



INSTITUTE OF BANKERS IN MALAWI

The institute of Bankers has now simplified payment instructions as follows

1. The total fees payable should be made at any FMB bank with the following details on the deposit slip:
 - a Payable to: Institute of Bankers in Malawi A/C No 0200 411 009
 - b Names: Full names should be indicated here (including the Candidate ID number) i.e. Tamandani Mercy Mazulu (IOB-2007-013)
 - c Phone: 0888 895 010 and email address
 - d Semester : 2014 Sem-Two

1. Candidates should quote all names, in full, plus the Candidate ID number in order to provide a means by which the finance Officer shall distinguish the candidate from others with similar names.
2. Candidates are also required to indicate a phone number/email address to provide a means by which they could be contacted should there be any problem in allocating the funds to the correct account.
3. NOTE: a list of the papers the candidate wish to sit for is not necessary at the bank. When the funds are received by the Institute through the bank and credited to the candidate's correct account, candidates shall immediately be notified via email through a receipt, regarding this transaction.
4. The receipt shall comprise details of the Cash Deposit amount received by the Institute and Login Credentials to our new online site. At this stage the candidate will be required to go online to BOOK EXAMINATIONS. While logged in, the candidate shall also be able to view examination timetables, download past-papers, model answers.

THESE ARE THE NOTABLE MENU TOOLS AVAILABLE ON THE SITE

PROFILE:

- a) **Details:** Here the Candidate will be required to update the personal details. Of absolute importance is the email address and phone number
- b) **Portrait/Picture:** The candidate shall be required to update a portrait here. This is a portrait

that will be used on future correspondences that require identification. In the near future this could be used to prepare the ID.

c) **ENROLLMENT:**

Each candidate is required to enroll himself/herself into a class of their choice. Candidates are required to clear 8 papers before proceeding on to the next level.

Each Candidate is required to indicate a center where they will be taking their examinations from.

d) **CURRICULUM:**

With this tab, candidates will be able to view and download resources that are required to successfully study and prepare a particular paper. Candidates shall be able to download, Syllabuses, past examinations papers, model answers, and when available, examiners comments for each examination taken before.

e) **FINANCES:**

Candidates who have paid their membership fees shall have an opportunity to generate and download an invoice to present to the sponsors and for use at the bank.

f) **EXAMINATIONS:**

Candidates will be able to view examination Timetables for the current semester and BOOK for examination. To book for examinations you need to first of all pay for the examinations through the bank. The total amount you have paid in the semester shall be indicated on this page. The cost of each paper you select shall be deducted of this total until your completed making your choices.

Please note that you cannot sit for more than **four papers** in one semester.

Also note that you cannot take more than two 'Elective' modules at one level of your study

You are most welcome to seek any clarification. Please contact me directly by email: jmbiya@bankers.mw.

Always quote your Candidate ID in all correspondences with the Institute to avoid delays in getting assistance.

Wishing you success in your preparations for the exams.

John Mbiya.