**BUILDING TALENT FOR SINGAPORE’S FINANCIAL CENTRE**

FINANCIAL SECTOR DEVELOPMENT FUND

**Finance Associate Management Scheme (FAMS)**

**APPLICATION FORM (FOR FINANCIAL INSTITUTIONS)**

**Instructions**

1. This application form contains 6 printed pages. Applications that are not fully completed will not be considered.
2. False declarations or wilful suppression of material facts will render your application liable to disqualification or if subsequently approved, to recovery of monies awarded.
3. Please email the completed application form, together with all required supporting documents, to [fams@ibf.org.sg](mailto:fams@ibf.org.sg) **at least two months before** the commencement of the programme.

**PART 1**

#### **APPLICANT INFORMATION**

*Financial Institution to fill up this portion*

|  |  |
| --- | --- |
| Name of Financial Institution |  |
| Unique Entity Number (UEN) |  |
| Address |  |
| Website Address |  |
| Main Business Activities | *E.g., Banking, Insurance, Asset Management* |
| Details on Firm’s Background and Business Activities in Singapore | *Write-up of business activities* |
| Date of Commencement of Operations in Singapore | *DD/MM/YYYY* |
| Total Staff Strength | *as at point of application* |
| Please describe how your firm’s FAMS programme will help FAMS hires:   * develop skills required by the financial services sector (including plans to seek IBF Certification), and * contribute to your firm’s business expansion in Singapore. | *Provide description here* |

**PART 2**

#### **PROGRAMME DETAILS**

*Financial Institution to fill up this portion*

|  |  |  |
| --- | --- | --- |
| Name of Programme |  | |
| Programme Objective | *Please provide programme outline and schedule as a separate attachment* | |
| Is Your Programme in one of the Priority Areas? | Yes, please indicate the priority area that your programme is in:  Portfolio Management  Private Banking and Wealth Management (including Family Office Advisory)\*  Research, Trading and Investment Strategy  Actuarial  Reinsurance and Specialty Insurance  Green Finance  Technology, Digital and Data Analytics  \*Relating to sales, after sales, distribution, and relationship management. | No, please indicate the area(s) that your programme is in (eg. General, Compliance, Risk Management etc.)  \_\_\_\_\_\_\_\_ |
| Programme Duration | *in months* | |
| Hiring Period (1 year) | *DD/MM/YYYY to DD/MM/YYYY* | |
| Target Participants | Recent Graduate[[1]](#footnote-1)  Cross-Sector Convertee[[2]](#footnote-2) Both | |

**PROGRAMME STATUS AND PAST HIRING NUMBERS**

*Financial Institution to fill up this portion*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Question** | | | | | | | | |
| 1 | Is this an existing programme that has been running internally prior to this FAMS application? | | | | | | Yes | No |
| 2 | Has the programme been previously approved for FAMS funding? | | | | | | Yes | No |
| **If the answer is yes to either question above, please fill in the number of Singapore Citizens (SCs) hired under the programme (up to past 5 years)** | | | | | | | | |
| **Year** | | 20\_\_\_ | 20\_\_\_ | 20\_\_\_ | 20\_\_\_ | 20\_\_\_ | **Average of Past Years’ Hiring** | |
| **Number of SCs hired** | |  |  |  |  |  |  | |

**TARGET HIRING NUMBERS FOR THE FAMS PROGRAMME (1 YEAR)**

*Financial Institution to fill up this portion*

|  |  |
| --- | --- |
| **Hiring Period** | **[DD/MM/YYYY] to [DD/MM/YYYY]** |
| **Total Target Number of SC Hires[[3]](#footnote-3) over next 1 year** |  |

**ROTATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **(1) JOB ROTATIONS**  Please provide details on the job rotations offered as part of the programme.   * *For* ***programmes in Priority Areas****,* ***two-third*** *of the programme duration* ***must*** *be spent on rotations in the priority area(s). E.g.,* * *A 12-month programme would entail a minimum of 8 months to be spent on rotations in priority area(s).* * *An 18-month programme would entail a minimum of 12 months to be spent on rotations in priority area(s).* * *A 24-month programme would entail minimum of 18 months to be spent on rotations in priority area(s).* * *The remaining duration of rotations outside of the priority area* ***must*** *be in roles that are* ***relevant to*** *or* ***will equip*** *the SC hire with knowledge and skills* ***in the priority area.*** | | | | |
| **No. of rotations** | **Job title / Department** | **Type of role** | **Duration** | **Job responsibilities** |
| *1* |  | *Indicate Response* |  |  |
| *2* |  | *Indicate Response* |  |  |
| *3* |  | *Indicate Response* |  |  |
| *4* |  | *Indicate Response* |  |  |

|  |  |  |
| --- | --- | --- |
| **(2) PRIORITY AREA**  Please complete this section if the programme is in one of the priority areas.   * *For* ***programmes in priority area(s)****, FIs are to commit to an additional KPI of* ***placing the SC hires in roles within the priority area*** *at the* ***end*** *of the FAMS programme for each cohort.* | | |
| 2.1 | Does the firm intend to place the SC hires in permanent roles within the priority area? | *Indicate Response* |
| 2.2 | If the answer is ‘yes’ to 2.1, please specify the roles and describe the job responsibilities. | *Please specify the roles and describe the job responsibilities* |
| 2.3 | Are all the rotations related to the priority area? | *Indicate Response* |
| 2.4 | If the answer is ‘no’ to 2.3, please explain how the rotation(s) outside of the priority area are relevant and will equip the SC hires with knowledge and skills in the priority area. | *Please explain how the rotation(s) are relevant and will equip the SC hires with knowledge and skills in the priority area.* |
| **(3) STRUCTURED TRAINING[[4]](#footnote-4)** | | |
| 3.1 | Number of hours | *Indicate Number of Hours* |
| **(4) MENTOR’S MEETUP** | | |
| 4.1 | Number of Meetups during the Programme | *Indicate Number of Meetups* |

**PART 3**

#### **DECLARATION**

1. Has the applicant been or is currently being:

* investigated for or charged with or convicted of any criminal offence or subject to any criminal proceedings; or
* subject to any disciplinary proceedings or regulatory action by any regulatory or licensing authority, in any jurisdiction in the last 5 years?

Yes  No

1. Has the applicant been or is currently being engaged in any civil suit or proceedings in any jurisdiction in the last 5 years?

Yes  No

1. Is the applicant currently, or has been:

* bankrupt, wound up or under judicial management;
* subject to any bankruptcy, winding up or judicial management proceedings; or
* appointed a receiver or manager?

Yes  No

(If Yes to any of the above, please provide details below.)

|  |
| --- |
|  |

1. Has the applicant also applied for/been granted any other grants/incentives for this project under consideration?

Yes  No

1. Is the applicant currently also enjoying any other grants/incentives (e.g. tax) administered by the MAS/IBF?

Yes  No

1. Is the applicant currently also enjoying any other grants/incentives not administered by the MAS/IBF?

Yes  No

(If Yes to any of the above, please provide details below.)

|  |  |
| --- | --- |
| **Grant Agency** | **Grant Details** |
|  |  |
|  |  |
|  |  |

We declare that the information provided in this application and sheets attached hereto are true to the best of my knowledge and belief and that we have not wilfully suppressed any material fact. Our organisation is not in receipt of any other grants, subsidies, or tax concessions, provided either by IBF/MAS, and/or other government agencies, for any of the above costs and revenue items or components submitted in this application. I also understand that if after approval of the application, it is found that we have made a false declaration or wilfully suppressed material facts, the monies awarded will be recovered.

|  |  |
| --- | --- |
| **HUMAN RESOURCE** | |
| NAME OF AUTHORISED SIGNATORY: (Dr/Mr/Ms/Mrs)\* | |
| DESIGNATION\*\*: | |
| AUTHORISED SIGNATURE:  DATE: DD/MM/YYYY | |
| **COUNTRY SENIOR MANAGEMENT (excluding HR)** | |
| NAME OF AUTHORISED SIGNATORY: (Dr/Mr/Ms/Mrs)\* | |
| DESIGNATION^: | |
| AUTHORISED SIGNATURE:  DATE: DD/MM/YYYY | |
| CONTACT PERSON: (Dr/Mr/Ms/Mrs)\* | |
| DESIGNATION: | EMAIL: |
| PHONE NUMBER: | FAX NUMBER: |

\*Delete where applicable

\*\*Authorised signatory should be at least a Department Head level or equivalent

^Authorised signatory should be a member of the financial institution’s senior management (non-HR)

1. Recent graduates are defined as individuals who are hired within 24 months after their graduation from tertiary institutions. [↑](#footnote-ref-1)
2. Cross-sector convertees refer to SCs whose last formal employment (excluding internships and traineeships) was outside of the financial sector. [↑](#footnote-ref-2)
3. SC hires should be recent graduates hired within 24 months after graduation, or cross-sector convertees from a non-financial service industry. [↑](#footnote-ref-3)
4. Total number of hours of structured training the individual has to go through. For courses such as CFA where it is self-study, take the indicative number of hours recommended from the website. [↑](#footnote-ref-4)