

INDIAN INSTITUTE OF BANKING & FINANCE
DIPLOMA IN INTERNATIONAL BANKING AND FINANCE (DIBF)

RULES AND SYLLABUS

1. ABOUT THE INSTITUTE:

1.1 GENESIS:

Indian Institute of Banking & Finance, a body of banks and financial institutions and professionals in banking and finance industry in India, was established on 30th April, 1928, at the initiative of few eminent bankers, businessmen and industrialists of India.

1.2 MISSION:

The mission of the Institute is to develop Professionally qualified and competent bankers and finance professionals primarily through a process of education, training, examination, consultancy/counselling and continuing professional development programs.

1.3 OBJECTIVES:

The objectives of the Institute are:

1. To facilitate study of theory and practice of banking and finance
2. To test and certify attainment of competence in the profession of banking and finance
3. To collect, analyze and provide information needed by professionals in banking and finance
4. To promote continuous professional development
5. To promote and undertake research relating to Operations, Products, Instruments, Processes, etc., in Banking and Finance and to encourage innovation and creativity among finance professionals so that they could face competition and succeed.

1.4 VISION:

“To be premier Institute for developing and nurturing competent professionals in banking and financial field”.

1.5 ACTIVITIES:

1. Design, develop and conduct examinations to test the proficiency of bank / financial sector employees in various areas of operations of banks/financial institutions and finance related subjects.
2. Award certificates / diplomas to the successful candidates.
3. Provide necessary educational support services such as tutorial classes, contact programmes and study material.
4. Dissemination of knowledge on banking and financial services through publication of quarterly journal “Bank Quest”, a monthly newsletter ‘IIB-VISION’ and e-newsletter ‘fin@quest’ and by organising lectures/seminars, workshops as a part of continuing professional development programmes.
5. Conduct of seminars on topical matters across the country for the benefit of members.
6. Any other activity incidental to and facilitating the achievement of the basic objectives of the Institute.

2. EXAMINATIONS:

The Institute conducts following examinations :

A) For Members:

- a) Associate Examination: JAIIB/ CAIIB
- b) Certificate Examination in Banking Oriented Paper in Hindi(BOPH)

B) For Non-Members:

- a) Diploma in Banking & Finance (DBF)
- b) Certificate Examination for employees of DSA/DMA

C) For Members / Non-Members:

- a) Diploma in Treasury, Investment and Risk Management (DTIRM)
- b) Diploma in Banking Technology (DBT)
- c) Diploma in International Banking and Finance (DIBF)
- d) Post Graduate Diploma in Financial Advising (PGDFA)
- e) Certificate Examination in Trade Finance (CTF)
- f) Certified Information System Banker (CeISB)
- g) Certificate Examination in Anti-Money Laundering and Know Your Customer (AML/KYC)

The syllabi, Rules/ Regulations, Examination forms and other information pertaining to the examinations are available with Institute's offices at Mumbai, Chennai, New Delhi, Kolkata and also at such other centres/offices as may be notified from time to time. The same is also available at www.iibf.org.in.

ADVANCED SPECIALIZED DIPLOMAS

With the thrust on market orientation, globalization, financial and banking sector reforms and competition in the financial sector, banking/finance professionals face the challenge of continuously innovating and improving their products and services. Currently banks provide more or less similar products and services. In the face of competition, retaining market has become all the more difficult. Banks can improve upon their business only if bank employees specialize in one or more products and services and carve out a niche for themselves. Further, the need for continuous improvement in the service provided calls for excellence in the performance and specialization. The Institute has, therefore, introduced various diplomas to help the employees of banks/financial institutions to acquire the required specialisation and competence.

DIPLOMA IN INTERNATIONAL BANKING & FINANCE

Indian banks are expanding their geographical horizons like never before. Indian industry is booming and banks will carry out international finance on a major scale. This diploma helps the candidate in acquiring a conceptual grasp over the entire gamut of international and wholesale banking operations including ALM, Risk and Profitability Management. It will help the candidate to understand legal and regulatory framework w.r.t. conflict of laws and jurisdiction, sovereign risk, etc.

The Diploma consists of three papers, namely:

1. International Banking Operations
2. International Banking - Legal and Regulatory Aspects
3. International Corporate Finance

2.1 DELIVERY:

- Comprehensive Courseware - Self study through recommended books including those specially published by the Institute.
- Contact classes - lectures (need based - at additional cost)

2.2 PATTERN:

Questions will be asked to test:

- a) Conceptual grasp
- b) Problem solving and decision making ability
- c) Analytical / logical development / application of theoretical foundations

2.3 PERIODICITY AND CENTRES FOR EXAMINATION:

The examination will be held normally twice a year in the months of June/July and Nov./Dec. on two Sundays (two papers on first

Sunday and the remaining one on the next Sunday). The examination will be held at the following centres.

NORTHERN ZONE

Srinagar	(182)
Lucknow	(533)
Chandigarh	(603)
New Delhi	(610)

EASTERN ZONE

Guwahati	(048)
Patna	(085)
Ranchi	(087)
Bhubaneswar	(370)
Gangtok	(448)
Agartala	(495)
Kolkata	(568)

WESTERN ZONE

Ahmedabad	(098)
Bhopal	(257)
Mumbai	(306)
Pune	(322)
Jaipur	(428)
Panaji	(619)

SOUTHERN ZONE

Hyderabad	(013)
Bangalore	(191)
Thiruvananthapuram	(247)
Chennai	(467)
Madurai	(468)

2.4 ELIGIBILITY:

a) Members of the Institute

OR

b) persons intending to develop a career in international banking and finance, though they may not be members of the Institute

2.5 TIME LIMIT:

The candidates appearing for the DIBF Examination will be allowed a time limit of 3 years subject to maximum of six attempts to pass the said examination. If a candidate fails to pass the examination within the stipulated time limit as mentioned above, he/she may have to enrol afresh for the examination forgoing the credit of the subjects passed earlier. Within these 3 years, the candidate may pass the examination any time after 3 months after registration.

2.6 MEDIUM OF EXAMINATION:

The Examination will be conducted in English medium only.

2.7 PROCEDURE FOR APPLYING FOR THE EXAMINATION:

Examination Application Forms will be available at the Institute’s zonal offices and corporate office. It will also be available at the Institute’s website www.iibf.org.in

Candidates are required to fill in the Examination Application Form and send it to respective zonal office of the Institute along with the stipulated examination/registration fee.

Applications for registering for the examination to be held will be accepted as below:

For Examination to be held in

Last Date of Receipt of Examination Forms

June/July

31st March

November/December

30th September

In no case, applications received after above dates shall be considered for the particular examination. Such late applications shall be considered for the subsequent examination.

2.8 EXAMINATION FEES:

The examination fee of Rs. 6,000/- (Rs. 15,000/- for non-members) is payable to IIBF by way of a demand draft drawn in favour of ‘Indian Institute of Banking & Finance’ and made payable at the place of the Institute’s zonal office.

Non-members should pay an additional amount of Rs. 300/- towards Registration Fees.

2.9 ADMIT CARD / MEMBERSHIP IDENTITY CARD / PHOTO - IDENTITY CARD:

The Institute will be issuing Examination Admit Card, to members who apply for the Examination. This card will be valid for the period as mentioned on the card. The Admit Card along with the Permanent Membership Identity Card should be produced to the examination authority each time in the examination hall for identification.

In case of candidates being non-members, they will be issued an Identity Card. This card will be valid for the period as mentioned on the card.

In absence of the Admit Card / Permanent Membership Identity Card / Photo-Identity Card the candidate is liable to be denied permission in the examination hall.

2.10 CONDUCT AND DISCIPLINE IN THE EXAMINATION HALL:

- i. Candidates should be present at the examination venue at least 15 minutes before the commencement of the examination. No candidate shall be permitted to enter the examination hall after the expiry of 15 minutes from the commencement of the examination and no candidate shall be permitted to leave the hall before the expiry of one hour from the commencement of the examination.
- ii. Candidates should ensure that he/she signs the Attendance Sheet.
- iii. Candidates should not possess and/or use books, notes, periodicals etc. in the examination hall at the time of the examination /or use mathematical tables, slide rules, stencils etc. during the examination except for the examination for which such use is expressly permitted. A candidate found in possession of such unauthorised material during the examination is liable to be proceeded against for adoption of unfair means in the examination in addition to reporting the matter to his/her employer (in case of members of IIBF)

for disciplinary proceedings for the misconduct. They should hand them over to the Hall Superintendent before the commencement of the examination.

- iv. Candidates will be permitted to use calculators while appearing for the Diploma Examination subject to the following:

Calculators should:

- a) be pocket size and fully portable
- b) be silent while in operation
- c) be battery operated
- d) not be capable of being programmed by the insertion of tapes or otherwise
- e) not have print out facilities
- f) be of the type upto 6 functions and 12 digits.
- g) not be capable of retaining/storing data in memory when the same is switched off

Calculators which do not comply with the above conditions and found in possession of candidate during the examination will be confiscated by the Examination Supervisor and returned to the candidate at the end of the examination. In case a candidate is found using the calculator not complying with the above conditions in the course of the examination, it will amount to adoption of unfair practice at the examination by the candidate concerned and the Institute shall take such action against the candidate as may be deemed appropriate.

- v. Communication of any sort between candidates or with outsiders is not permitted and complete silence should be maintained during the examination.
- vi. Copying the answers from the answer books of other candidates or permitting others to copy from one's answer book will attract the rules relating to unfair practices in the examination.
- vii. No candidate should leave the examination hall without handing over the answer books to the Hall Supervisor /

Invigilator. Once the answer book is handed over to the Supervisor / Invigilator, the same will not be given back to the candidate for any reason.

- viii. No candidate shall impersonate others or allow others to impersonate himself at the examination.
- ix. **Candidates are not permitted to carry mobile phone in the examination hall.**

If any candidate violates any of the above rules, it will be considered to be an act of misconduct and he/she will be liable for punishment mentioned below.

2.11 PENALTIES FOR MISCONDUCT / UNFAIR PRACTICES:

The Institute shall have the right to impose penalties on any candidate for committing an act of misconduct/ unfair practice in respect of any matter affecting the Institute or at or in respect of any examination conducted by the Institute or disqualifying any candidate who, they have reason to believe has received or given unfair assistance at the examination and

- a) to cancel the result of such candidate in all or any of the subjects of the examination at which he/she may have appeared
- b) to exclude him/her from future examinations either permanently or for a specified number of examinations
- c) to report his/her name to his/her employer (in case of members of IIBF) and
- d) to take such other action against him/her as the Institute shall in their sole discretion deem fit and the decision of the Institute shall be final and binding on the candidate concerned.

The Institute shall also have a right to cancel the results of any subsequent examination at which the candidate may have appeared if such examination falls within the exclusion period in the penalty,

as by reason of imposition of such a penalty of exclusion from the future examination, the candidate would not have been eligible to appear at such subsequent examinations.

In case any candidate desires to institute any legal proceedings against the Institute in respect of anything done or proposed to be done by the Institute in relation to him/her, such legal proceedings shall be instituted **only in courts at Chennai, Kolkata, New Delhi and Mumbai in whose jurisdiction the application is submitted by him/her and not in any other court.**

2.12 PASSING CRITERIA:

- a) Pass: Minimum 50% or more marks in each subject
- b) First Class: 60% or more marks in aggregate and pass in all the subjects in the first attempt
- c) First Class with Distinction: 75% or more marks in any individual subject and 60% or more marks in the aggregate and pass in all subjects in the first attempt
- d) Candidates will be allowed to retain credits for the subject he/she has passed in one attempt till the expiry of the time limit

2.13 DECLARATION OF RESULTS:

The results of the examination for each subject of the examination will be communicated to the candidates by letter, two months after conduct of the examination.

2.14 FACILITY FOR VERIFICATION OF MARKS:

The decision of the examiners with regard to marks shall in every case, be final and no request for re-valuation of the candidate's paper will be entertained. If, however, any candidate requires his/her marks to be verified, he/she may request the Chief Executive Officer accordingly. Such verification will cover the following:

- i) all answers have been valued

- ii) the marks awarded for all the answers have been carried forward correctly to the cover-page for totalling
- iii) the total arrived at is arithmetically correct

The request for verification of marks must be received in the Institute's respective Zonal office within one month from the date of the declaration of the examination results. The **members** will have to pay a sum of **Rs.80/-** and **non-members Rs. 100/-** for verification of marks for each subject of the diploma examination. The payment should be made by means of Demand Draft drawn in favour of "INDIAN INSTITUTE OF BANKING & FINANCE" and made payable at the place of the Institute's Zonal Office. The candidates should write their membership number / Registration number on the reverse of the draft.

2.15 ISSUE OF CERTIFICATES:

Candidates who complete the Diploma Examination will receive the Diploma in International Banking & Finance. (DIBF)

3. SYLLABUS

DIPLOMA IN INTERNATIONAL BANKING AND FINANCE

Paper I: International Banking Operations

Paper II : International Banking, Legal and Regulatory Aspects

Paper III: International Corporate Finance

Paper – I INTERNATIONAL BANKING OPERATIONS

- i) Global trends and developments in International Banking
- ii) Wholesale banking, retail banking, private banking, interbank business
- iii) International financial centres offshore banking units, SEZs
- iv) Asset Liability Management
- v) Profitability of International Banking Operations
- vi) Investment Banking
- vii) Correspondent Banking
- viii) International Financial Institutions; IMF, IBRD, BIS, IFC, ADB, WTO
- ix) Treasury and Risk Mitigation
- x) FEMA and Regulatory Framework in India
- xi) Letter of Credit mechanism and UCPDC/ URC/ Buyer's /Sellers credit, Bilateral trade, counter trade, high seas sales

Paper - II INTERNATIONAL BANKING, LEGAL AND REGULATORY ASPECTS

- i) Regulatory Framework, BASLE II
- ii) International law, choice of law, conflict of laws, jurisdictional issues

- iii) Exchange management and controls, International loan agreements, covenants and clauses
- iv) Country risk and bank risk management
- v) International debt management
- vi) Role of IMF and World Bank in International debt crisis management
- vii) Anti-money laundering laws
- viii) Maritime frauds, modus operandi and prevention initiatives
- ix) International competitiveness- implications and effectiveness
- x) International accounting standards
- xi) Arbitration and mediation in International banking business

Paper- III INTERNATIONAL CORPORATE FINANCE

- i) Fundamental principles of lending MNC, documentation and monitoring of Corporate Finance
- ii) International credit rating agencies and global capital markets
- iii) Raising resources and its deployment, ECBs/FCNRs
- iv) International Bond Market – operations - procedure and significance
- v) Regulatory prescriptions, revising undertaking facility, Note issuance facility system and structure
- vi) Syndicated Loans
- vii) Project and Infrastructure Finance
- viii) Corporate Treasury Management
- ix) Derivatives; Corporate application
- x) Role of FIIs, FDIs and EXIM Bank
- xi) Commodity Exchanges

4. CONTACT DETAILS

Corporate Office

Director of Examinations

“The Arcade”, Second Floor,
East Wing, World Trade Centre,
Cuffe Parade, Mumbai 400 005
Tel: 022-22187003/04/05
Fax: 022-22185147
E-mail: iibgen@bom5.vsnl.net.in

Western Zonal Office

Deputy Director

Indian Institute of Banking & Finance
Maker Tower, ‘F’ Wing, 19th Floor,
Cuffe Parade,
Mumbai-400 005
Tel: 022-22183302/ 22185134
Fax: 022-22180845
E-mail: iibwz@iibf.org.in

Eastern Zonal Office

Deputy Director

Indian Institute of Banking & Finance
‘Anandlok’, 3rd Floor,
227, Acharya J. C. Bose Road,
Kolkata-700 020
Tel: 033-22809681/82/83
Fax: 033-22809680
E-mail: iibez@iibf.org.in



Northern Zonal Office

Deputy Director

Indian Institute of Banking & Finance
11th Floor, Atmaram House,
1, Tolstoy Marg,
New Delhi-110 001
Tel: 011-23354316/23354921
Fax: 011- 23351165
E-mail: iibnz@iibf.org.in

Southern Zonal Office

Deputy Director

Indian Institute of Banking & Finance
76, Arya Gowda Road,
West Mambalam,
Chennai-600 033
Tel: 044-24746961,24715990
Fax: 044-24746966
E-mail: iibsz@iibf.org.in, iibchen@vsnl.net

Website : www.iibf.org.in



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Rules and Syllabus 2006



INDIAN INSTITUTE OF BANKING & FINANCE

World Trade Centre, Cuffe Parade, Mumbai - 400 005.