



Certified Wealth Management Professional Rules & Syllabus 2025

The Certified Wealth Management Professional (CWMP) has been introduced to create a cadre of financial planning and wealth management professionals to cater to the needs of the BFSI industry. This certification will be offered in the blended format i.e. examination in three subjects followed by mandatory training in one subject. This will replace the existing Advanced Wealth Management (AWM) course.

OBJECTIVES:

This course will offer deep expertise in financial planning, wealth management principles, investment techniques, asset allocation, estate planning, taxation, insurance and risk management, etc. This comprehensive course aims as under:

- To create a cadre of competent practitioners of financial advisors/ counselors in the BFSI industry
- To provide candidates with competencies required to act as an Independent Financial Advisor.
- To enable candidates to possess the needed skills and knowledge to understand clients' needs attitudes and fears.
- To enable candidates to design appropriate finance planning strategies suitable to individual clients.
- To enable candidates to meet the client's wealth creation and wealth protection needs.
- To enable candidates to attain high ethical and professional standards.

FOR WHOM

- Bank Employees
- Insurance Professionals
- People intending to be Financial Counsellors/ Advisors/ Planners

ELIGIBILITY

- Members and Non-Members of the Institute
- Graduate in any discipline

SUBJECTS OF EXAMINATION:

- Financial Planning and Tax Planning
- Investment Planning, Asset Management and Regulatory Environment
- Risk Management & Insurance, Retirement & Estate Planning

TRAINING SUBJECT

The candidates, who have successfully passed the three certificate examinations, will have to undergo 3 days of training (virtual or physical) on the subject "**Development of Financial Plan**".

METHODOLOGY:

Course has two components viz.,

- Online examination for three subjects of 100 marks each based on a specially designed courseware on the three subjects
- Classroom Training of 3 days for the fourth subject

PASSING CRITERIA:

1. Minimum marks for pass in the subject is 50 out of 100.
2. Candidates securing at least 45 marks in each subject with an aggregate of 50% marks in all subjects of examination in a single attempt will also be declared as having completed the Examination.
3. Candidates will be allowed to retain credits for the subject they have passed in a attempt till the expiry of the time limit for passing the examination as mentioned below:

TIME LIMIT FOR PASSING THE EXAMINATION:

1. Candidates will be required to pass the examination within a time limit of 2 years or 4 attempts whichever is earlier. Time limit of 2 years will start from the date of application for first attempt. Subsequent attempts will be counted irrespective of whether a candidate appears/applies at any examination or otherwise.
2. Candidates not able to pass examination within stipulated time period of two years are required to re-enroll themselves afresh. Such candidates will not be granted credit/s for subject/s passed, if any, earlier.

EXAMINATION FEES*:

Particulars	For Members	For Non-Members
First attempt fee	Rs.4,000/- *	Rs.6,500/- *
Second attempt fee	Rs.2,000/- *	Rs.2,000/- *
Third attempt fee	Rs.2,000/- *	Rs.2,000/- *
Fourth attempt fee	Rs.2,000/- *	Rs.2,000/- *

* Plus Convenience charges and Taxes as applicable.

Please Note: Candidates are required to Register for every attempt separately.

As a measure to streamline the traffic for registration, Institute will charge regular examination fee to candidates who registers for the examination during the regular open period of registration. **For the extended days of registration, late fee of Rs.200 plus taxes, will be charged in addition to regular examination fee.** This extended days of registration, also gives candidates additional opportunity to register for the examination, having missed the regular open period of registration.

The fee once paid will **NOT** be refunded or adjusted on any account.

MEDIUM OF EXAMINATION:

Examination will be conducted in English only.

PATTERN OF EXAMINATION:

- (i) Question Paper will contain 100 objective type multiple choice questions including situation analysis/ problem based questions for a total of 100 marks. The Institute may however vary the number of questions to be asked for a subject
- (ii) The examination will be held in Online Mode only
- (iii) There will NOT be negative marking for wrong answers.

DURATION OF EXAMINATION:

The duration of the examination will be of 2 hours.

PERIODICITY AND EXAMINATION CENTRES:

- a) Examination will be conducted on pre-announced dates published on IIBF website. Institute conducts examination on half yearly basis, however periodicity of the examination may be changed depending upon the requirement of banking industry.
- b) List of Examination centers will be available on the website. (Institute will conduct examination in those centers where there are 20 or more candidates.)

“CLASS OF PASS” CRITERIA:

1. The Institute will consider the FIRST PHYSICAL ATTEMPT of the candidate at the examination as the first attempt for awarding class. In other words, the candidate should not have attempted any of the subject/s pertaining to the concerned examination any time in the past and has to pass all the subject as per the passing criteria and secure prescribed marks for awarding class. Candidates re-enrolling for the examination after exhausting all permissible attempts as per the time limit rule will be awarded Pass class.
2. First Class: 60% or more marks in aggregate and pass in all the subjects in the FIRST PHYSICAL ATTEMPT
3. First Class with Distinction: 70% or more marks in aggregate and 60 or more marks in each subject in the FIRST PHYSICAL ATTEMPT.
4. Pass Class: Candidates who do not fulfil any of the above criteria

TRAINING

Candidates who have successfully passed the examination will have to undergo training. For this purpose, the candidate, on passing the examination should log on to IIBF website - www.iibf.org.in and select his/her convenient slot for classroom/virtual classroom training of 3 days duration from the pre-determined dates and venue (in case of classroom training) at select centres announced by the Institute. During the classroom/virtual classroom training, candidates will be assessed (Internal assessment) for training performance for a total of 50 marks. Marks for training will be awarded to candidates by faculty for their training participation, analytical skills, case discussions, dealing ability, presentation skills etc.

Evaluation Process:

Sr. No.	Particulars	Weightage	Total Marks (Maximum)	Minimum Marks to be Obtained	Remarks
1	Attendance	50%	50	25 (50%)	Total 10 sessions (spread in three days). Attending minimum 5 sessions will be compulsory. This will correspond to 25 marks out of 50 (50%). On 1st day and 2nd day 4 sessions each and on 3rd day two sessions (4+4+2)
2	MCQs	50%	50	25 (50%)	The MCQ test will be at the end of the course. There will be a total 50 MCQs (1 mark each). Total 50 marks. A candidate has to obtain a minimum of 25 marks out of 50 (50%)
Total			100	50 (50%)	

The overall aggregate (attendance + marks in MCQs) to be obtained by a candidate will therefore be 50 (50%). However, if a candidate gets overall 50% with 30 marks in attendance (60%) and 40 % (i.e. 20 marks) in MCQs he/she will also be considered as passed. But vice versa is not permitted. In other words, a candidate should get minimum 20 marks in MCQs.

(b) Time Limit for Training

Virtual/ Classroom Training is required to be completed within 15 months from the date of declaration of the online examination results in which the candidate passes.

In case a candidate fails to complete the training either on account of not able to successfully complete the training or by not attending training within the stipulated period of 15 months, the candidate would be required to Re-enroll for the Online examination foregoing credit for the subject/s passed in the Online examination earlier in case he wants to complete the course.

(c) Upgradation from AWM to CWMP

Candidates who have passed the AWM course under the old syllabus and are interested in acquiring the CWMP certification have to first register for CWMP by paying a registration fee of Rs. 1000/- plus taxes (both members and non-members). Post this registration, the candidates will be eligible to register for the 3-day training program (virtual or physical) by making the requisite training fee payment, as tabled below. **(The registrations for upgrading from AWM to CWMP will commence in due course).**

(d) Training Fees

The training fees for the course will need to be paid separately by the successful candidates after the examination. The proposed fees for the virtual and physical examination shall be as follows:

Sr. No.	Particulars	Training Fee	Subsequent Attempts (Training Fee)
1	Virtual training mode	Rs. 4500/- plus applicable taxes	Rs. 1000/- plus applicable taxes
2	Physical classroom training mode at centres where IIBF have got presence	Rs. 9000/- plus applicable taxes	Rs. 9000/- plus applicable taxes

Candidates who fail in virtual classroom training need to re-enroll by paying Rs. 1,000/- plus applicable taxes per subsequent attempt.

Candidates who fail in the physical classroom training need to re-enroll by paying Rs. 9000/- plus applicable taxes per subsequent attempt.

AWARD OF CERTIFICATE

Certificate will be awarded to candidates on successful completion of both examination as well as training program. No certificate will be issued for passing only the examination.

PROCEDURE FOR APPLYING FOR EXAMINATION

Application for examination should be registered online from the Institute's website www.iibf.org.in. The schedule of examination and dates for registration will be published on IIBF website.

PROOF OF IDENTITY

Non-members applying for Institute's examinations/ courses are required to attach/ submit a copy of any one of the following documents containing Name, Photo and Signature at the time of registration of Examination Application. Application without the same shall be liable to be rejected.

- 1) Photo ID Card issued by Employer or 2) PAN Card or 3) Driving License or 4) Election Voter's ID Card or 5) Passport 6) Aadhaar Card

STUDY MATERIAL/ COURSEWARE

The Institute has developed coursewares to cover the syllabus. The courseware (book) for the subject/s will be available at outlets of publisher/s. Please visit IIBF website www.iibf.org.in under the menu "Exam Related" for details of book/s and address of publisher/s outlets. Candidates are advised to make full use of the courseware. However, as banking and finance fields are dynamic, rules and regulations witness rapid changes. Therefore, the courseware

should not be considered as the only source of information while preparing for the examinations. Candidates are advised to go through the updates put on the IIBF website from time to time and go through Master Circulars/ Master Directions issued by RBI and publications of IIBF like IIBF Vision, Bank Quest, etc. All these sources are important from the examination point of view. Candidates also advised to visit the websites of organizations like RBI, SEBI, BIS, IRDAI, FEDAI etc. besides going through other books & publications covering the subject/ exam concerned etc. Questions based on current developments relating to the subject/ exam may also be asked.

Cut-off Date of Guidelines/ Important Developments for Examinations

The Institute has a practice of asking questions in each exam about the recent developments/ guidelines issued by the regulator(s) in order to test if the candidates keep themselves abreast of the current developments. However, there could be changes in the developments/ guidelines from the date the question papers are prepared and the dates of the actual examinations.

In order to address these issues effectively, it has been decided that:

In respect of the examinations to be conducted by the Institute for the period March to August of a calendar year, instructions/ guidelines issued by the regulator(s) and important developments in banking and finance up to 31st December will only be considered for the purpose of inclusion in the question papers.

- (i) In respect of the examinations to be conducted by the Institute for the period September to February of a calendar year, instructions/ guidelines issued by the regulator(s) and important developments in banking and finance up to 30th June will only be considered for the purpose of inclusion in the question papers.

The table given below further clarifies the situation.

Particulars Developments for Examination/s	Cut-off Date of Guidelines/ Important Developments for Examination/s
For the examinations to be conducted by the Institute for the period March 2025 to August 2025	31st December 2024
For the examinations to be conducted by the Institute for the period September 2025 to February 2026	30th June 2025

TUTORIAL/ CONTACT PROGRAMMES

Tutorial/ Contact programmes may be organized by the Institute at various centres. For details in this regard candidates may visit Institute's website www.iibf.org.in.

SYLLABUS:

The details of the prescribed syllabus which is indicative are furnished in the booklet. However, keeping in view the professional nature of examinations, all matters falling within the realm of the subject concerned will have to be studied by the candidate as questions can be asked on all relevant matters under the subject. Candidates appearing for the examination should particularly prepare themselves for answering questions that may be asked on the latest developments taking place under the various subject/s of the said examination although those topics may not have been specifically included in the syllabus. The Institute also reserves to itself the right to vary the syllabus/ rules/ fee structure from time to time. Any alterations made will be notified from time to time. Further, questions based on current developments in banking and finance may be asked.

Candidates are advised to refer to financial newspapers/ periodicals more particularly "IIBF VISION" and "BANK QUEST" published by the Institute.

PAPER 1 - FINANCIAL PLANNING & TAX PLANNING

MODULE A FINANCIAL PLANNING

1) Indian Economic Environment

Introduction to Economics and Indian economy
Economic policies and tools
Economic indicators and value of investment
Impact of Budget and Monetary Policy on the Economy and Financial Markets
Government and Fiscal Policy

2) Introduction to Indian Financial Markets

Indian Economy
Financial System
Regulators
Economic Environment
What is an 'Economy'
The Finance Sector
Different Economic Systems
Global Economic Forces
Investment Intermediaries
Impact of Government Policies
Economic or Business Cycles
Effects on Investment Values
Approaches to Analysis
Media and Information Sources

3) Basics of Financial Planning

Introduction
Need and Scope of Financial Planning
Regulatory controls and practices
A brief overview of advisers.
The consumer life cycle and wealth life cycle
Understanding of asset, liability and net worth

4) The Financial Planning Process

Various views of financial planning
The evolution of financial planning as a profession
Good practices in financial planning
Content of a comprehensive financial plan

5) Towards a Financial Plan

Working with clients
Gathering initial information from the client
Financial goals
Assessing risk tolerance
Analysis of insurance needs
Analysis of retirement savings
Analysis of investment preferences
The conclusion of the first interview
Meeting the client's objectives
Asset allocation
Implementation
Ongoing service

6) Effective Communication in Financial Counselling

Introduction
Three types of structured communication
Essentials in financial counselling

Profile of the effective counsellor
Elements of non-verbal behaviours
Attending and listening skills
Counsellor leading responses
The questioning process of a Financial Counselling

7) Marketing of Financial Products and Services

Various marketing strategies
Customer Relationship Management
Customer Acquisition, Customer Experience and Customer Retention
Introduction to Strategic and Tactical Marketing

8) Statistical and Mathematical tools

Time value of money (TMV) concepts and assumptions
Solving time value of money problems
Basic time value of money calculations
Present value of a single sum
Future value of a single sum
Number of compounding periods and interest rate per compounding period
Present value of an annuity
Future value of an annuity
Present value of an annuity due (PVAD) of a serial payment
Advanced time value of money calculations
Internal rate of return with unequal cash flows
Net present value calculation with unequal cash flow

9) Behavioural Finance

Behavioural biases
Information processing biases
Emotional biases
The psychology of money
Choice architecture
Behavioural Finance Vs Standard Finance
Biases Categorization
Client emotion management

MODULE B: TAXATION PLANNING

10) Taxation aspects of Wealth

Principles of taxation
Components of tax liability
Some other principles of taxation
Taxes payable by an individual
Effect of selling property
Tax avoidance/evasion
Tax-exempt income
Tax-sheltered income
Tax-preferred retirement, education and spending plans
Investment strategies to manage tax liability
Minimum Alternate Tax (MAT)
Alternate Minimum tax (AMT)

11) Income-tax Act, 1961: Concepts and Terminology & Rules of Residency

Assessment Year (AY), 'Previous Year', 'Assessee', 'Person'
Broad Principles that categorize 'Income', Extended meaning of income
Capital and Revenue Receipts, and their Taxability
Residential status of an individual and other taxable entities
Taxability based on Residential status
Individuals – Resident in India, Ordinarily Resident and Not-ordinarily resident

Individuals – Not-resident in India (NRI)
Residential Status of a Foreign Company
Residential Status of Hindu Undivided Family (HUF)
Residential Status of 'any other person'
Incidence of Tax or Tax Liability
Indian Income and Foreign Income
Income 'received' vs. 'accrue' or 'arise' in India
Income deemed to accrue or arise in India

12) Income From 'Salary'

Various heads of salary and their taxability
Various allowances including Dearness Allowance
Various perquisites
Profits in lieu of salary
Wages
Fees and Commission
Gratuity, Exemption limits – Government and other employees – on retirement or resignation
Annuity and Pension – Taxability of commuted pension amount – received with or without Gratuity payment
Leave encashment on retirement or resignation
Balance in recognized Provident Fund
Employer contribution under notified pension scheme, National Pension System (NPS) and recognized Provident Funds
Compensation received on Voluntary Retirement/Separation Schemes

13) Various Allowances and Their Exemption Limits and Taxable Perquisites

House Rent Allowance (HRA)
City Compensatory Allowance
Entertainment Allowance
Special Allowance – Travelling, Conveyance, Daily, Uniform, etc.
Furnished /Unfurnished accommodation with no rent/concessional rent charged
Services of house help, attendant
Supply of amenities (electricity, water, gas, etc.)
Interest free loan or concessional loan
Use of car and other movable assets
Medical facility and club facility
Employer's contribution towards superannuation fund (above the exempt maximum limit)
Value of specified security, sweat equity, Employee Stock Option Plan (ESOP) allotted/transferred to employee
Tax of an employee paid by employer

14) Income from House Property

The Basis of computing income from a let out house property
Gross Annual Value (GAV) on the basis of Municipal Valuation (MV), Fair Rent (FR) and Standard Rent (SR)
Net Annual Value (NAV)
Standard Deduction under section 24(a) and Interest on borrowed capital u/s 24(b)
Self-occupied house purchased/built on borrowed capital

15) Income from Capital Gains

Definition of a 'Capital Asset'
Short-term' and 'Long-term' capital asset
Indexation benefit basis cost inflation index (CII) in respect of certain capital assets
Capital assets transferred under a Gift, a Will, by succession/inheritance, etc.
Self-generated capital assets (goodwill, business rights/permits/licenses, trade mark, brand, etc.

Shares converted from debentures/bonds – basis of cost and period of holding
Capital gain on transfer/redemption of debt securities and units of income/liquid MF schemes

Tax on long-term/short-term capital gains where Securities Transaction Tax (STT) is paid
Tax on long-term/short-term capital gains where STT is not paid

16) Income from Other Sources

Interest on Deposits (with banks, post office, companies, cooperative societies, etc.)

Interest on loan

Interest on securities, e.g. bonds, debentures, government securities, etc. (other than dividend from Indian companies)

Dividends received by residents and ordinarily residents from non-domestic companies

Gifts

Winning from lotteries, horse races, card games, crossword puzzles, TV shows/contests, etc.

Income from racing establishment

Rental income on letting out plant, machinery, furniture and attached premises to such plant

17) Income Exempted from Tax

Agricultural Income (meaning and tax treatment)

Family income received by a member of HUF

Leave Travel Concession (LTC)

Gratuity received by an employee on retirement or by dependents on death of employee (subject to rules)

Commutated value of pension (subject to rules)

House Rent Allowance (subject to rules and limits)

Income of minor child (subject to limits)

18) Permissible Deductions from Gross Total Income

Standard Deduction

Professional Tax

Employer contributions (forming part of Employee cost to company) to statutory and recognized Provident Funds, National Pension System (subject to approved limits)

Approved investments, PF/NPS employee contributions, insurance premium, repayment of borrowed capital in housing loans, etc. (subject to limits of Section 80CCE)

Additional contribution under NPS (subject to limits of Section 80CCD[1B])

Interest on borrowed capital in housing loans (subject to limits of Section 24b)

Medical Insurance premium (Section 80D)

Medical treatment (Section 80DD/Section 80DDB)

Approved Donations (Section 80G)

Rent paid by self-employed individuals (subject to rules and limit under Section 80GG)

Interest on deposits in savings bank account (subject to limit under Section 80TTA)

Rebate under Section 87A

19) Profits and Gains of Business or Profession

Meaning of business, profession or vocation

The basis of charge

Business income, profits, compensation received, etc.

Principles for arriving at business income

Exclusions from business income

20) Computation of Taxable Income and Tax and Filing of Returns

Income from all sources

Set off of losses – Current year and earlier years – Gross Total Income

Admissible deductions – Net Income or Taxable Income

Tax Liability – Income taxable at special rates and normal rates

Tax as per slabs and applicable rates, surcharge and cesses

Self-assessment tax

Advance Tax – Due dates of filing and percentage limits of advance tax payable

21) Taxation of Other Products

Taxation of Equity Products (Listed/ Unlisted)
Taxation of Mutual Funds
Taxation of Derivatives
Taxation of ESOP/ SGB/ REIT/ AIF/ InVIT/ ETF

22) Introduction to International Taxation

Essential Concepts in International Taxation
Cross Border Enforcement of Taxes
Taxation Structure in major countries
Concept of Double Taxation and Double Taxation Avoidance Agreement
Taxation of NRIs

PAPER 2 - INVESTMENT PLANNING, ASSET MANAGEMENT & REGULATORY ENVIRONMENT

MODULE A - INVESTMENT PLANNING

1) Investment Objectives, Constraints and Suitability

Engaging investment clients
The initial client interview
Investor personalities
Gathering client data
Risk tolerance and suitability
Determining investor risk tolerance
Risk tolerance questionnaires
Suitability using risk tolerance information
Matching return expectations with risk tolerance
Risk-return application
Potential tax issues
Taxability of a portfolio
Understanding life stages
Establishing goals and timelines
SMART goals
Defining and determining investment objectives
Investment Policy Statement (IPS)

2) Principles of Investment Risk

Total risk
Types of investment-related risk
Systematic risk
Nonsystematic risk
Risk measurements
Standard deviation
Covariance
Correlation coefficient (R)
Coefficient of determination
Beta

3) Asset Classes and Securities

Equity/common stock
Primary market
Secondary market
Types of orders
Types of return from common stock
Equity valuation methods (EVA, MVA, Gordon's Growth Model)
Additional valuation ratios
Fixed income securities
Cash and equivalents

- Bonds
 - Types of bonds and issuers
 - Bond risks and returns
 - Buying and selling bonds
 - Bond yields
 - Bond price / valuation calculations
 - Duration and immunization
 - Convexity
 - Bond portfolio examples
 - Yield curve and risk-free rate of return
- Preferred stock
- Real assets
- Derivatives
 - Options contracts, key terms, rights and obligations
 - Options strategies
- Structured products/market-linked securities
- Commodities
- Futures and forward contracts

4) Investing in Capital Markets, Operational Aspects and Investment Products

- Operational Aspect
 - Payment instruments - Transformation to Digital Payments
 - Corporate Actions
 - Dividends, Stock Split, Bonus and Rights issues
 - Buy-back, Delisting of Shares, Mergers & Acquisitions
 - Direct Investing

- Risk Management Systems in the Secondary Market
- Mutual Funds Regulatory Framework
- Portfolio Management Schemes (PMS)
- Alternative Investment Funds

5) Investing in Fixed Income Securities

- Role of Debt markets in India in financing Government and the Corporate
- Bond market ecosystem in India
 - Role of the Debt Market
 - Government Debt Market
 - Types of Instruments
 - Government Securities
 - Treasury Bills
 - Cash Management Bills
 - Sub-types of Government Securities
 - State Development Loans
 - Demand and Supply side Players and Intermediaries
 - Corporate bonds
 - Corporate Debt Market
 - Key Demand and Supply Side Players
 - Company Deposits
 - Bonds and Debentures
 - Infrastructure Bonds
 - Inflation-indexed Bonds
 - Zero-coupon Bonds and Deep Discount Bonds
 - Tax-free Bonds
 - Masala Bonds and FCCBs
 - Convertible Bonds
 - Pass Through Certificates and Security Receipts
- Intermediation
- Attribute Portfolio Performance and Evaluate Investment Alternatives

6) Small Savings Schemes and Instruments with Sovereign Guarantee

Public Provident Fund (PPF)
National Savings Certificates (NSC)
Kisan Vikas Patra (KVP)
Post Office Monthly Income Scheme (POMIS)
Senior Citizens Savings Scheme (SCSS)
Sukanya Samridhi Yojana
Sovereign Gold Bonds (SGBs)

7) Mutual Funds

Mutual funds
Characteristics
Advantages of mutual funds
Disadvantages of mutual funds
The fund prospectus
Fund reporting
Types of mutual funds
Open ended and Closed-end funds
Exchange Traded Funds (ETFs)
Exchange Traded Notes (ETNs)
Unit Investment Trusts (UITs)
Individual securities versus pooled holdings
Offshore Funding through MFs

8) Investment Performance Management

Types and measures of return
Evaluating performance
Weighted-average return
Time-weighted return
Dollar-weighted return
Holding-period return
Assessing/comparing performance
Sharpe Ratio
Treyner Ratio
Jensen's Index / Alpha
Benchmark construction and comparisons
Application of performance measures
Historical returns by asset class
Fundamental analysis
Top-down analysis
Bottom-up analysis
Technical analysis
General assumptions of technical analysis
Contrarian investing rules/strategies
Price and volume based rules

9) Portfolio Management and Investment Theory

Modern Portfolio Theory (MPT)
The efficient frontier and optimal portfolios
Capital Asset Pricing Model (CAPM)
Capital market line
Security market line
Arbitrage pricing theory
Efficient Market Hypothesis (EMH)
Random walk theory

10) Asset Allocation and Wealth Management

Asset allocation
Rebalancing strategies

Active management
Wealth management process
Executive stock options
Concentrated stock positions
Corporate finance / financial statement analysis
Alternative investments for high net worth individuals
Private banking versus wealth management

11) Alternative Investments

Categories of Issuers
Central and State Governments
Private Sector Companies
Banks, NBFCs and Financial institutions
Mutual Funds
REITs and InvITs
Alternative Investment Funds (AIFs)
Equity Markets
Role played by different investors in the market (Retail, HNWIs, DIIs, FPIs)
Shareholding Pattern – What does it indicate?
Investment in Equity - Shareholders' Rights
Equity Derivatives Market – Indicators and Pricing Mechanism
Futures and Options
Costs, Benefits and Risk of Derivatives
Index Futures vs Index Options vs Index Funds
Debt Markets
Depth of Debt Markets and Key Players
Types of Debt and Fixed Income Instruments
Trading in Various Debt Products
Commodities Markets
Structure, Exchanges and Regulation
Commodities Futures and their Settlement Mechanism
Foreign Exchange Markets
Structure, Functions and Regulation
Pricing of Forwards & Futures and Interest Rate Swaps
Concept of Interest Rate Parity
Real Estate, Gold and Collectibles
Forms of Realty – Land, Residential and Commercial
Venture Capital
Private Equity
Hedge Funds
P2P Lending
Real Estate vs REITs
REITs vs InvITs
Precious Metals - Gold
Physical Gold vs. Gold Funds vs. Sovereign Gold Bonds vs Gold ETFs
Gold Futures vs Gold ETFs - Time Horizon, Cost and Risks
Cryptocurrency
Art, Antiquities and Collectibles

MODULE B: ASSET MANAGEMENT

12) Cash Management/ Liquid Investment Products in India

Savings bank account, Recurring Deposit and Fixed Deposit with graded maturity profile
Corporate Deposit, Post Office Term Deposit
Ultra-Short duration fund, low duration fund, Liquid scheme, Money Market Mutual Fund

13) Sources of Personal Credit/Debt

Structured Lending Institutions

Public Sector and Private Sector Banks, Small Banks, Co-operative Banks, Regional Rural Banks, Payment Banks
Financial Institutions, State Financial Corporations
Non-banking Financial Companies (NBFC), Housing Finance Companies, Gold Finance Companies, Micro-Finance Institutions
Unregulated lending
Moneylenders
Chit Funds
Cooperative Credit Societies
Loans and Advances from Employer

14) Credit/Debt Management

Nature and Types of Debt, Productive and Unproductive Debt
Types of Loans to finance varied goals
Using the right credit to finance goals
Analysis of Debt and Financing Alternatives

15) Financial Modelling

Quantitative Modelling
Introduction to spreadsheets and models
Risk Modelling

16) ESG Factors and responsible investing

What are ESG factors
Importance of ESG factors
ESG fundamental analysis

17) Portfolio Management Services

What is PMS
Types of PMS
Objective of PMS
Process of PMS
Risk Management in PMS

MODULE C: REGULATORY ENVIRONMENT, COMPLIANCE AND LAW

18) Regulatory Environment of Financial Sector

Regulatory System and Environment
Reserve Bank of India (RBI)
Securities and Exchange Board of India (SEBI)
Insurance Regulatory and Development Authority of India (IRDAI)
Pension Fund Regulatory and Development Authority (PFRDA)

19) Acts Relevant to Corporate Entities, Securities and External Trade

The Companies Act, 2013 (erstwhile 1956)
The Indian Trusts Act, 1882
The Securities Contracts Regulation Act, 1956
The Securities and Exchange Board of India Act, 1992
The Foreign Exchange Management Act, 1999
The Prevention of Money Laundering Act, 2002 (PMLA)
The Insolvency and Bankruptcy Code, 2016 (IBC)
Negotiable Instruments Act, 1883
The Forward Contracts Regulation Act, 1952
The Indian Contract Act, 1872
The Indian Partnership Act, 1932
The Limited Liability Partnership Act, 2008

20) Customer Service

Customer Care, Customer Delight and Moments of Truth

Handling different types of Customers

Role of RTAs

Problem Solving approach

Effective Communication

21) Consumer Grievances Redressal

Redress in Banking – The Banking Ombudsman Scheme 2006 (amended July 1, 2017)

Investor Grievance Redress Mechanism – SEBI Complaints Redress System (SCORES) platform

Insurance Ombudsman Scheme

Stipendiary Ombudsman – PFRDA

The Consumer Protection Act, 2019

Other Acts, Statutes and Regulations Relevant to Financial Consumers

Right to Information Act, 2005 RTI)

IRDAI (Protection of Policyholders' Interests) Regulations, 2017

22) Ethics in Wealth Management

Ethics in Finance

Fiduciary relationship with client

SEBI guidelines

Principles of Ethics

Current issues in financial planning

PAPER 3- RISK MANAGEMENT & INSURANCE, RETIREMENT AND ESTATE PLANNING Risk Management & Insurance, Retirement and Estate Planning

MODULE A: RISK MANAGEMENT AND INSURANCE

1) Principles of Risk Management

Fundamentals of Risk Management

Meaning and treatment of risk

Types of risk

Pure and speculative risk

Perils and hazards Basic Risk Management assumptions and techniques

Personal risk tolerance and management

Insurance as Tool for Risk Management

2) Introduction to Insurance

History and evolution of insurance

Principle of Risk Pooling

Principles of Insurance

Term life insurance

Characteristics of insurance and how they are different from other financial products

Insurance Contracts-Indemnity contracts and wagering contract

Legal aspects of an insurance contract

Structure and Organization of Life Insurance Companies in India

3) Regulator for Insurance Business and allied bodies

Insurance Regulatory and Development Authority

Insurance Council (Life)

Insurance Council (non-Life)

4) Overview of the Insurance Sector in India

Economic, Commercial and Social Aspects of Insurance

Insurance penetration in India-Life and Non-Life

Scope of Insurance Business

Various segments of insurance-Life-Non Life-Health-Reassurance

The laws governing insurance business in India

The Insurance Act, 1938 (amended upto 2015)

The India Contract Act, 1872
The Consumer Protection Act, 2019

5) Regulator for insurance business allied bodies

Insurance Regulatory and Development Authority of India (IRDAI Act, 1999)
Insurance Council (Life)
Insurance Council (Non-Life)

6) Life Insurance

Conventional Products: Term Insurance, Whole Life Policies, Endowment Insurance Policies, Joint Life Policies, Children Assurance Policies
Non-conventional Policies: Unit Linked Insurance Policies, Variable universal Policies
Riders – Critical health Insurance riders, Disability and accident benefit riders, etc.,
Annuity and Pension Products
Key man Insurance
Group Insurance Schemes
Group funded schemes like Group Gratuity scheme, Group Leave encashment scheme, and group Superannuation scheme.
Calculation of Human Life Value
Insurable Interest
Risk assessment – Moral Hazard – Financial Under writing
Factors in fixations of Premium Net Premium and Gross Premium – Concept of Level Premiums
Participating and Non-participating policies – Distribution of Valuation Surplus
Life Insurance Policy Documentation – Proposal form, Agents Confidential Report, First Premium Receipt; Policy Document- its contents and their significance
Policy Service: Grace Period, Nomination and Assignment, lapse of a Life Insurance Policy – Revival – Loan on a Policy – Surrender of a Policy – Guaranteed Surrender Value – Claims – Maturity Claims and Death claims- Early Death Claims- Section 45 of Insurance Act 1938 - Regulatory Bench marks for settlement of Claims
Provisions relating to Income Tax benefits in respect of premium paid and claims received

7) General Insurance

Structure of Indian General Insurance Market – Companies operating in India
Agricultural Insurance Corporation of India
Deposit Insurance and Credit Guarantee Corporation
Export Credit Guarantee Corporation of India (ECGC), Role of ECGC in International Trade
General Insurance Corporation of India – Re-insurance.
Personal and Retail Insurance: Named Peril Policies – All Risk Policies – Package Policies, Shop keepers Policies, Householder's Insurance Policies, Personal Accident Policies, Motor Insurance – OD, TP Coverage, etc.,
Commercial Insurance: Property /Fire Insurance, Standard Fire/Special Perils Policy with add on Covers (SFSD), Business Interruption Insurance (Loss of Profits Insurance), Burglary Insurance, Fidelity Guarantee Insurance, Bankers Indemnity Insurance, Marine Cargo Insurance, Liability Policies for payment of compensation under Public Liability Insurance Act, 1991 and Employees Compensation Act, 1923, Directors and Officers Liability Policy
Documentation –Non-Life Policies: Proposal Form, Certification of Insurance, Policy Document – Policy wordings – Warranties Interpretation of Policies.
General Insurance Claims: Claim settlement process – promptness and professionalism – Investigation and assessment.
Role of surveyors and loss assessors

8) Health Insurance

Types of Medical Policies – Indemnity Covers and Fixed Benefit Covers.
Individual Cover and Group Cover
IRDAI guidelines on Standardization in Health Insurance
The concept of waiting period in Health Insurance
Critical Illness covers

Micro Insurance and Health Insurance for Poorer sections
PM Jan Arogya Yojana
Overseas Travel Insurance
Cash less Service
Role of Third-Party Administrators
Renewals of HI Policies – Grace Period
Process of Claim settlement - Bench Marks for Claim settlement

9) Grievance Redressal Mechanism

Guidelines regarding Internal Mechanism
Ombudsman Scheme
Consumer Forums

10) Insurance Intermediaries

Individual Agency System
Corporate Agents and Bancassurance Channel
Brokers
Appointment Rules and regulations and their functions and responsibilities of the above

11) Others

Insurance Surveyors
TPAs
Medical Examiners
Repositories

MODULE B: RETIREMENT PLANNING

12) Principles of Retirement

Value of early and consistent planning for retirement
Investing for retirement
Accumulation strategies

13) Retirement Objectives

Retirement goals and objectives
Goals and needs
Capital required for retirement
High net worth clients
Establishing retirement cash flow targets
Conflicting goals and trade-offs
Objectives in retirement
Wealth transfer and philanthropy

14) Retirement Needs Analysis and Projections

Longevity risk, inflation and the impact on retirement cash flow needs
Goal classification and funding
Fixed and terminable
Fixed and permanent
Variable and terminable
Variable and permanent
Goal development
Establishing goals and timelines
Determining goal priorities
Selecting and administering long-term investment portfolios
Risk, return and implications for retirement planning

15) Potential Sources of Retirement Cash Flow

Pension funds
Government-sponsored
Defined benefit plans
Employer-sponsored

Defined contribution plans
Types of non-pension employee retirement benefits
Individual retirement plans
Annuities
Types of annuities
Settlement and payout options

16) Retirement Cash Flow, Withdrawal Projections and Strategies

Sources of cash flow in retirement
Portfolio distribution strategies
Retirement distribution rates
Sequence risk
Portfolio distribution options
Impact of taxes on retirement cash flow

17) Pension Reforms in India

Pension Scenario – State Governments, Autonomous Bodies and Un-organized Sector

18) Retirement Products in India

Provident Funds
National Pension Systems (NPS) - PFRDA (Pension Fund) Regulations, 2015
Public Provident Fund (PPF) under the Public Provident Fund Act, 1968
Annuities
Government sponsored regular income schemes
Reverse Mortgage

19) Employee Benefits on Superannuation Payment of Gratuity Act, 1972

Leave Encashment – Tax-exempt amounts
Ex-Gratia Lump-sum Compensation
Pension Scheme for Government Employees – Rules for Commuting pension
Family Pension
Employees' Deposit Linked Insurance Scheme (EDLIS)
Pensions in Public Sector Bank and other Public Sector Enterprises

MODULE C: ESTATE PLANNING

20) Estate Planning and Wealth Distribution Goals, Estate Planning Process

Estate Planning Terminologies
Estate planning and wealth distribution goals
Discovering client goals
Common estate planning goals
Providing for loved ones
Children and grandchildren
Providing for organizations and others
Small business owners
Steps in the estate planning process
Determine expenses and estate value at death
Transfer during life and at death
Planning for incapacity

21) The Indian Succession Act, Governing Principles and Applicability

The Indian Succession Act, 1925
Law of situs of land – Immovable property
Law of domicile of testator – Movable property
Domicile of Origin
Intestate Succession
Hindu Succession Act, 1956
Mohammedan Law (Muslim Personal Law)

Provision of Indian Succession Act applies to Parsis and Indian Christians
Succession certificate and/or Letter of Administration
Mutation and process of distribution of Estate

22) Types of Wills in India and Requirements of Valid Will

Privileged Will (Oral Will in the presence of two witnesses)
Contingent Will
Concurrent Will (cross border bequests)
Mutual Will
Joint Will
Holograph (handwritten) Will
Duplicate Will (Revocation of testator destroys copy in his/her custody)
Requirements of a valid Will
Duly and validly executed Will (registration not mandatory)
Mandatory attestation by at least two witnesses
Appointment of executor of the Will
Will needs to be revisited periodically for material change in circumstances

23) Administration of Estate in a Testamentary Succession

The Executor – Legal Representative in fiduciary capacity
Power, Role and Responsibility as conferred by Indian Succession Act
Procedure for Probate
Get the Will verified by a competent court (Grant of Probate)
Aggregate inventory of estate and assess value
Establish solvency of the estate; pay expenses, pay off debt on priority
Honor specific legacies and proportionate general legacies

24) Other Tools and Methods, Will substitutes – Tenancies, Survivorship Accounts and Nominations

Tenant-in-Common and Joint Tenant
Contracts – Holdings on Any/Either or Survivor basis in bank accounts, Mutual Funds and Securities Accounts
Nomination in Life insurance Policies
Nomination in Housing Society documents
Married Women's Property Act and Estate Planning
Other Tools for Estate Planning – Power of Attorney

25) Gifts, Trusts & Family Arrangements in Estate Planning

Gifts
Inheritance Tax
Tax on Gifts
Moveable Property – Fair Market Value
Immovable Property – Stamp Duty
The Indian Trusts Act, 1882

IMPORTANT RULES/ INFORMATION FOR CANDIDATES

1. ADMIT LETTER OF EXAMINATIONS:

- a. While registering for the examination/ course candidates will only be allowed to select their exam centre. The venue and time slots will be allotted by the Institute.
- b. Candidates are required to take utmost care and precaution in selecting Centre, as there is no provision to change the Centre in the system after successful application. Hence no request for change of centre, will be entertained for any reason.
- c. No Admit letter will be issued at the time of registration. Admit Letters with details of Venue and time slots will be available for download 10-15 days prior to the date of examination.

- d. Admit letter will be hosted on Institute's website www.iibf.org.in under the menu 'Examination/Courses>Admit Letter"
- e. For downloading and printing of admit letter from the above mentioned website, candidates will have to enter the following:
 - I. Membership or registration number as login id
 - II. Profile password.
 - III. If candidates do not remember their Profile password, they have to click on the 'Forgot password/ Get Password' button after entering the Membership or Registration number. On clicking fresh profile password will be sent to their registered email id.
- f. Candidates are required to produce printed copy of admit letter along with Membership identity card or any other valid photo ID card in **original** (Aadhaar card/ e-Aadhaar/ Employer's card/ PAN Card/ Driving License/ Election voter's card/ Passport etc.) at the examination venue.
- g. In the absence of printed copy of Admit Letter and Original Photo Identity Card, candidates will be denied permission to write Examination.
- h. Admit letter is valid only for the examination, date/s and centre/venue mentioned in the admit letter.

2. MOBILE PHONES

Mobile phones and other electronic/ smart gadgets (except simple calculator as permissible) are not allowed in the examination hall. It is clarified that mere possession of mobile phone and other electronic/ smart gadgets in the examination hall whether in switch off mode or silent mode shall also be deemed to be resorting to adoption of unfair means in the examination.

3. USE OF CALCULATOR

Candidates will be allowed to use simple battery operated portable calculator in the examination. The calculator can be of any type up to 8 functions i.e. (Addition, Subtraction, Multiplication, Division, Percentage, Sq.-root, Tax+ and Tax -), 12 digits. Attempt to use any other type of calculator not complying with the specifications indicated above or having more features than mentioned above shall tantamount to use of unfair means. Scientific calculator is not allowed.

3. OTHER RULES/ INFORMATION

- a. Candidates should ensure that they sign the Attendance Sheet.
- b. Candidates are advised to reach the Examination Venue before the reporting time mentioned in the admit letter. No candidate/s will be permitted to enter the Examination Venue after the gate closing time mentioned in the admit letter.
- c. No candidate will be permitted to leave the examination venue in the first 60 minutes from the scheduled start time of the examination.
- d. Candidates should occupy the seat allotted at the exam venue.
- e. Candidates would be able to login for the exam only with the password mentioned in the Admit Letter. This password should not be disclosed to others. Keep it safe to avoid the possible misuse.
- f. If the examination does not commence on the scheduled time or there is delay due to Failure of power, Technical snag of whatsoever nature or for any such reason having bearing upon the conduct of examination; candidates have to :-
 - I. Wait till resumption of power supply/ resolution of technical snag.
 - II. Take-up the examination at other venue arranged by the examination conducting authority.
 - III. Follow instructions given by the examination conducting authority.
- g. Candidates are required to strictly follow all the instructions given by the examination conducting authority during the examination and adhere to Rules of the examination.
- h. Violation of any of the Rules/ Instructions, misuse of the Admit Letter will be

considered to be an act of serious misconduct and the Institute will take action as per the Rules of the examination, which will also be reported to the employer of the candidate.

- i. Always visit the website one day prior to the examination for any important updates on the exam/center/venue etc.
- j. In the event of any dispute between the Institute and the member, only Competent Courts in Chennai, Kolkata, New Delhi and Mumbai alone shall have the jurisdiction to entertain the dispute.
- k. Candidates are advised to read the IMPORTANT RULES/INFORMATION FOR CANDIDATES OF JAIIB/DB&F/CAIIB/DIPL & CERTIFICATE EXAMINATIONS on the website i.e. www.iibf.org.in

4. RULES, PENALTIES FOR MISCONDUCT/ UNFAIR PRACTICES:

- a. Communication of any sort between candidates or with outsiders is not permitted and complete silence should be maintained during the examination.
- b. Copying answers from other candidates/ other printed/ Electronic material or permitting others to copy or consultation of any kind will attract the rules relating to unfair practices in the examination.
- c. No candidate shall impersonate others or allow others to impersonate himself/herself at the examination.
- d. No candidate shall misbehave/ argue with the Examination Conducting Authorities at the centre.
- e. Candidates have to compulsorily return any papers given including that given for rough work to invigilator before leaving the examination hall.
- f. Candidates should not possess and/ or use books, notes, periodicals, etc. in the examination hall at the time of examination/ or use mathematical tables, slide rules, stencils etc. during the examination.

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.

PLEASE REFER INSTITUTE'S WEBSITE UNDER THE MENU "EXAM RELATED" FOR DETAILS OF DEBARMENT PERIOD FOR UNFAIR PRACTICES ADOPTED BY CANDIDATES DURING CONDUCT OF INSTITUTE'S EXAMINATIONS.

6. RESULT ADVICE/ CONSOLIDATED MARKSHEET/ FINAL CERTIFICATE

- a. Result Advice of candidates will be hosted on Institute's website on declaration of result, which can be downloaded by the candidates.
- b. Candidates can download the marksheet after entering login credentials using their membership number and profile password.
- c. Final certificate: Digitally Signed Certificate will be issued to the candidates who have enrolled and passed the examination. The Certificate will be emailed to the email-id of the candidate registered with the Institute, within 3 weeks from the date of declaration of result.

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CONTACT DETAILS:

Register your queries through website www.iibf.org.in > Members/ Candidates Support Services (Help) or email all your queries to care@iibf.org.in

MEMBER SUPPORT SERVICE OFFICE:

Indian Institute of Banking & Finance
193-F, Maker Towers, 19th Floor,
Cuffe Parade, Mumbai - 400 005
Tel.: 08069260700

FOR TRAINING/ CONTACT CLASSES RELATED QUERIES CONTACT:

Leadership Centre
Indian Institute of Banking & Finance
Kohinoor City, Commercial-II, Tower-I, 3rd Floor,
Kiroil Road, Off L. B. S. Marg, Kurla West, Mumbai 400 070.
Tel.: 022-68507000 / 080692 60710
E-mail: training@iibf.org.in

PROFESSIONAL DEVELOPMENT CENTERS:

South Zone	North Zone	East Zone	West Zone	North East Zone
Indian Institute of Banking & Finance No.94, Jawaharlal Nehru Road, (100 Feet Road), Opp.Hotel Ambica Empire, Vadapalani, Chennai - 600 026. Tel:044 24722990/24727 961 Email:iibfsz@iibf.org.in	Indian Institute of Banking & Finance, C-5/30, Safdarjung Development Area(SDA), Near SDA Local Shopping complex Outer Ring Road, Opp IIT Delhi, NEW DELHI-110 016 Tel:011-2653 2194 / 2191 (office) Email:iibfnz@iibf.org.in	Indian Institute of Banking & Finance Avani Heights, 2nd Floor, 59A, Jawaharlal Nehru Road, Kolkata - 700020 Tel: 033- 46032850 Email:iibfez@iibf.org.in	Indian Institute of Banking & Finance 192-F, Maker Towers, 19th Floor, Cuffe Parade MUMBAI - 400 005 Tel : 022- 69437301/02 Email:iibfwz@iibf.org.in	Indian Institute of Banking and Finance, 3rd Floor, Rani Sati Sadan, Motilal Nehru Road, Pan Bazaar, Guwahati, Assam – 781 001 Email: je.pdcgau1@iibf.org.in

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