

# GENERAL INFORMATION

## Vision

BIBF is the Institute of choice for the development of business professionals

## Mission

Leadership through providing ongoing education for business professionals

## MEMBERS OF THE SPECIFIC COUNCIL FOR VOCATIONAL TRAINING (BANKING SECTOR)



**H.E. Rasheed Mohammed Al Maraj**  
Governor  
Central Bank of Bahrain



**Mr. Murad Ali Murad**  
Chairman  
Bank of Bahrain & Kuwait



**Mr. Adnan Yousef**  
Chief Executive Officer  
Albaraka Islamic Bank



**Mr. Yassir Al Baharna**  
Chief Executive Officer  
Arab Insurance Group



**Mr. Jean-Christophe Durand**  
Head of Territory  
BNP Paribas



**Mr. Takuya Furuya**  
President  
Nomura Investment Banking



**Mr. Redha Ahmed Hubail**  
Assistant Undersecretary for Training  
Ministry of Labour



**Mr. Ibrahim Al Qassab**  
Chairman of Bankers Union  
General Federation for Bahrain Workers



**Mr. Garry Muriwai**  
Director  
BIBF

## **BIBF'S STRATEGIC PARTNERS**

From rapid globalization to the accelerating convergence of technologies and industries, dynamic forces are altering the competitive landscape for companies. BIBF integrates strategic partnership resources into its training and development solutions to ensure that 'benchmark' practices around the globe are an integral part of its approach to performance improvement.

- Accounting and Auditing Organization for Islamic Financial Institutions (AAOIFI), Bahrain
- The American Institute for Chartered Property and Casualty Underwriters (AICPCU)
- The Association of Chartered Certified Accountants (ACCA) UK
- The BeckerConviser CPA/CMA Review, USA
- Bentley College, USA
- The Chartered Insurance Institute (CII), UK
- The Chartered Institute of Management Accountants UK
- Darden Graduate School of Business – University of Virginia, USA
- DePaul University, USA
- Federal Reserve System, USA
- The Institute of Risk Management, UK
- US Securities and Exchange commission (SEC), USA
- University of Cambridge International Examinations, UK
- University of Wales. UK

## **USERS OF BIBF**

BIBF's participating organizations come from different corners of the world. These include Bangladesh, Egypt, Iraq, Jordan, Kuwait, Lebanon, Oman, Palestine, Qatar, Saudi Arabia, Sri Lanka, Sudan, Sweden, Syria, Tanzania, United Arab Emirates, and Yemen.

## REGISTRATION PROCEDURES

### Application

For enrollment in BIBF courses, a registration form has to be completed and sent to the Registrar by individuals or sponsoring organizations. This form can either be mailed, \*faxed or e-mailed to the below links:

• Nawal Saif	Registrar	nsaif@bibf.com
• Sarah Saade	Assistant Registrar	ssaade@bibf.com
• Muqtada Al Oraibi	Administrative Assistant	muqtada@bibf.com
• Afnan Sahwan	Administrative Assistant	afnan@bibf.com

### Registration

A registration confirmation letter will be sent to all approved enrollments based on seat availability. Late applicants may be placed on the waiting list until further notice. This is part of our practice in controlling class size to enable more personal attention.

Non-member organizations will receive a conditional confirmation of registration accompanied with a quotation and invoice that is to be settled prior to the commencement of the course.

### Withdrawal / Cancellation

In the case of cancellation by a participant, the Institute requires receipt of a written notice of cancellation not less than two weeks prior to the commencement of the course. This clause is also applicable for fee bearing courses to enable the Institute to refund full paid fees. Otherwise, course fees already paid or invoiced may not be refunded and invoices will be due and payable. The Institute will permit the nomination of substitute participants.

The Institute offers courses on the basis that there will be sufficient participants to justify running the course. Courses may be cancelled or re-scheduled, without prior notice if there are insufficient numbers of participants. The Institute's liability in the event of such cancellation will be limited to a refund of any course fees already paid.

### Attendance

Participants should attend the full duration of the course as scheduled. In the event of a participant attending less than 80% of the total course sessions, the participant will be dropped out of the course as they do not meet the Institutes minimum attendance requirement and will not be eligible to sit the prescribed course examination (where applicable) or receive a certificate. For fee bearing courses, the total fee will be charged irrespective of the number of days attended.

### Issuance of Certificates

Participants attending a non-examinable course will be issued with an attendance certificate. For examinable courses, the Institute will only issue a completion certificate for participants that have successfully passed the prescribed examination. The Institute will not issue attendance certificates for courses that are categorized as examinable.

### Enquiries

Requests for information should be directed to:

The Information Desk

P.O. Box 20525

Manama, Kingdom of Bahrain

Telephone: (+973) 17 815579, 17 815559

\*Fax: (+973) 17 729 928

E-mail: infodesk@bibf.com

## **SPECIAL SERVICES**

### Library

- The BIBF library collection consists of books and periodicals both in Arabic and English
- Approximately 3050 books on a variety of subjects (Banking, Accountancy, Economics, Information Technology, Finance, Management, Islamic Finance, Insurance, Risk Management, English, and Marketing)
- Approximately 210 training videos
- Approximately 50 periodicals on Banking & Finance
- Internet access via three user workstations
- 8 daily local newspapers

### Membership

- Banking Sector employees
- Insurance Sector employees
- University of Wales students
- Non levy participants can also subscribe at a yearly fee of BD20/-

### Library Timing

Sunday to Thursday: from 07:00 a.m. to 02:30 p.m. and from 05:00 - 8.30 p.m.

## **Use of Rooms and Equipment**

The Institute offers its training rooms (when available) and equipment for use by the member institutions for their own seminars and meetings to be held at the Institute. A nominal fee will be charged to cover all incurred costs. For more details, please send a written request to [fadheela@bibf.com](mailto:fadheela@bibf.com)

## **Visa Procedures**

If you require Institute assistance in obtaining an entry visa to the Kingdom of Bahrain, please e-mail our Information Desk [infodesk@bibf.com](mailto:infodesk@bibf.com) or fax (+973 17 729928). A clear copy of your passport at least one month prior to the course commencement date is required.

Visa costs will be charged to the participant.

## **Accommodation**

If you require Institute assistance in arranging your accommodation, please e-mail our Information Desk [infodesk@bibf.com](mailto:infodesk@bibf.com) or fax (+973 17 729928) for assistance.

Hotel accommodation costs are the participant's own responsibility.

## USEFUL INFORMATION FOR PARTICIPANTS

### Location



### Reception

On the first day of the course, participants should proceed to the Reception Area at the ground floor to register for the course at least 15 minutes before the course starts

### Office Hours

Sunday – Thursday 7:00 am – 2:30 pm

### Reception and Information Desk

Sunday – Thursday 7:00 am – 9:00 pm

Saturday 7:30 am – 9:00 pm

### Parking

Ample-parking space is available for participants adjacent to the BIBF premises

### Breaks

There are two short breaks during each course

### Prayer Room

Men's Prayer Room is located on the ground floor

Ladies' Prayer Room is located on the first floor

### Cafeteria

The Cafeteria is located on the first floor

### Mobile Telephone and Beepers

To avoid disturbances during training, we require that participants TURN-OFF mobile telephones or beepers while in training rooms

### Smoking

Smoking is NOT permitted inside BIBF premises

### Dress Code and Personal Conduct

The BIBF is a professional institute and wishes to maintain such standards throughout its programs. Participants attending courses at BIBF are to behave accordingly. Those who attend classes dressed in inappropriate attire (jeans, T-shirts, shorts etc) will be requested to leave the premises and return suitably clothed.

# GENERAL INFORMATION

## KEY CONTACTS

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