



KapitalMinds Pte Ltd
 Tel: (65)6962 8001
 contact@kapitalminds.com
www.kapitalminds.com



Application form for the Certified Financial Planner™ (CFP) program

Please provide accurate and complete information. This will facilitate timely processing of your application and allow KapitalMinds to submit the required information to the relevant funding authority.

Personal Information

Title	<input type="checkbox"/> Dr	<input type="checkbox"/> Mr.	<input type="checkbox"/> Ms.	<input type="checkbox"/> Miss	<input type="checkbox"/> Mrs.
Category	<input type="checkbox"/> Public	<input type="checkbox"/> Adviser	<input type="checkbox"/> Others		
Name (as in NRIC/Passport)	<input type="text"/>				
NRIC/ Passport / FIN	<input type="text"/>				
Highest Qualification	<input type="text"/>				
Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female	Date of Birth	___ (DD) / ___ (MM) _____ (YYYY)	
Marital Status	<input type="checkbox"/> Single / Others		<input type="checkbox"/> Married		
Identification Type	<input type="checkbox"/> Singapore Citizen	<input type="checkbox"/> Singapore PR	<input type="checkbox"/> FIN	<input type="checkbox"/> Passport	
Residing in Singapore	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Nationality	<input type="text"/>	
Address	<input type="text"/>				
	<input type="text"/>	Postal Code	<input type="text"/>		
Handphone No.**	<input type="text"/>	Preferred Email**	<input type="text"/>		

** Handphone No./ Preferred email will be used by KapitalMinds for all official correspondence with students

Employment Information *(the following information is required if you are applying as a COMPANY-SPONSORED student)*

Company Name	<input type="text"/>				
Company Address	<input type="text"/>				
	<input type="text"/>	Postal Code	<input type="text"/>		
Designation	<input type="text"/>	Years employed	<input type="text"/>		
Corporate Email	<input type="text"/>	Unemployed	<input type="checkbox"/>		
Monthly Salary	<input type="text"/>	(Optional)			

Intake (Based on Exam Cycle)

March / July / November 20 _____ *please strikeout / circle appropriately*

How did you get to know about the CFP or KapitalMinds

<input type="checkbox"/> KapitalMinds Presentation / KapitalMinds website	<input type="checkbox"/> Company's Training / Human Resource
<input type="checkbox"/> Friends' / Colleagues' Recommendation	<input type="checkbox"/> FPAS website
<input type="checkbox"/> Skills Connect / IBF website	<input type="checkbox"/> Publications (Name: _____)

Programme and Assessment Fees for CFP® modules	
	Online Classroom (OCL) (Subjected to IBF Enhanced Funding prevailing quantum)
<input type="checkbox"/> Module 1- Associate Financial Planner Programme (IBF Level 1) (New Registration)	<input type="checkbox"/> \$856 + \$321 = \$1,177
<input type="checkbox"/> Module 1- Associate Financial Planner Programme (IBF Level 1) (Existing Student)	<input type="checkbox"/> \$856 + \$192.60 = \$1,048.60
<input type="checkbox"/> Module 2: Risk Management & Insurance Planning	<input type="checkbox"/> \$856 + \$192.60 = \$1,048.60
<input type="checkbox"/> Module 3: Tax & Estate Planning	<input type="checkbox"/> \$856 + \$192.60 = \$1,048.60
<input type="checkbox"/> Module 4: Investment Planning	<input type="checkbox"/> \$856 + \$192.60 = \$1,048.60
<input type="checkbox"/> Module 5: Retirement Planning	<input type="checkbox"/> \$856 + \$192.60 = \$1,048.60
<input type="checkbox"/> Module 6: Plan Construction & Professional Responsibilities	<input type="checkbox"/> \$856 + \$299.60 = \$1,155.60

Payment Details	Mode of Payment
OCL	
Number of Modules <input type="text"/>	<input type="checkbox"/> Bank Transfer* <input type="text"/>
Self-Sponsorship <input type="checkbox"/>	<input type="checkbox"/> Paynow to * <input type="text" value="UEN 20122423R"/>
Company-Sponsorship <input type="checkbox"/>	<input type="checkbox"/> Cheque Crossed & Payable to "KapitalMinds Pte Ltd"
Total Module Fees** <input type="text"/>	Bank of Cheque <input type="text"/>
	Cheque Number <input type="text"/>
	Name of Payer <input type="text"/>
	Remarks <input type="text"/>

* Bank Transfer: **DBS Business Account, Bank No.: 7171, Branch No.: 010, A/C No.: 010-905292-5**

* **Please email screen shot of payment made to admin@kapitalminds.com**

** *Module fees include FPAS Examination Fees.*

Application Checklist & Required Documents

Please note that if your application form is **INCOMPLETE** or not in compliance with this application checklist, it will inevitably delay the processing of your application

- I have attached the duly completed Application form
- I have duly included CHEQUE (if applicable) made payable to "KapitalMinds Pte Ltd"
- I have provided
 - copies of the CERTIFICATES* (reduced to A4 size) and submitted with this application form as proof to satisfy the educational admission requirements
 - scan copy of my NRIC (front and back) for identity verification and for address verification

This completed application form and the supporting documents, together with the required payment, should be submitted to **KapitalMinds Pte Ltd via email: admin@kapitalminds.com**

IBF Standards Training Scheme (IBF-STS) Enhanced funding subsidy

IBF and MAS will enhance course fee subsidies for locals attending accredited or recognised courses up to 80%. Singaporean Citizens aged 40 years old and above will be eligible for 90% co-funding of direct training cost. This existing scheme will also be expanded to include workers in eligible FinTech firms. **Only Singapore Citizens and Singapore Permanent Residents are eligible for the IBF Enhanced funding subsidy.**

Terms and Conditions for Course Fees and IBF-STS Enhanced funding

- 1) **Upon successful course enrolment, if the student is a Singaporean or Singaporean Permanent Resident, the student will pay the net fee (after deducting the IBF Enhanced course fee subsidy).**
- 2) The course fee is INCLUSIVE of FPAS examination fee of the module course enrolled.
- 3) To qualify for the IBF Enhanced course fee subsidy, the eligible student must
 - a) attain at least 75% course attendance **AND**
- the student must always enable their webcam during the class lessons to enable the regulators (from FPAS or IBF) to verify the identity and confirm the student's attendance.
 - b) pass the relevant FPAS module examination.
- 4) Each eligible student can only apply for IBF-STS funding subsidy for the same module **ONCE per FPAS Exam Cycle.**
- 5) Upon receiving/notification of the exam results, it is the responsibility of the student to inform KapitalMinds in writing or email if he/she would like to retake the exams within 2 weeks. The student hereby agrees that he/she shall not hold KapitalMinds responsible if no such notice was provided to KapitalMinds.
- 6) If the student failed to register for the retaking of the exams within 2 weeks from release of the exam results or failed the Re-sit exam, the student will pay KapitalMinds for the portion of the IBF funding subsidy.
- 7) The student will NOT be eligible for the IBF Enhanced course fee subsidy for the following:
 - a) dropped out halfway through the course **OR**
 - b) did not pass the relevant FPAS module examination **OR**
 - c) failed to attain at least 75% course attendance.
- 8) **If the student failed to qualify for the IBF Enhanced course fee subsidy, the funded portion of the course fee (the course fee subsidy will be clawed back from the student.**
- 9) KapitalMinds reserves the right to reject any request for application of the IBF Enhanced course fee subsidy.
- 10) KapitalMinds reserves the right to change the Terms and Conditions stated in this application form.
- 11) KapitalMinds does NOT guarantee that the student will pass the relevant FPAS module examination **OR** that the application for the IBF Enhanced course fee subsidy will be successful

Refer to **Appendix A** for details

Training Allowance Grant (TAG)

The Training Allowance Grant (TAG) aims to help Financial Institutions and FinTech firms manage manpower costs and support the skills upgrade of their employees. TAG will only be disbursed to the eligible sponsoring companies upon the participants' successful completion including fulfilling the minimum attendance requirements and passing the assessment component of the IBF-STS programme.

The Training Allowance Grant (TAG) is applicable to **Singapore Citizens or Singapore Permanent Residents** who have **successfully completed an IBF recognised course** that commence from 1 July 2021 to 30 June 2022 (both dates inclusive) and completed no later than 30 September 2022. The TAG is **\$10 per training & assessment hour for Company-sponsored individuals.**

Terms and Conditions for Training Allowance Grant

- 1) To qualify for the TAG, the eligible student must
 - a) attain at least 75% course attendance **AND**
- the student must always enable their webcam during the class lessons to enable the regulators (from FPAS or IBF) to verify the identity and confirm the student's attendance.
 - b) pass the relevant FPAS module examination
- 2) Each eligible student can only apply for the same module **ONCE per FPAS Exam Cycle.**
- 3) Refer to **Appendix B** for details

I have READ Appendix A and Appendix B. I acknowledge and agree to all the Terms and Conditions for Training Allowance Grant, Course Fees and IBF-STS Enhanced funding as stated above.

I have elected NOT to apply for the IBF-STS funding subsidy and to pay the FULL course fee

APPLICANT'S SIGNATURE

DATE (DD-MM-YYYY)

General Terms & Conditions

1. **Admission requirements**
GCE "A" Level Certificate or Diploma or minimum 3 years of relevant working experiences.
2. **Course (Module) fees**
 - a. Module fees **INCLUDE** FPAS Examination.
 - b. FPAS Certification and Renewal Fees, the student will pay directly via FPAS login website.
 - c. Nett fee **MUST** be paid in **FULL** at time of application or latest before the start of each module.
 - d. Module fees are non-transferable.
3. **Termination / Withdrawal**
 - a. Any request for termination or withdrawal from the course **MUST** be submitted to KapitalMinds in writing or via email at least 30 calendar days before the start of the first lesson. An administrative fee of \$150 per module will be payable by the student. If the request is made at least 30 calendar days before the start of the first lesson, any remaining fees (after deduction of \$150 administrative fee) will be refunded to the student.
 - b. There will be **NO** fees refund once class has started.
4. **Class schedule**
 - a. Replacement class are **NOT** provided for any class session that the student had missed.
 - b. KapitalMinds reserves the right to make any changes to the class schedules, venue or trainer.
 - c. If there are insufficient number of students enrolled for a module, KapitalMinds reserves the right to **CANCEL** the scheduled course.
5. **Curriculum & Course Materials Updates**
 - a. FPAS is the sole provider of the course curriculum and syllabus. Updates of materials will be provided by FPAS whenever available.
 - b. Candidates should direct questions on curriculum and FPAS course guide to FPAS.
6. **Communications with students**
 - a. Major notifications such as updates of course materials, exam announcements and class schedules will be made on KapitalMinds website (www.kapitalminds.com). All official correspondence from KapitalMinds to the student will be sent via the Preferred email address specified by the student on the application form.
 - b. Students should notify KapitalMinds of any changes in their personal particulars and addresses.
7. **FPAS Certification**
 - a. For New Module 1 registration, upon successful enrolment for the CFP program Module 1 with KM, the course fee is inclusive of a ONE (1) year student member with FPAS.
 - b. The newly enrolled student is to pay the subsequent student member /certification fee(s) directly to Financial Planning Association of Singapore (FPAS). Refer to the FPAS website at www.fpas.org.sg for further details.
 - c. For existing students, FPAS certification fee(s) is/are not included in the course fees paid to KapitalMinds.
8. **Examination Registration & Assessment Fees**
Student is to refer to the FPAS examination schedule via FPAS website for the assessment module dates and related details.
 - a. Examinations are conducted over three cycles per year in March, July, and December (subject to any changes by FPAS). Student who failed the exam is to register with KM to retake the exam at the next available cycle, subjected to FPAS rules & regulations.
 - b. Students are to pay the **FULL** exam fee to KM for the registration for the re-take examination. No funding is applicable for the re-take exam registration.
9. **Certifications**
 - a. Application for AFP^{CM} Certification
 - Must **PASS** Module 1 (Foundations in Financial Planning)
 - To apply for the AFP^{CM} certification with FPAS
 - Certification fee of \$128.40 (inclusive of GST) is payable to FPAS
 - Issuance of AFP^{CM} E-Certificate will be sent to email upon successful payment received.
 - Certificants can officially use the AFP^{CM} designation upon issuance of the E-Certificate.
 - b. Application for AWP^{CM} Certification
 - Must **PASS** Module 1 (Foundations in Financial Planning), Module 4 (Investment Planning) and Module 5 (Retirement Planning). To apply for the AWP^{CM} certification with FPAS.
 - Certification fee of \$128.40 (inclusive of GST) is payable to FPAS.
 - Issuance of AWP^{CM} E-Certificate will be sent to email upon successful payment received.
 - Certificants can officially use the AWP^{CM} designation upon issuance of the E-Certificate.
 - c. Application for CFP[®] Certification
 - Must **PASS** all modules (Modules 1 to 6).
 - To apply for the CFP[®] certification with FPAS.
 - Certificants are required to login to the FPAS Account and fill in the E-Form that includes fulfilling the requirement of having at least 3 years relevant work experience. Any queries to refer to FPAS website.
 - Certificants who did not meet the requirements will be required to provide a letter of reference from an existing CFP[®] license holder.
 - Code of Ethics attendance is compulsory for new CFP[®] applicants who are nonpractitioners and without MAS RNF license.
 - Upon approval, certificants will receive an email from FPAS to proceed with the payment.
 Certification fee of \$246.10 (inclusive of GST) is payable to FPAS.
 - Issuance of CFP[®] E-Certificate will be sent to email upon successful payment received.
 - Certificants can officially use the CFP[®] designation upon issuance of the E-Certificate.
 - d. Students should be aware that the FPAS certification requirements are subject to change. Current requirements can be found at www.fpas.org.sg or by contacting FPAS at +65 8629 7165.
10. **PERSONAL INFORMATION**
KapitalMinds assures the student that all personal information provided to KapitalMinds will be kept and used only for the purpose of, and to communicate with the student as part of our commitment to provide good customer service to our clients.
By signing this application form, the student agrees that KapitalMinds may collect, use and disclose your personal data, as provided in this application form, or (if applicable) obtained by our organization as a result of your participation, for the following purposes in accordance with the Personal Data Protection Act 2012 and our data protection policy:
 - a. to provide marketing material to the student in relation to the CFP[®] certification program and other training programs; and
 - b. to facilitate the administration of the CFP program modules within our organization

The student hereby agrees to allow KapitalMinds & FPAS to disclose their personal data to Institute of Banking and Finance ("IBF") for the purpose of issuing the certificate and for the collection, use and/or disclosure of their personal data for the purposes disclosed in IBF's Personal Data Protection Policy (PDPP) as updated from time to time. A copy of the PDPP is available on the IBF website (www.ibf.org.sg). IBF may disclose such personal data to its affiliated entities, third party service providers and agents, other professional advisors, consultants and government authorities for the abovementioned purposes, and in accordance with the laws of Singapore.
11. **Changes**
The information contained in this application form (including the Appendices) is correct at the time of creation of this document. KapitalMinds reserves the right to make changes to this document. The decision of KapitalMinds is FINAL.

APPLICANT'S SIGNATURE	DATE (DD-MM-YYYY)	Invoice No.:	
		Receipt No.:	

APPENDIX A: Summary of IBF-STs Enhanced Funding Subsidy

What is the IBF Standards Training Scheme?

The IBF Standards Training Scheme ("IBF-STs") provides funding for training and assessment programmes accredited under the Skills Framework for Financial Services.

Enhanced support for FIs and Individuals

In light of the economic challenges arising from COVID-19, MAS announced support of up to S\$90 million, to encourage financial institutions and individuals to make use of the downtime for training and deepening of skills.

These include:

(1) Enhancements of course fee subsidies for IBF-STs accredited courses

AND

(2) Training Allowance Grant for locals who participate in IBF-STs accredited courses

Enhanced Funding Support for IBF-STs

IBF and MAS will enhance course fee subsidies for locals attending accredited or recognised courses up to 80%. This existing scheme will also be expanded to include workers in eligible FinTech firms.

Eligibility

- Company-sponsored individuals or self-sponsored participants; and
- Singapore Citizens or Singapore Permanent Residents, physically based in Singapore; and
- Successfully completed IBF-STs recognised programme (including passing all relevant assessments and examinations).

Enhanced Funding Quantum

Funding Quantum	For training programmes commencing between 1 January 2022 and 30 June 2022 (both dates inclusive): <ul style="list-style-type: none">• 80% of direct training cost*• Singapore Citizens aged 40 years old and above will be eligible for 90% co-funding of direct training costs.
Grant Cap	S\$7,000 per participant per programme
Training Grant Allowance (TAG)	Only available to eligible companies for training programmes commencing between 8 April 2020 and 30 June 2022 (both dates inclusive) and completed no later than 30 September 2022. Refer to below for TAG rates.
Eligible Individuals[#]	<ul style="list-style-type: none">• Company-sponsored individuals or self-sponsored participants; and• Singapore Citizens or Singapore Permanent Residents, physically based in Singapore; and• Successfully completed IBF-STs recognised programme (including passing all relevant assessments and examinations).
Companies eligible to submit claims for company-sponsored participants[^]	<ul style="list-style-type: none">• Singapore-based financial Institutions regulated by MAS (licensed or exempt from licensing by MAS)• FinTech firms certified by Singapore FinTech Association

Conditions for Enhanced course fee subsidy

The student must

- a) attain at least 75% course attendance **AND**
 - the student must always enable their webcam during the class lessons to enable the regulators (from FPAS or IBF) to verify the identity and confirm the student's attendance.
- b) pass the relevant FPAS module examination.

Claw back

The student will NOT be eligible for the IBF Enhanced course fee subsidy for the following:

- a) dropped out halfway through the course **OR**
- b) did not pass the relevant FPAS module examination **OR**
- c) failed to attain at least 75% course attendance

If the student failed to qualify for the IBF Enhanced funding subsidy, the funded portion of the course fee (the course fee subsidy) will be clawed back from the student and be returned to MAS/IBF. The claw back process is administered by the Training Provider on behalf of MAS/IBF.

Claims Submission

Self-Sponsored Individuals	Training provider will submit the TAG claims to FPAS/IBF for reimbursement after the participants have successfully completed the course	The IBF Enhanced funding subsidy will be paid to the Training Provider as part of the course fee (normally paid by the student)
Company-sponsored Individuals	For IBF approved courses conducted / administered by an external training provider , the Training provider will submit the TAG on behalf of the Sponsoring company to FPAS/IBF for reimbursement after the participants have successfully completed the course	The IBF Enhanced funding subsidy will be paid to the Training Provider as part of the course fee (normally paid by the student)

** Claims for TAG will be submitted after the student has successfully completed the course and also satisfy the conditions for TAG

For full details on the Enhanced IBF-STS funding schemes, please refer to the IBF website <https://www.ibf.org.sg>

or the following resources:

<https://www.ibf.org.sg/programmes/Pages/IBF-STS.aspx>

https://www.ibf.org.sg/programmes/Documents/FAQ_Indiv_Enhanced_TrainingSupport.pdf

APPENDIX B: Summary of Training Allowance Grant (TAG)

Objectives

The Training Allowance Grant is part of MAS' support package to encourage financial institutions (FI) and FinTech employers to make use of the downtime in business activity, to train and deepen the capabilities of their employees such that the workforce can be in a position of strength when the economy recovers. Locals, even those outside of the financial and FinTech sectors can also use their personal time to attend accredited courses that are relevant for the financial sector.

Eligibility

The Training Allowance Grant (TAG) is open to:

- (a) Companies who are supporting their employees for training. Eligible companies must be:
- i. Singapore-based financial institutions regulated by MAS (licensed or exempt by MAS), or
 - ii. FinTech firms certified by the Singapore FinTech Association (SFA).

Eligible companies can claim TAG for employees who are Singapore Citizens or Singapore Permanent Residents, who are **physically based in Singapore and have completed an IBF-STS or FTS course; and**

- (b) Individuals who attend training on their own. Eligible individuals must be Singapore Citizens or Singapore Permanent Residents, who are **physically based in Singapore and have successfully completed an IBF-STS course**

Funding Quantum

	Company Sponsored Participants
Grant Amount	S\$10/hour of eligible training and assessment hours
Eligible STS Courses	<ul style="list-style-type: none">• Commencing between 1 July 2021 to 30 June 2022 (both dates inclusive)• Completed no later than 30 September 2022
Eligible Participants	<ul style="list-style-type: none">• Singapore Citizens or Singapore Permanent Residents, physically based in Singapore

** There is NO cap (limit) to the training allowance grant

** Course duration includes training and assessment duration but EXCLUDE networking and tea/lunch breaks

** Only actual course training hours, during instructor-led class sessions, will be eligible for TAG and claim hours will be rounded DOWN to the nearest 0.5 hour.

** Self-study hours will NOT be eligible for TAG

Conditions for TAG

The student must

- a) attain at least 75% course attendance **AND**
 - the student must always enable their webcam during the class lessons to enable the regulators (from FPAS or IBF) to verify the identity and confirm the student's attendance.
- b) pass the relevant FPAS module examination.

Claims Submission

Company-sponsored Individuals	Company (Financial Institutions / Certified FinTech Firms) will submit the TAG to IBF for reimbursement after the participants have successfully completed the course	Paid directly to bank account of the Sponsoring Company
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For full details on the Training Allowance Grant (TAG), please refer to the IBF website <https://www.ibf.org.sg>

or the following resources:
https://www.ibf.org.sg/programmes/Documents/FAQ_Indiv_Enhanced_TrainingSupport_8Apr2020.pdf