



# 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 DD / MM / YYYY																																				
	Residential Address		city																																				
	CNIC #		Residence Phone																																				
	Mobile Phone	Fax	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																																						
<table border="1"> <thead> <tr> <th>Course Code</th> <th>Course Name</th> <th>Enrolling For</th> <th>Year (if Passed)</th> <th>Roll No.</th> </tr> </thead> <tbody> <tr> <td>1106</td> <td>Branch Banking</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>1201</td> <td>Information Technology in Financial Services</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>1202</td> <td>Lending: Products, Operations and Risk</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>1203</td> <td>Human Resources Management and Organisational Behaviour</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>1204</td> <td>Marketing of Financial Services</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td>1303</td> <td>Management Accounting for Financial Services</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> </tbody> </table>					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"/>		
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<b>FEE DETAILS</b>	Mode of Payment	CNIC #	Drawn On Bank	Registration Fee if applicable																																			
	<input type="checkbox"/> Deposit Slip																																						
<b>GUIDELINES &amp; CONSENT</b>	Please enclose the following with this application form			Examination Fee																																			
	<b>1</b> Attested copy of Banking Diploma. <b>2</b> Attested copy of CNIC/Photo Identity. <b>3</b> Deposit slip as an evidence of payment of registration fee/examination fee.																																						
	<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 IBP Library or downloaded from the IBP website.</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																																				
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## Guidelines for ISQ Candidates

Please read carefully

### FILLING IN THE EXAM FORM

- Access number (previously Enrolment Number) is an identification which must be quoted in all correspondence with The Institute of Bankers Pakistan (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 current residence/work 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 of IBP.
- By signing overleaf, the candidate accepts and agrees to all the terms & conditions and policies & procedures of IBP, 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 applicants are required to contact the 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 sent via e-mail 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 issuance 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 GUIDELINES

Please read carefully

- Candidates must bring their admit cards to every examination along with their original CNIC or some other form of government issued photo identity (e.g. passport) to prove the validity of their admit card. No candidate will be allowed to sit in the exam without presenting the admit card and a valid photo identity. Impersonation will result in expulsion from the entire examinations, 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 one hour before the beginning of the examination. Candidates will not be allowed to enter the examination hall after 30 minutes of examination commencement. 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, charts, tables, books, papers or any other reference material to the examination hall.
- **NO MOBILE PHONES** will be allowed in the exam hall. There will be no exceptions to this rule. In the instance you are found with a mobile phone, your paper will be cancelled.
- 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.
- 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. 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.
- If any misconduct/UFM during examination is found, candidate information will be communicated to their employer (HR) as well as SBP.



**The Institute of Bankers Pakistan**, M.T. Khan Road, Karachi 74200, Pakistan | **UAN:** (021) 111-IBP-ISQ (021-111-427 -477)  
**Fax:** +92(21) 35683805 | **Email:** examination@ibp.org.pk | **Website:** www.ibp.org.pk | **Facebook:** IBPakistan  
**LinkedIn:** The Institute of Bankers Pakistan

