

Indian Institute of Banking & Finance

NOTICE

Sub: Process to be followed for Rectification/Correction in the name for e-certificate

The Institute is issuing an e-certificate for all passed candidates from Oct-2019. Further, an e-certificate is also issued against the request received for a Duplicate certificate for a candidate who has pass prior to Oct-2020.

The Institute has come across request from candidate for correction in the name in the e-certificate as the candidate did not notice the spelling mistake when the admit card for the said examination was issued or prior to that while filling the examination application form. Request received after one year of passing the exam will not be considered.

The candidate requesting for correction in the name needs to follow the below process:

- 1) Make the application as per the format given in Annexure – I
- 2) Submit an undertaking as per the format given in Annexure-II
- 3) Submit undertaking from accredited training institute regarding the name rectification/correction on Institute's letterhead. (Applicable for DRA/DTA-TC candidates).
- 4) The above application and supporting documents to be submitted to Membership Support Services department (MSS department) or email to iibfwzmem@iibf.org.in
- 5) The revised/corrected e-certificate will be issued in about 4 to 6 weeks.

Date : 10-10-2022

Joint Director - Exam

Mumbai

Annexure – I

To.
Officer in-charge (Examinations)
Indian Institute of Banking & Finance
Mumbai – 400070

Sub: Request for Rectification/Correction in the name

Dear Sir,

I the undersigned (full Name)_____ hereby request you to rectify/correct the spelling mistake in my name in the e-certificate issued for _____ Examination. The name as of now appearing on the said certificate was wrongly typed due to oversight during registration for the said examination. The details are more particularly given below.

Registration/Membership no	
Name of the candidate	
Mobile No	
Email ID	
Exam Name	
Certificate Sr.No.	
Certificate Date	
Wrong Name*	
Correct Name*	
Letter of Undertaking	Enclosed
Photo ID #	

*To be filled in the CAPITAL letter only

#Candidates are required to submit a copy of valid photo ID card duly self-attested (Aadhaar card/ e-Aadhaar/ Employer's card/ PAN Card/ Driving License/ Election voter's card/ Passport School Leaving Certificate etc.)

Date:/...../.....

Candidate's Signature

For Office use

Name correction (MSS) :- _____ Date :-/...../.....
Sequence no. of certificate revoked(Exam) :- _____ Date :-/...../.....
Sequence no. of certificate New (Exam) :- _____ Date :-/...../.....
New Certificate issued by(officer) (Exam) :- _____ Date :-/...../.....

Annexure – II

LETTER OF UNDERTAKING FOR RECTIFICATION/CORRECTION IN THE NAME IN E- CERTIFICATE

To.,
Officer in-charge (Examinations)
Indian Institute of Banking & Finance
Mumbai – 400070

Dear Sir/ Madam,

I/ We (Full Name) _____ residing at
_____ do hereby solemnly affirm and state as under:

I had appeared in the _____ examination of The Indian Institute of Banking & Finance bearing Registration No: _____ in the year _____.

I had passed the said examination and the Institute accordingly issued e-Certificate bearing Certificate Sr. No. _____. It was observed from the said Certificate that my name has been wrongly written/appearing. As per the records, my name ought to have been _____ instead is wrongly appearing as _____.

I did not notice the mistake when the admit card for the said examination was issued or prior to that while filling the examination application form.

I further agree and undertake that the e-Certificate issued to me shall not be used in any manner to procure any assignment/job whatsoever notwithstanding the wrong name. Any such usage, by me or any facilitation of such usage, tantamount to an offence and Institute without any demur has all the right to take such action under the law; in both civil and criminal, besides cancelling the very certificate itself.

I hereby agree and undertake to indemnify and keep the Institute indemnified against suit, claim, action, proceedings of whatsoever nature brought or made against the Institute by any one or the Institute may suffer due to such misuse of the said e-certificate.

I enclose herewith duly self-attested e-certificate requiring due correction/rectification by the Institute.

Hence this undertaking.

Date:/...../.....

Candidate's Signature

Place: