



**ASIAN INSTITUTE OF FINANCE AWARD FOR ESSAYS ON PROFESSIONALISM IN  
THE FINANCIAL SERVICES INDUSTRY  
OFFICIAL TERMS AND CONDITIONS**

**A. INTRODUCTION**

1. The Asian Institute of Finance Award for Essays on Professionalism in the Financial Services Industry (“**Award**”) is organised by the Asian Institute of Finance (“**AIF**”).
2. The Award is given to the winning essay submitted to AIF and is free to enter.

**B. ELIGIBILITY**

3. The Award is open to all individuals who, at the date of the submission of their essays, are at least 21 years of age **and** either:
  - (a) Citizens of a country listed in Appendix A and working in the financial services industry regardless of the country in which they are living and working; **or**
  - (b) Living and working in the financial services industry in a country listed in Appendix A regardless of their nationality.
4. The “financial services industry” encompasses all financial institutions and associated consultancies operating within the banking, capital markets and insurance sectors both in conventional and Islamic finance.
5. Employees of AIF, its board of directors and their immediate family members are not eligible for the Award.
6. By submitting an essay pursuant to the Award, entrants consent to AIF conducting necessary eligibility checks including but not limited to AIF requesting for relevant documentation as proof of eligibility.

## C. GENERAL RULES

7. Entrants must first register their interest to participate in the Award via an Expression of Interest Form (“EIF”). The EIF must be electronically submitted to [award@aif.org.my](mailto:award@aif.org.my). An Official Entry Form, together with the Official Terms and Conditions of the Award, will be provided to entrants upon such registration of interest. Such registration of interest will not commit entrants to participate in the Award.
8. Essays must be submitted electronically to [award@aif.org.my](mailto:award@aif.org.my) as the following three attachments:
  - (a) Official Entry Form;
  - (b) Essay in PDF format; and
  - (c) Essay in Microsoft Word or similar editable format.
9. Essays must abide by the theme of the Award and have to either:
  - (a) be analytical in nature with clear conclusions; or
  - (b) contain practical and innovative solutions to raise the bar of professionalism, including ethics, in the financial services industry in Asia either nationally or regionally.
10. Essays must be:
  - (a) original in content; and
  - (b) unpublished or have not been submitted to other essay competitions until the winners of the Award are announced.
11. Plagiarism is strictly prohibited. Immediate and appropriate action in relation to plagiarised essays will be taken including but not limited to automatically disqualifying such essays and withdrawing any Award prize that may have been conferred on them. A bibliography acknowledging references to existing work is required.
12. Essays must be written in English.
13. Essays must contain a:
  - (a) title that reflects their content; and
  - (b) summary of no more than 250 words highlighting their main points.
14. Essays may include charts and tables but equations should be avoided as far as

possible.

15. Essays must not exceed 5,000 words, including title, summary, footnotes, figures, tables, references and appendices.
16. Essays should follow the style guide published on the AIF website.
17. Joint submissions from more than one entrant are welcomed provided that all entrants in the joint submissions are eligible for the Award.
18. In cases of joint submissions:
  - (a) only one Official Entry Form is required;
  - (b) one entrant should be nominated to be paid the relevant Award prize in the event that the essay wins any of the Award prizes;
  - (c) the value of the relevant Award prize would be split between or among the entrants in the event that the essay wins any of the Award prizes; and
  - (d) reasonable travel and accommodation expenses will be paid for only one entrant to attend the Award presentation in the event that the essay wins any of the Award prizes should AIF decide, in its absolute discretion, to bear such expenses of the winners of the Award to attend the Award presentation ceremony.
19. Entrants may only submit one essay regardless of whether his/her essay has been solely written by him/her or is a joint submission.
20. Receipt of essays by AIF will be acknowledged.
21. Only winning entrants will be notified of the results of the competition. In the event that AIF is unable to contact any winning entrants within one month of the announcement of the winning essay, the relevant Award prize will be withdrawn.
22. All decisions made by the Award's panel of judges with regard to the Award shall be final.
23. An Award presentation ceremony will be held in Malaysia. AIF may, in its absolute discretion, bear such reasonable travel and accommodation expenses of winning entrants to attend the Award presentation ceremony.

24. Taxes, if applicable to the prizes of the Award, shall be solely borne and paid for by the winner(s) of the Award.
25. AIF may from time to time publish additional guidance with regard to the Award on the AIF website and the entrants are solely responsible for ensuring they are aware of and read the additional guidance by regularly visiting the AIF website from time to time.
26. AIF reserves the right to modify, cancel or not award any or all of the prizes for any reason and in its absolute discretion at any stage of the Award. In particular, AIF reserves the right not to award any or all of the prizes should the Award's panel of judges conclude that no submission is of suitable standard.

**D. INTELLECTUAL PROPERTY, PUBLICATION AND PUBLICITY**

27. By submitting an essay pursuant to the Award, entrants:
  - (a) affirm that: (i) their essays are their own work; (ii) the work of others are properly attributed and referenced; (iii) they are the sole legal and beneficial owners of their essays in their entirety (references to past original works excluded); and (iv) nothing defamatory or indecent appears in their essays;
  - (b) retain copyright over their essays but are deemed to have granted AIF an irrevocable, perpetual and unconditional non-exclusive worldwide royalty-free license to use their essays, in whole or in part, for any purpose including but not limited to their publication in AIF's Asian Link publication and to make their essays broadly available to the public, whether or not their essays win any of the Award prizes, without further permission, notice or compensation. In particular, whether or not their essays win any of the Award prizes, AIF may in perpetuity distribute, reproduce, modify, adapt, publish, translate and publicly display any of the essays submitted pursuant to the Award in whole or in part in any form at any time provided always that AIF will duly acknowledge the entrants as authors of the essay. Copyright of any publication of essays submitted pursuant to the Award whether or not they win any of the Award prizes will belong to AIF, but AIF will not unnecessarily obstruct publication by entrants of their essays after the winners of the Award have been announced;

- (c) confirm that there are no obstacles, legal or otherwise, to the publication of the essays by AIF, whether or not the essays win any of the Award prizes;
- (d) agree to their names, current place of employment, job title or position, educational background and other general biographical information being made public, and agree to make themselves available for reasonable publicity, marketing and promotional purposes, whether or not their essays win any of the Award prizes;
- (e) confirm that they have reviewed and understood the Terms and Conditions of the Award and agree to be bound by them; and
- (f) indemnify AIF and keep AIF indemnified against all losses, damages, costs or expenses and other liabilities (including legal fees) incurred by, awarded against or agreed to be paid by AIF arising out of or in connection with a breach of any of the Terms and Conditions of the Award.

## **E. STYLE GUIDE**

- 28. Essays should have a cover page that displays the title of the essay and contain the summary of the essay.
- 29. Essays should be formatted in:
  - (a) A4 size pages;
  - (b) 2.5 centimetres margins;
  - (c) Arial 12-point font; and
  - (d) 1.5 line spacing.
- 30. All pages should be numbered.
- 31. Harvard style referencing must be used.
- 32. Links to web sources should be included in the footnotes with the date of last access.
- 33. Essays should use footnotes not endnotes. Footnotes should be numbered consecutively from the start of the essay and appear at the bottom of pages.

34. Entrants are invited to download a template in order to format their essays in accordance with the style guide.

**F. MISCELLANEOUS**

35. By submitting the items in 7 and 8, entrants consent to AIF processing their personal data in accordance with its Personal Data Protection Act 2010 Notice.

36. If any provision of the Official Terms and Conditions of the Award is held invalid, illegal or unenforceable for any reason by any court of competent jurisdiction, such provision shall be severed without effect to the remaining provisions.

37. Each entrant undertakes at the request of AIF to do all acts and execute all documents which may be necessary to give effect to the meaning of the Official Terms and Conditions of the Award.

38. The Official Terms and Conditions of the Award shall be governed by and construed in accordance with the laws of Malaysia and each entrant agrees to submit to the exclusive jurisdiction of the courts of Malaysia.

39. This Official Terms and Conditions of the Award is effective 1 June 2015. The terms and conditions in this document supersede all prior terms and conditions relating to the Award.

**APPENDIX A**  
**LIST OF ELIGIBLE COUNTRIES / NATIONALITIES**

**Central Asia**

Kazakhstan  
Kyrgyzstan  
Tajikistan  
Turkmenistan  
Uzbekistan

**Eastern Asia**

China  
China, Hong Kong Special Administrative Region  
China, Macao Special Administrative Region  
Democratic People's Republic of Korea  
Japan  
Mongolia  
Republic of Korea

**Southern Asia**

Afghanistan  
Bangladesh  
Bhutan  
India  
Iran (Islamic Republic of)  
Maldives  
Nepal  
Pakistan  
Sri Lanka

**South-Eastern Asia**

Brunei Darussalam  
Cambodia  
Indonesia  
Lao People's Democratic Republic  
Malaysia  
Myanmar  
Philippines  
Singapore  
Thailand  
Timor-Leste  
Viet Nam

**Western Asia**

Armenia  
Azerbaijan  
Bahrain  
Cyprus  
Georgia  
Iraq  
Israel  
Jordan  
Kuwait  
Lebanon  
Oman  
Qatar  
Saudi Arabia  
State of Palestine  
Syrian Arab Republic  
Turkey  
United Arab Emirates  
Yemen

*Note: Geographical sub-regions as defined by the United Nations Statistical Division*

*Source: <http://unstats.un.org/unsd/methods/m49/m49regin.htm> (accessed on 26 May 2015)*