

STF CREDIT GUIDELINES

Version	7
Approval	198 th Council on 27 August 2019
Issue Date	1 September 2019

ABS	All programs offered by ABS or in collaboration with other strategic partners. Claimable expenses include trainers' fee, food and beverages, and venue costs directly attributable to the program. <i>Participant's airfare, ground transport & accommodation are <u>not claimable</u> except for Executive Education programmes.</i>	7/9/2016
FSTEP	3-month STF fully sponsored program conducted by ABS. <i>Salary or allowance paid to FSTEP students are <u>not claimable</u>.</i>	1/1/2017
ICLIF	All programmes under the collaboration agreement dated 16 July 2019 (Collaborative Programmes), subject to AICB's approval and must be marketed as jointly organized by AICB and ICLIF. Claimable expenses include trainers' fee, food and beverages, and venue costs directly attributable to the program. <i>Participant's airfare, ground transport & accommodation are <u>not claimable</u> unless it is an integral part of the collaborative program fee as agreed by AICB and ICLIF.</i> Utilization of STF Credit for Collaborative Programmes is subject to a cap of RM200,000 per bank per year.	16/7/2019

Abbreviations:

AICB – Asian Institute of Chartered Bankers

ABS – Asian Banking School

FSTEP – Financial Sector Talent Enrichment Program

ICLIF – The ICLIF Leadership and Governance Centre

- 4.2 Exemptions to the guidelines and special requests are subject to AICB Council's approval.

5. Process

- 5.1 STF Resources Sdn Bhd will notify financial institutions (FIs) of their Credit balances on a monthly basis. As the information include staff salary, the statement will be released to the CEO, Head of Human Resource and any other recipients designated by the Head of Human Resource only.
- 5.2 In order to utilize the Credits to purchase a program, FIs are required to submit the STF Credit Utilization Form upon registration or signing of the proposal for the program.
- 5.3 Credits will be deducted immediately upon receipt of the STF Credit utilization form duly authorized by the Head of Learning and Development.
- 5.4 For effective management of the Credits, no reversal will be entertained for undelivered programs.