



User Manual for International Registration: Climate Risk & Sustainable Finance in Self-Paced E- Learning Mode

INDIAN INSTITUTE OF BANKING & FINANCE

(An ISO 21001:2018 CERTIFIED ORGANISATION)

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1. Registration Form: Climate Risk & Sustainable Finance



INDIAN INSTITUTE OF BANKING & FINANCE
(An ISO 9001:2015 Certified)

Examination Application (Registration) of International Member for Climate Risk & Sustainable Finance
(Please read "Instructions for Applicants" before filling up the form)

Please note that if you have already registered for Climate Risk & Sustainable Finance exam in the past, the same Registration Number allotted to you will be used for registering again for the exam. Already registered candidates can apply using their QRNR and the QRNR already provided.
Please refer to the QRNR for the examination to report for possible action.

Basic Details

First Name *

Mr.

Male

(Max: 40 Characters)

Middle Name

Shankar

(Max: 30 Characters)

Last Name

Sharma

(Max: 30 Characters)

Full Name

MR. S. SHANKAR SHARMA

Please do not add your surname, your name only.

Current Details

Office/Residential Address for communication (Please do not repeat the name of the Applicant, Only Address code typed)

Address Line 1 *

221 Computer Ave SDE

(Max: 100 Characters)

Address Line 2

(Max: 100 Characters)

Address Line 3

(Max: 100 Characters)

Address Line 4

(Max: 100 Characters)

City *

Hyderabad

(Max: 50 Characters)

Country *

India

Pincode/Country *

INDIA

Candidates belonging to the countries other than the list given are not eligible to apply

Date of Birth *

DD

MM

YYYY

2000

Gender *

☒ Male
 ☐ Female

Qualification *

☐ Under Graduate
 ☐ Graduate
 ☒ Post Graduate

Please specify *

MBA

Email *

shankarsharma@gmail.com

Please do not use a mail address in registration for receipt of admit cards and other communication through e-mail

Phone

Country Code

91

Phone No

9888888888

Mobile

Country Code

91

Mobile No

9888888888

Upload your scanned Photograph *

Choose File

max image (1.0 MB)

Please select only jpg, jpeg, PNG or gif



Upload your scanned Signature Specimen *

Choose File

max image (1.0 MB)

Please select only jpg, jpeg, PNG or gif



Upload any Government issued ID Proof *

Choose File

max image (1.0 MB)

Please select only jpg, jpeg, PNG or gif



Note:

1. Pictures of images in their visible and readable after uploading. It must be no content and without black out of images.
2. Image format should be in .JPG, GIF and size should be maximum 1000 and minimum 100px.
3. Image Dimension of Photograph should be 300x400 (Height: Width).
4. Image Dimension of Signature should be 100x100 (Height: Width).
5. Image Dimension of ID Proof should be 400x300 (Height: Width). Only one should be maximum 1000 and minimum 100px.

Exam Details

Exam Name *

Examination for Climate Risk & Sustainable Finance Foundation & Learning Module

Fee Amount

USD 100

Declaration

1. I declare that I have submitted Government issued ID proof as per the above.
2. I hereby declare that all the information given in this application is true, complete and correct. I understand that in the event of any information being found false or incorrect subsequent to allotment of registration No., my registration fee will be forfeited & non-refundable.
3. I further declare that I have not already been a member of the Institute applied within the previous 10 days of the Institute.
4. I hereby consent to the application.

Security Code *

123456

W

R

L

E

T

Change Image

Register and Proceed to Payment

Reset

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Screen 1: Registration Form

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Reference to Screen 1	
Step 1	Click on the tab named “International Registrations” on IIBF’s website (top row). Click on “Climate Risk and Sustainable Finance Course- self paced E-Learning Mode.”
Step 2	Candidates need to fill in the details in stages like Basic Details, Contact Details and Exam Details.
Step 3	Candidates need to fill in the details in Basic Details are:
	a) First Name: Candidates should select the salutation and enter the first name as per the legal ID Proof submitted.
	b) Middle Name: Candidates should enter their middle name as per the legal ID Proof Submitted.
	c) Last Name: Candidates should enter their last name as per the legal ID Proof Submitted.
	d) Name as to appear on card: Candidate’s name will be auto updated.
Step 4	Candidates need to fill in the details in ‘Contact Details’ are:
	a) Address Line 1-4: Candidates should enter the address.
	b) City: Candidates should enter the name of the city.
	c) Country: Candidates will select the country from the drop down.
	d) Pin code/Zip code: Candidates should enter the Pin Code/Zip Code.
	e) Date of Birth: Candidates should select the date of birth from date time picker.
	f) Gender: Candidates gender should be auto selected by selecting the salutation.
	h) Qualification: Candidates should select the qualification from the radio buttons.
	i) Please Specify: Candidates should enter the qualifications.
	j) Email: Candidates should enter their email. The subsequent communication will be done through this email only.
	k) Phone: Candidates should select the country code and enter their Phone No.
	l) Mobile: Candidates should select the country code and enter their Mobile No.
	m) Photograph: Candidates will upload their photograph.
	n) Signature: Candidates will upload their signature.
	o) Government issued ID Proof: Candidates will upload the legal ID Proof.
Step 5	Candidates can view Exam Details:
	a) Exam Name: Candidates can view name of the Exam.
	b) Fee Amount: Candidates can view the fee amount for the exam.
Step 6	Candidate will accept the declaration and the captcha for security purpose.
Result	User will able to fill the registration from.

1.1 Preview Page



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Please go through the given detail, correction may be made if necessary. [Modify](#)

Name Details

First Name	Ms.	Nysa
Middle Name	Elizabeth	
Last Name	Gilbert	
Full Name	MYSA ELIZABETH GILBERT	

Contact Details

Office/Residential Address for confirmation

Address Line 1	321 Jasper Ave SW		
Address Line 2			
Address Line 3			
Address Line 4			
City	Regina		
Country	Canada	Province/Zipcode	S4S 0A9
Date of Birth	28-05-1988		
Gender	Male		
Qualification	Post Graduate		
Please specify	MCA		
Email	mysa@gmail.com		
Phone	Country Code : +1	Phone No : 7890433	
Mobile	Country Code : +1	Mobile No : 987654321	



Uploaded Photo



Uploaded Signature



Uploaded ID Proof

Course Details

Course Name	Certificate Course in Climate Risk & Sustainable Finance (Foundation) E-Learning Mode
Fee Amount	USD 100
Rolls No	54321098

[Submit Application](#)

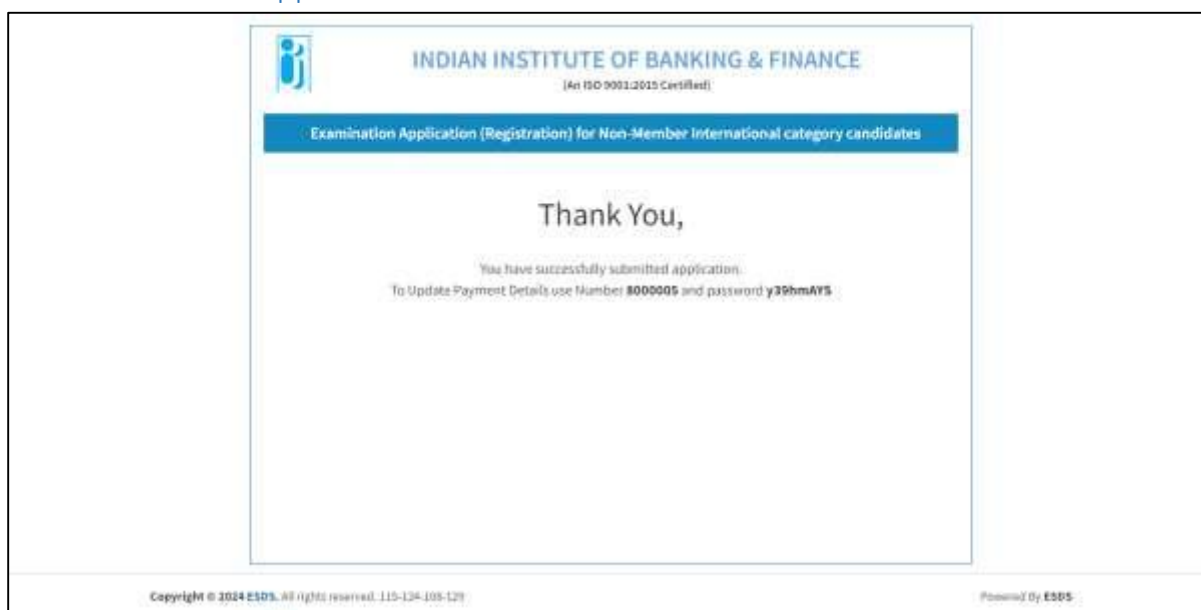
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Screen 2: Preview Page

Reference to Screen 2

Step 1	Candidates can check if entered details are accurate or not before applying for the payment.
Result	Candidates can view the information and proceed for the payment.

1.2 Submit Application



Screen 3: Submit Application

Candidates can view the details on screen and in the email subsequently received:

1. Username
2. Password

Candidates may kindly record and keep the User ID and Password safely.

On successful completion of the application, the candidate will receive a mail from IIBF with the details of payment to be remitted to the Institute along with the proforma invoice. On the basis of the mail and the invoice, the candidate need to visit their bank and remit the examination fee amounting to USD 100 to IIBF as per the bank details mentioned in the Acknowledgement mail. The charges for remittance need to borne by the candidate only, i.e. the candidates must bear the foreign bank charges for the outward remittance and indicate the same to their bank.

Once the remittance has been successfully completed, the details need to updated in the Candidate Login as mentioned below. The Institute will verify all the details filled in by the candidate and check the payment status. On successful registration and payment confirmation, the course access will be activated in the Learning Management System (LMS) and login credentials will be mailed to the candidate.

2. Candidate

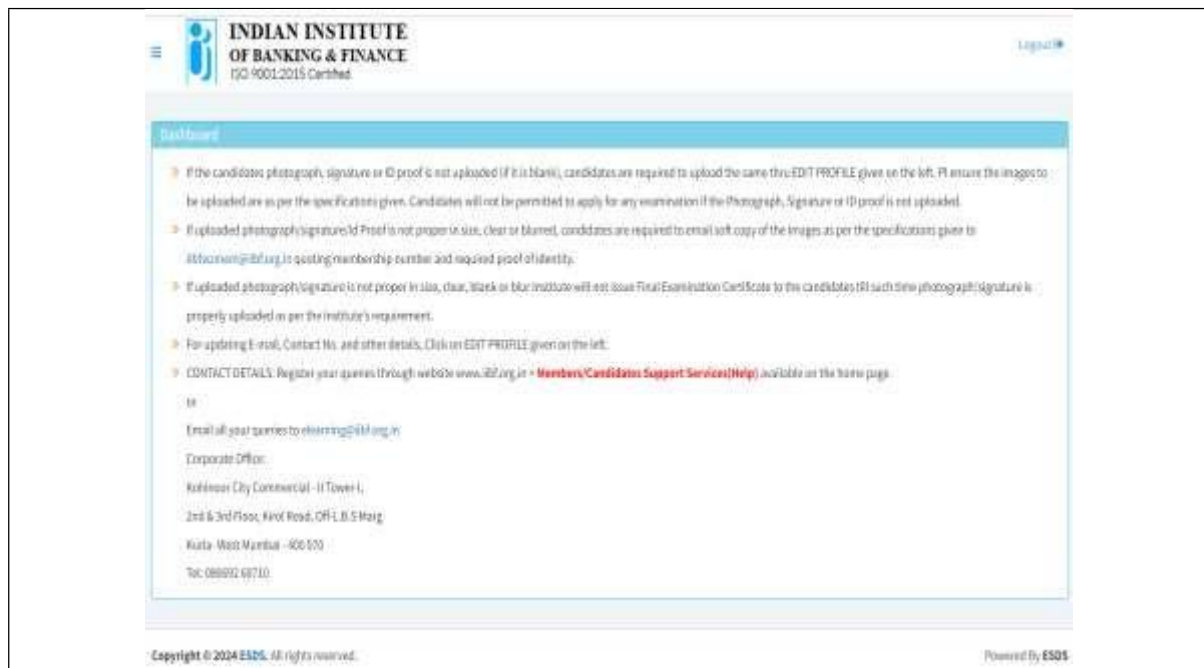
2.1 Login for Candidate



Screen 4: Login for Candidate

Reference to Screen 4	
Step 1	Candidates should enter the username.
Step 2	Candidates should enter the password.
Step 3	Candidates should enter the captcha.
Result	Candidates will able to login.

2.2 Candidates Dashboard



Screen 5: Candidates Dashboard

Reference to Screen 5	
Step 1	Candidates can view application history or logout.
Result	Candidates will view dashboard.

2.3 Application History



Screen 6: Application History

Reference to Screen 6	
Step 1	Candidates can view application details like Exam Name, Medium, Mode, Exam Fee, Date, Status and perform action like Pay details.
Result	Candidates can view their application History.

2.4 Payment Details



Screen 7: Payment Details

Reference to Screen 7	
Step 1	Details are auto-fetched after login.
Step 2	Candidates can view the details:

	a) Unique No./Registration No.: The Number that the candidate has entered in Login.
	b) Candidate Name: The candidate can check the name that has been auto-fetched with unique no./ registration no.
	c) Transaction No: Candidate will enter the transaction no. provided by the bank, as mentioned on the SWIFT payment details.
	d) Date: Candidate will enter the transaction date.
	e) Transaction Amount: Candidate will view the amount to be paid for the registration.
	f) SWIFT Payment Details Upload: Candidate will upload the file as proof of payment.
Result	Candidates will enter the payment details.

3. Flowchart

