



# IBP Superior Qualification

## Special Certificate Examination Form

Please write clearly using BLACK ink in BLOCK letters

|                                 |  |   |  |   |   |  |
|---------------------------------|--|---|--|---|---|--|
| <b>PERSONAL DETAILS</b>         | Full Name  |   |  | Access/ Enrollment Number (if any)                                  |   |  |
|                                 | Father's Name  |   | Date of Birth                            |   | Please paste here, one recent passport-sized photograph, attested on the front. |  |
|                                 |  |   | DD / MM / YYYY                           |   |   |  |
|                                 | Residential Address  |   |  |   |   |  |
| Residence Phone                 | Mobile Phone   | E-mail  |  |   |   |  |
| <b>EMPLOYMENT DETAILS</b>       | Job Title  | Organization  |  | Department/ Section/ Branch   |   |  |
|                                 | Work Address   |   | Work Phone                               | Fax   |   |  |
| <b>EXAMINATION DETAILS</b>      | Town and City (Residence or Posting)   |   |  | Preferred Examination Centre (please see the guidelines on reverse) |   |  |
|                                 | Please choose the subjects in which you wish to appear   |   |  |   |   |  |
|                                 | Course Code  | Course Name   | Enrolling For                            | Year (if Passed)  | Roll No.  |  |
|                                 | 1106   | Branch Banking  | <input type="checkbox"/>                 |   |   |  |
|                                 | 1201   | Information Technology in Financial Services            | <input type="checkbox"/>                 |   |   |  |
|                                 | 1202   | Lending: Products, Operations and Risk                  | <input type="checkbox"/>                 |   |   |  |
|                                 | 1203   | Human Resources Management and Organisational Behaviour | <input type="checkbox"/>                 |   |   |  |
| 1204                            | Marketing of Financial Services  | <input type="checkbox"/>                                |  |   |   |  |
| 1303                            | Management Accounting for Financial Services   | <input type="checkbox"/>                                |  |   |   |  |
| <b>FEE DETAILS</b>              | Mode of Payment  | Pay Order/ Bank Draft Number                            | Drawn On Bank                            |   | Registration Fee if applicable (Rs.)  |  |
|                                 | <input type="checkbox"/> Pay Order <input type="checkbox"/> Bank Draft   |   |  |   |   |  |
| <b>GUIDELINES &amp; CONSENT</b> | <b>Please enclose the following with this application form</b>   |   |  |   | Examination Fee   |  |
|                                 | <b>1</b> Attested copy of Banking Diploma <b>2</b> Attested copy of CNIC/ Photo Identity<br><b>3</b> Exam Registration Fee by a Bank Draft or Pay Order, drawn on any bank in Pakistan   |   |  |   |   |  |
|                                 | <ul style="list-style-type: none"> <li>If you have registered for the ISQ in previous session(s), you <b>must</b> mention the most recent Access Number in the space provided.</li> <li>Please provide complete residence/ office address to ensure safe delivery of admit cards, result sheets and other correspondence.</li> <li>Please avoid sending any extra amount with the Registration Fee. Payments for books or preparatory classes to be made separately.</li> <li>Registration as ISQ Examinee is governed by the rules and regulations given in <b>ISQ Handbook</b> which can be obtained from the <b>IBP Admissions Office</b> or downloaded from the <b>IBP website</b>.</li> </ul> |   |  |   |   |  |
|                                 | I have passed the requisite subjects of Banking Diploma (DAIBP Part I & II under old format) under Enrolment No. _____ during the year _____   |   |  |   |   |  |
| Applicant's Signature           |  | Applicant's Name  |  |   | Date  |  |
| <b>FOR OFFICIAL USE ONLY</b>    | Access Number  | Roll Number   | Nearest District/ Divisional Headquarter |   |   |  |
|                                 | E -  |   |  |   |   |  |



### The Institute of Bankers Pakistan

M.T. Khan Road, Karachi 74200, Pakistan | UAN: 111-IBP-ISQ (111-427-477) | Phone: +92(21) 35684575, 35686955  
 Fax: +92(21) 35222416 | Email: examination@ibp.org.pk | Website: www.ibp.org.pk



## FILLING IN THE EXAM FORM

- Access number (previously Enrolment No.) is an identification which must be quoted in all correspondence with the IBP. The Institute cannot guarantee any prompt replies to letters from prospective examinees where the access number has not been mentioned. Applicants not enrolled with the Institute shall have to fill the Registration Form for issuance of an access number.
- Please provide complete residence/ office address to ensure safe delivery of admit cards, result sheets and other correspondence.
- Please make sure that your name and signature on the Examination Form corresponds with the respective fields of the Registration Form.
- Examination entries are governed by the rules and regulations as mentioned in the ISQ Handbook.
- By signing overleaf, the candidate accepts and agrees to all the terms & conditions and policies & procedures of the Institute, details of which can be found in the ISQ Handbook

## EXAM CENTRE & ADMIT CARD

- Examination centres are not assigned until after all entries have been processed. However, examinations are usually held at all the provincial headquarters and at places where SBP has its offices.
- Change of centre is only allowed in case of change in residence, change in employment, transfer or deputation on official duties to another place. Such applications are required to contact IBP office at least 21 days prior to the commencement of the examination, with a recommendation by their employer or a gazetted officer.
- Admit cards are generally dispatched a week before the commencement of examination. In case of non-receipt of admit card, candidates should contact the IBP Head office as soon as possible.
- Request for the issue of duplicate admit cards may only be considered on receipt of the candidate's application, along with two attested recent colour photographs and a copy of CNIC.

## EXAMINATION DAY

- Candidates must bring their admit cards to every examination along with their original CNIC or some other form of photo identity (e.g. passport) to prove the validity of their admit card. No candidate will be allowed to sit for the exam without presenting the admit card and a valid photo identity. Impersonation will result in expulsion from the entire examination, cancellation of examination in all courses and debarment from appearing in the subsequent ten examinations.
- All candidates must be present in the examination centre at least 30 minutes before the beginning of the examination. Candidates will not be allowed to enter the examination hall after the examination has commenced. Once all candidates have been seated, no candidate shall be allowed to leave the examination hall without express permission from an invigilator.
- Candidates are not allowed to bring bags, mobile phones, charts, tables, books, papers or any other reference material to the examination hall. All personal items must be stored in the designated area.
- Simple, silent and non-programmable calculators are allowed in those papers where required.
- Candidates shall ONLY use a blue or black pen for writing answers. All answers shall be written in English language only. Non-compliance of these instructions will mean cancellation of the paper for the offending candidate.
- The Questions-Answers booklet does not bear the course title and date of the examination. The examination superintendent will announce the name of the subjects, their particular codes and the specific stage immediately after the distribution of Questions-Answers booklets. Candidates must ensure that the booklet provided to them is of the same course in which they intend to appear.
- Candidates must not write their names, roll numbers or other particulars in any part of their exam booklet, except on the slip provided. Disclosure of identity in any manner is not allowed and is liable to penalty resulting in cancellation of the paper for the offending candidate.
- A candidate who commits any violation of the rules governing examinations, is liable to be disqualified from the particular examination, to immediate expulsion from the examination room and to such further penalty as may be determined from the ISQ Handbook.

Please contact IBP if you require any further information regarding these guidelines or visit our website at [www.ibp.org.pk](http://www.ibp.org.pk)



# IBP Superior Qualification

## Admit Card Special Certificate Examination

Official Copy

Please write clearly using BLACK ink in BLOCK letters

|                            |   |                                     |   |  |
|----------------------------|---|-------------------------------------|---|--|
| <b>CANDIDATE'S DETAILS</b> | Access Number<br>E -  | Roll Number (for official use only) | Where would you like your admit card to be delivered?<br><input type="checkbox"/> Residence <input type="checkbox"/> Work | Please paste here, one recent passport-sized colour photograph, attested on the front. |
|                            | Full Name   |                                     |   |  |
|                            | Full Address (where you would like to receive your admit card and other correspondence) |                                     |   |  |
|                            | Landline Phone  | Mobile Phone                        | CNIC No./ Photo identity No.  |  |
| <b>ENDORSEMENT</b>         | Applicant's Signature   | Director Examination's Signature    | Examination Centre (for official use only)  |  |



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## Admit Card Special Certificate Examination

Candidate's Copy

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|                            |   |                                     |   |  |
|----------------------------|---|-------------------------------------|---|--|
| <b>CANDIDATE'S DETAILS</b> | Access Number<br>E -  | Roll Number (for official use only) | Where would you like your admit card to be delivered?<br><input type="checkbox"/> Residence <input type="checkbox"/> Work | Please paste here, one recent passport-sized colour photograph, attested on the front. |
|                            | Full Name   |                                     |   |  |
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## Examination Day Guidelines

Please read carefully

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