



# WMI CERTIFICATE IN PRIVATE BANKING

## Application Form

(For Individuals)

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### General Instructions

Thank you for your interest in the WMI Certificate in Private Banking programme. Please read the following instructions carefully before completing the application form. Supplementary instructions are given in each section of the form. Please complete the sections accordingly and provide the supporting documents as required. You may wish to retain a copy of the completed form for personal record. All registration details will be kept in strict confidence. *You are encouraged to apply early.*

### Academic Transcripts and Personal Statement

You are required to submit copies of the official academic transcripts from the polytechnic, college, university or graduate institutions that you have attended. Non-English transcripts must be accompanied by a notarised English translation. You are also required to submit a personal statement as per page 6 of the application form.

### Application Fee

The application fee is S\$85.00. Application forms received without the application fees will not be processed. Payment should be made by cheque in favour of "Wealth Management Institute Pte Ltd". The application fee is *non-refundable*.

### Tuition Fee

Upon accepting the Institute's offer of placement in the programme, applicants will need to pay the full applicable tuition fee. Payment should be made by *cashier's order* in favour of "Wealth Management Institute Pte Ltd". The tuition fee is subject to applicable GST and is *non-refundable*.

| Modules             | Fees      |
|---------------------|-----------|
| Module I            | S\$4,000  |
| Module II           | S\$6,200  |
| Total Programme Fee | S\$10,200 |

*Note: The above fees are indicative and subject to change.*

### Application

Please send your completed application form, the supporting documents and cheque payment for the application fee by mail to:

Wealth Management Institute  
60B Orchard Road  
#06-18, Tower 2  
The Atrium@Orchard  
Singapore 238891

Shortlisted applicants will be notified and invited for interview.

For more information, please reach us at (65) 6828 6988 or [exec.devt@wmi.com.sg](mailto:exec.devt@wmi.com.sg).

**CHECKLIST**

|                                      |  |
|--------------------------------------|--|
| <b>Applicant's Full Name</b>         |  |
| <b>Applicant's NRIC/Passport No.</b> |  |

**Application Form and Supporting Documents**

Before sending your application to the Wealth Management Institute, please check ( ✓ ) the following items (where applicable) to ensure they have been included in your application:

- Cheque Payment for Application Fee (S\$85.00)
- Application Form (including this checklist, duly checked)
- Photocopy of:
  - a) NRIC (for Singaporeans); or
  - b) Passport, Re-entry Permit, and/or Employment Pass (for Singapore Permanent Residents and/or Singapore-based foreigners)
- Copies of official academic transcripts
- Copies of Capital Markets Financial Advisory Services (CMFAS) examination result slips (if you have passed the examinations)
- Personal Statement
- Current Resume
- Any other supporting documents

**1. PERSONAL INFORMATION**

Please read the instructions carefully and print clearly in **BLOCK LETTERS**.

|  |                              |               |
|--|------------------------------|---------------|
| Name (as in NRIC or Passport):<br>(Dr /Mr / Mrs / Ms)*   |                              |               |
| Address:   |                              |               |
| Telephone No.<br>Home:   | Office:                      | Mobile Phone: |
| Email Address:   | Date of Birth (dd/mm/yyyy):  |               |
| Gender: M / F*   | Age:                         |               |
| Nationality:   | Country of Birth:            |               |
| For Singapore Citizen<br>NRIC No.:   | For Singapore PR<br>UIN No.: |               |
| For Singapore-based Foreigners<br>Do you currently possess a valid work pass?<br>Please provide your Foreign Identification No.: |                              | Yes / No*     |

\*Please delete accordingly.

**2. EMPLOYMENT HISTORY**

Total number of years of working experience:  years

**2a. Current Employment**

If this is not applicable, please proceed to 4b.

|   |                      |
|---|----------------------|
| Organisation:   |                      |
| Designation:  |                      |
| Date of Joining (mm/yy):  | Annual Salary (S\$): |
| Industry (e.g. Banking & Finance, Insurance, Consulting, IT, Law, Accountancy, etc.): |                      |

Please describe your current job responsibilities.

**2b. Previous Employment**

Please indicate only full-time work experiences in *reverse* chronological order. Full-time national services and, part-time, temporary and vacation jobs need *not* be included.

| From<br>(mm/yy) | To<br>(mm/yy) | Organisation | Designation | Nature of Work<br>e.g. Credit Administration,<br>IT Sales |
|-----------------|---------------|--------------|-------------|---|
|                 |               |              |             |   |
|                 |               |              |             |   |
|                 |               |              |             |   |
|                 |               |              |             |   |

**3. HIGH SCHOOL / POLYTECHNIC / COLLEGE / UNIVERSITY EDUCATION**

Please list in *reverse* chronological order.

| From<br>(mm/yy) | To<br>(mm/yy) | Name of Institution, Country | Highest Qualification<br>Achieved, Major (if any) |
|-----------------|---------------|------------------------------|---|
|                 |               |                              |   |
|                 |               |                              |   |
|                 |               |                              |   |

**4. OTHER QUALIFICATIONS**

Please indicate the professional course(s) you are undertaking or being admitted to (e.g. CFA, ACCA, etc.), if applicable. Please provide proof of candidature for the course(s).

| <b>From</b><br>(mm/yy) | <b>To</b><br>(mm/yy) | <b>Professional Body</b> | <b>Discipline</b> | <b>Status</b> |
|------------------------|----------------------|--------------------------|-------------------|---------------|
|                        |                      |                          |                   |               |
|                        |                      |                          |                   |               |
|                        |                      |                          |                   |               |

Have you passed the Capital Markets Financial Advisory Services (CMFAS) examination(s)?

Yes  No

If yes, please indicate the module(s) passed and the date(s) of examination(s).

| <b>Date of CMFAS Exam</b> | <b>Module</b> |
|---------------------------|---------------|
|                           |               |
|                           |               |
|                           |               |
|                           |               |

If no, please indicate if you intend to take the examination(s)  Yes  No

**5. LANGUAGE SKILLS**

Please list the languages and/or dialects that you know, and your level of proficiency in them.

| <b>Language / Dialect</b> | <b>Please tick accordingly</b> |                | <b>Language / Dialect Proficiency</b><br>Beginner (B) / Intermediate (I) /<br>Advanced (A) / Mother Tongue (MT) |
|---------------------------|--------------------------------|----------------|---|
|                           | <b>Spoken</b>                  | <b>Written</b> |   |
|                           |                                |                |   |
|                           |                                |                |   |
|                           |                                |                |   |
|                           |                                |                |   |
|                           |                                |                |   |

**6. SUPPLEMENTARY INFORMATION**

- 6a. Are you currently pursuing any other programmes?
- Yes, please specify: \_\_\_\_\_
- No
- 6b. Have you ever been convicted of a criminal offence by a court of law of any country?
- Yes, please specify: \_\_\_\_\_
- No
- 6c. How did you find out about the programme?
- Newspapers                       WMI Website                       My Company
- WMI Info Talks                       MAS Website                       Word of Mouth
- Others, please specify: \_\_\_\_\_

**7. PERSONAL STATEMENT**

Share with us, in no more than 500 words, your motivation to enrol in the programme and your aspirations beyond the programme. Please enclose your statement on separate sheet(s) and include your name and contact number(s) on all pages of your statement.

**8. PROGRAMME REGISTRATION**

Please check ( ✓ ) the module(s) for which you are applying. Prospective participants who would like to attain the WMI Certificate in Private Banking would need to successfully complete both Modules I & II within the stipulated time frame. Prospective participants who have no prior knowledge in wealth management, or are fresh entrants in the wealth management industry, are strongly encouraged to enrol for *both* modules.

| ( ✓ ) | Modules                    | Fees<br><i>before</i> FSDF funding | Estimated Fees<br><i>after</i> FSDF funding* |
|-------|----------------------------|------------------------------------|--|
|       | Module I                   | S\$4,000                           | S\$400                                       |
|       | Module II                  | S\$6,200                           | S\$620                                       |
|       | <b>Total Programme Fee</b> | <b>S\$10,200</b>                   | <b>S\$1,020</b>                              |

\* Participants may apply for funding under the Financial Sector Development Fund (FSDF) for the Financial Industry Competency Standards (FICS) Training and Assessment Scheme<sup>^</sup>, which provides funding support of 90% of the programme fees, capped at S\$6,000 per participant per module. The funding is provided on reimbursement basis and subject to eligibility criteria, and terms and conditions.

<sup>^</sup> Non-sponsored participants (Singaporeans or Singapore Permanent Residents) may include GST for co-funding at 90% within the above cap. For more details on the Scheme, please refer to the relevant brochure at [www.wmi.com.sg](http://www.wmi.com.sg) or contact the Institute of Banking & Finance at 6220 8566.



**9. FUNDING**

Are you applying for funding under the FSDF for FICS Training and Assessment Scheme?

- Yes  No

***Please note that funding is provided on reimbursement basis and is subject to eligibility criteria, and terms and conditions.***

**10. DECLARATION**

- I affirm that I have read and understood the instructions in this application form, and that the information given in this application form is correct and complete.
- I understand that any inaccuracies or omission of information will render this application invalid, and that, if admitted on the basis of such information, I may be required to withdraw from the programme, any tuition fee paid will not be refunded and monies awarded under the FSDF for FICS Training and Assessment Scheme, if any, will be recovered.
- I understand that the provision of any inaccurate information may render me liable to prosecution in a Court of Law.
- I understand that the offer of admission by the Wealth Management Institute and funding under the FSDF for FICS Training and Assessment Scheme are conditional upon my satisfying all the prevailing criteria for admission and funding support.
- I understand that I have to pass all assessments and fulfil full attendance requirement to be awarded the WMI Certificate of Achievement/WMI Certificate in Private Banking.

\_\_\_\_\_  
Signature of Applicant\*

\_\_\_\_\_  
Date

*\*Unsigned applications will not be processed.*

For Official Use

|                                    |               |
|------------------------------------|---------------|
| <input type="checkbox"/> <b>AC</b> | Processed by: |
|                                    | Signature:    |
|                                    | Date:         |
|                                    | Contact No.:  |