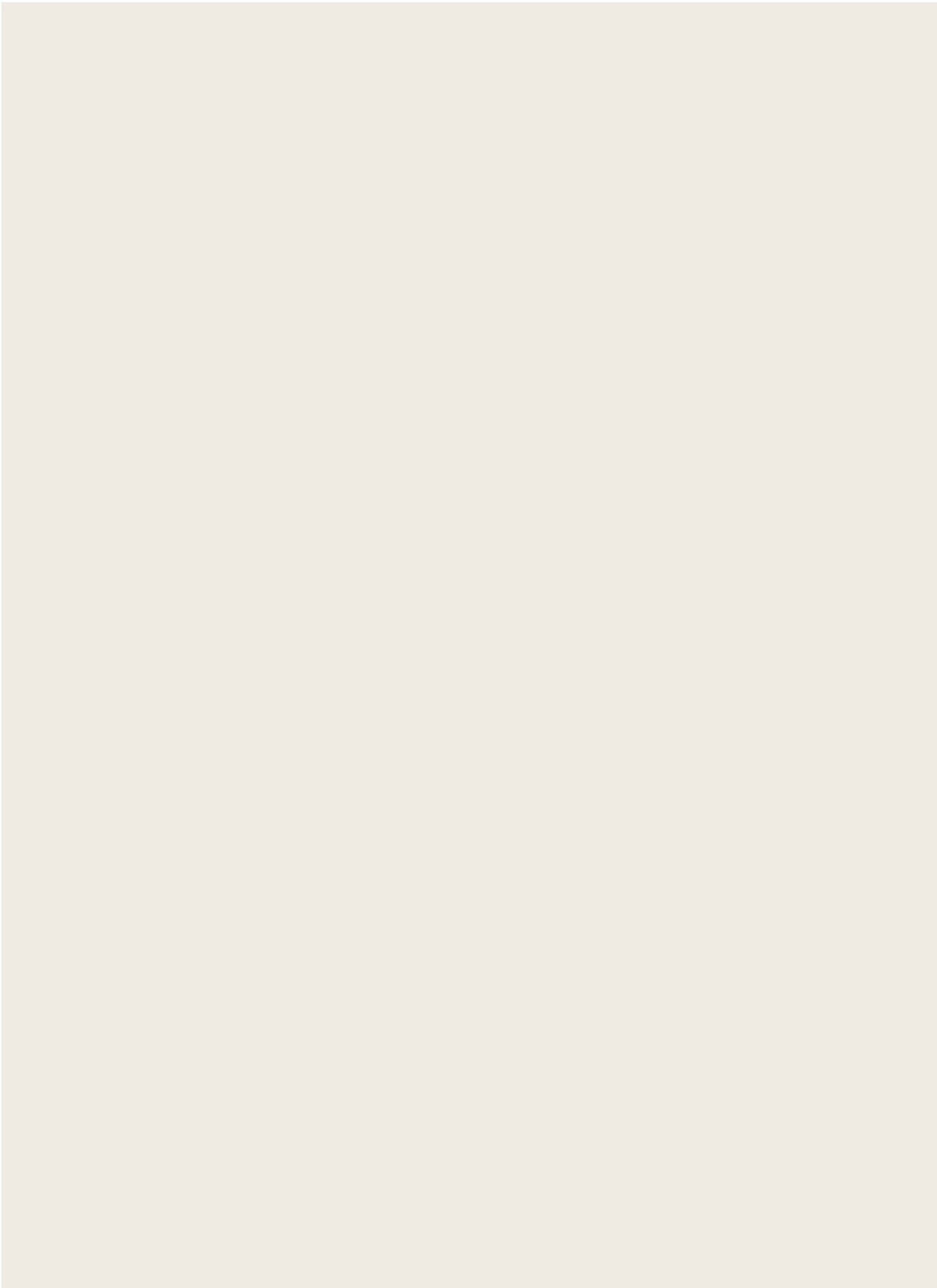


**Nominees are expected to act as role models and mentors for others in the profession, and to promote the Institute in particular. Please indicate the ways in which you currently fulfil this requirement and would do so if elected to Fellowship.**

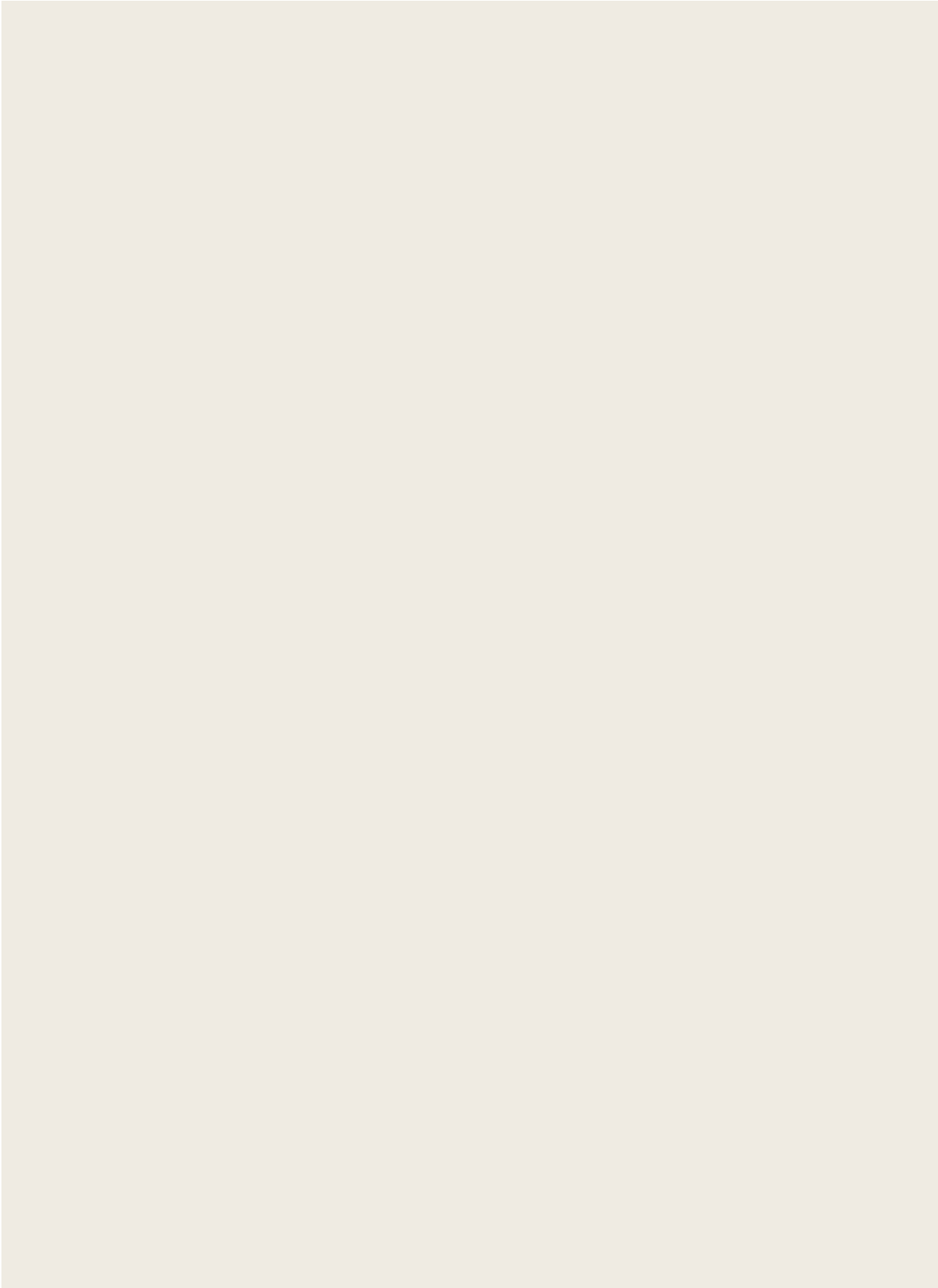


**Chartered Banker**

**Please state in what way(s) you have acted, and will continue to act, as an active champion and ambassador for the Institute if elected to Fellowship.**



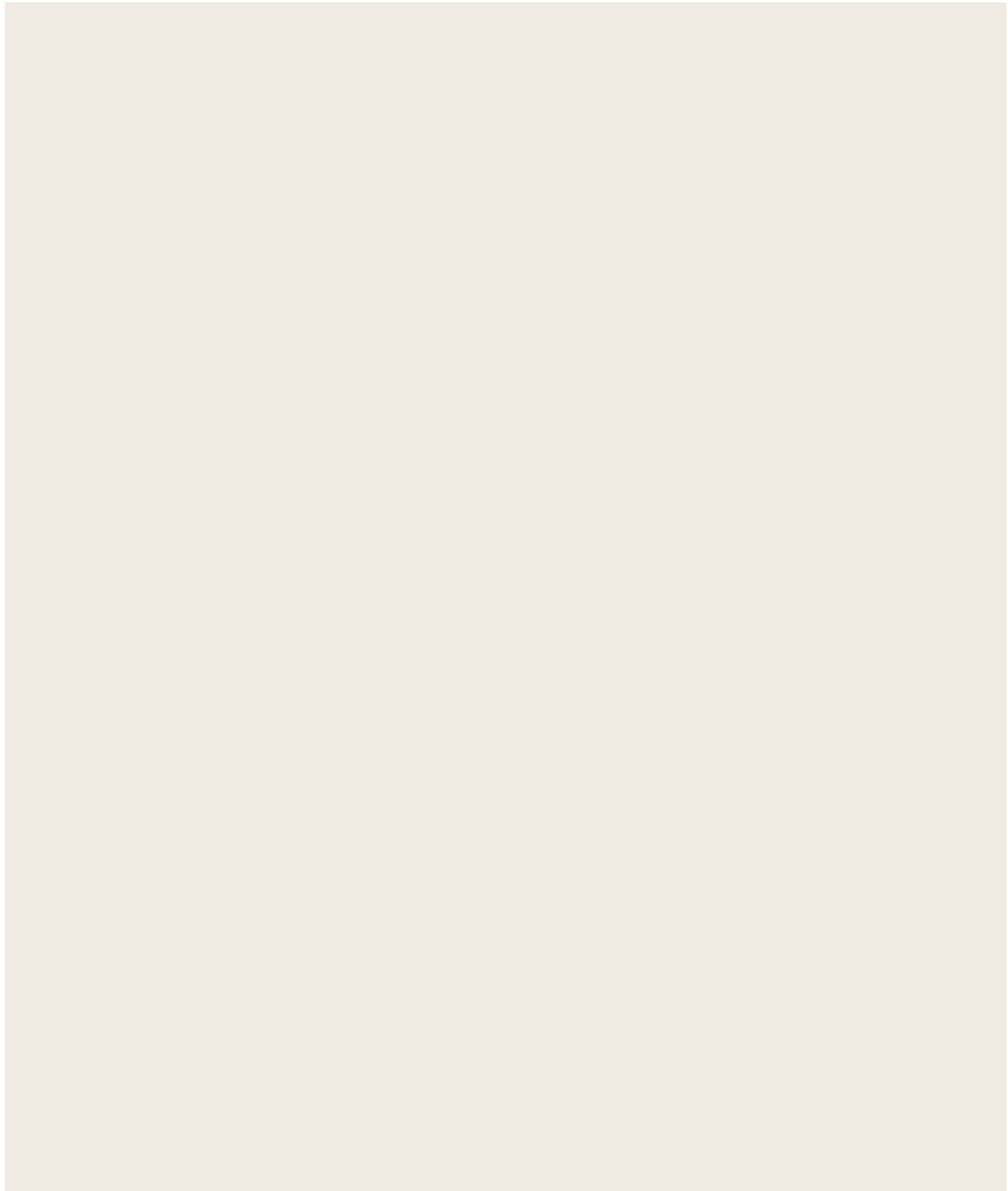
Nominee’s declaration – additional comments. If you answered yes to any of the questions in the declaration on page 3, please use this space to explain the circumstances.



## To be completed by the Proposer

Please state your reasons why the nominee is being put forward for Fellowship (including their significant contribution to banking and to the objects of the Institute). In doing so, you should indicate how the nominee has acted as a role model and mentor to others in the profession.

**Please complete the statement in typescript if possible. You are not required to fill the box or submit a specific number of words. However, we may request additional information if you fail to cover the points requested and this will delay consideration of the nomination.**





Name of Proposer:  Title:

Job Title:

Employer's Name:

Work Address:

Postcode:

Work Phone No.:  Fellow of Chartered Banker Institute: Yes  No

Signature:\*  Date

How long have you known the nominee for Fellowship?

(The proposer must usually have known the nominee in a business capacity for a minimum of two years)

Name of Seconder:  Title:

Job Title:

Employer's Name:

Work Address:

Postcode:

Work Phone No.:  Fellow of Chartered Banker Institute: Yes  No

Signature:\*  Date

How long have you known the nominee for Fellowship?

(The seconder(s) must usually have known the nominee in a business capacity for a minimum of two years)

**\* This may be provided by original or scanned signature or by electronic evidence of agreement, such as an email.**

**Please forward completed forms together with the nominee's C.V. to:**

Simon Thompson  
Chief Executive  
Chartered Banker Institute Drumsheugh House  
38b Drumsheugh Gardens Edinburgh  
EH3 7SW  
Email: [info@charteredbanker.com](mailto:info@charteredbanker.com)

## Chartered Banker Institute Nominations for Fellowship – Guidance Notes

1. All nominees for Fellowship are expected to hold an advanced professional banking qualification, including study of professional ethics; demonstrate an ongoing commitment to continuing professional development and act as a role model and mentor to others in the profession. Nominees must also hold Chartered Banker status and have made a significant contribution to the work of the Institute and the banking profession.<sup>1</sup>
2. For experienced banking professionals who do not hold Chartered Banker status but would otherwise meet the criteria for Fellowship we offer a fast-track route. Nominees who are eligible for our Chartered Banker by Experience qualification will be considered for Fellowship and, if approved, may be awarded Fellowship on condition of completing the qualification. The Institute's Board of Trustees may also, at its discretion, recognise and recommend additional pathways to meeting the qualification requirement.
3. Those nominees attaining Chartered Banker status by completing the Advanced Diploma in Banking and Leadership in a Digital Age or a predecessor qualification (e.g. Chartered Banker Diploma or Members course) will require five years' post qualifying experience to be eligible for Fellowship. Those nominees achieving Chartered Banker status by recognition of a qualification equivalent to the Advanced Diploma in Banking and Leadership in a Digital Age (e.g. ACIB or IIBF conversion programmes) or the fast-track route will require to have ten years' experience in banking to be eligible for Fellowship.<sup>2</sup>
4. Fellows shall be entitled to use after their names the following words and designatory letters: "Fellow of the Chartered Banker Institute" – FCBI. Fellows who are also Chartered Members may use the words "Chartered Fellow of the Chartered Banker Institute".<sup>2</sup>
5. Fellows (FCBIs) who have successfully completed the Institute's qualification programme, 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'.
6. 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, appropriate representatives of Financial Services organisations or a current/former employer. The seconder may be a Fellow of the Institute or an individual who knows the nominee in a business capacity. The form must be signed by the nominee, proposer and seconder.
7. All nominations will be considered by the Institute's Nominations Committee and those that meet our criteria will be invited to attend an interview. Where necessary, the interview may be conducted remotely by phone or video conference. Approved nominations will then be considered for confirmation at the next scheduled meeting of the Board of Trustees. The length of the approval process will depend upon when the nomination is submitted in the annual cycle of Committee and Board meetings. The maximum period would be six months but in most cases will be less. Nominees will receive an initial acknowledgement and will be advised of the Board's decision following the meeting at which their name is put forward.
8. Nominees are entitled to refer to themselves as Fellows or Chartered Fellows and to use the designation FCBI as soon as the Board has advised them of their election to the roll of Fellows.
9. Please note that in order to use and maintain their designation, Fellows are required to pay the appropriate annual membership subscription.
10. 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](http://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, Council requires all nominees to complete the declaration 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.
11. 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.
12. 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 our website at [www.charteredbanker.com/the-institute/privacy-policy.html](http://www.charteredbanker.com/the-institute/privacy-policy.html)

<sup>1</sup> See Schedule Rules 2 (1)(a)

<sup>2</sup> See Schedule Rules no.2 (1)(a)