

# Handbook for MPF Intermediaries Examination

- Effective from 1 May 2024 -

## 1. Introduction

- 1.1 The Mandatory Provident Fund Schemes has been implemented in Hong Kong since 1 December 2000. All Mandatory Provident Fund (MPF) intermediaries are required by the Mandatory Provident Fund Schemes Authority (MPFA) to pass a qualifying examination specified by the MPFA.
- 1.2 The Mandatory Provident Fund Schemes Examination (MPF Schemes Examination) conducted by the Institute of Professional Education And Knowledge Examination Centre (PEAK Examination Centre) of the Vocational Training Council (VTC) and the MPF Intermediaries Examination conducted by the Hong Kong Securities and Investment Institute (HKSI Institute) are the qualifying examinations specified by MPFA as meeting the examination requirements to be an MPF intermediary.
- 1.3 This Handbook aims to inform candidates the requirements and enrolment procedures of the examination conducted by the HKSI Institute. To assist candidates in preparing for the examination, its format, structure and assessment are also described in details. For the Mandatory Provident Fund Schemes Examination conducted by the VTC, please refer to the Handbook of the VTC for details.

## 2. Examination

### 2.1 Syllabus

The syllabus of the examination is available on the [MPFA website](#).

### 2.2 Format of Examination

- 2.2.1 Each examination lasts for two hours and consists of 80 multiple-choice questions.
- 2.2.2 Each examination paper is presented in both English and Chinese.
- 2.2.3 All examination questions are compulsory.
- 2.2.4 The examination is conducted in Pencil-and-Paper Mode Examination (PPME).

## **2.3 Grading and Results**

2.3.1 Examination results are graded as follows: -

- (i) PASS
- (ii) FAIL

The exact score, the examination questions and the corresponding correct answers will not be disclosed in any case.

2.3.2 Candidates who are not able to attend the examination for whatever reason are regarded as "ABSENT" (including those candidates who are late for 15 minutes or more after the start time of the examination). Absentees will not be re-scheduled to another examination session and the fees paid are not refundable or transferable.

## **2.4 Assessment**

To pass the examination, candidates are required to attain a minimum score of **70%**.

## **3. Application**

### **3.1 Timetable**

3.1.1 The examination is being held on monthly basis.

3.1.2 The frequency of examination is flexible and subject to demand.

3.1.3 Examination timetables for sessions are available on HKSI Institute [website](#).

### **3.2 Entries**

3.2.1 The examination is open to public and there is no prerequisite requirement for enrolment.

3.2.2 Applicants may not enrol for more than one session of the examination for PPME within the same calendar week.

## **4. Enrolment Procedures**

4.1 Applicants may enrol for the examination through the HKSI Institute [Online Portal](#) on or before the enrolment deadline.

4.2 Applicants submitting enrolments via hardcopy [forms](#) will be charged an administration fee. Please refer to the [Fee Schedule](#).

4.3 Applicants must ensure examination details (examination dates, times, location) are correct when confirming the selected examination session. Changes to the examination details are not permitted after successful payment.

4.4 A notification email will be issued to applicants immediately upon successful enrolment.

- 4.5 From the Online Portal, candidates can view their successful enrolment under "Upcoming Activity" and download the receipt under "Receipt".
- 4.6 In the event that the payment is unsuccessful, the enrolment will be cancelled and an "Enrolment Reject" email will be sent to the applicant after 30 minutes. To enrol for the same examination session, please try again after 30 minutes or upon receiving the "Enrolment Reject" email. Alternatively, applicant can enrol immediately for other examination session.

## 5. Payment of Examination Fee

- 5.1 The examination fee for each sitting of the PPME is HK\$305.
- 5.2 Applicants should pay the examination fees/administration fees by any one of the means listed on [HKSI Institute website](#).
- 5.3 All fees paid are **not refundable or transferable**.

## 6. Admission Form

- 6.1 The **Admission Form**, contains the candidate number, venue and seat number will normally be accessible via the "Upcoming Activity" section of the [Online Portal](#) approximately **THREE WORKING DAYS** before each PPME.
- 6.2 Candidates should use **clean and absolutely blank (both sides) A4 paper in white colour** for the printing of Admission Form.
- 6.3 On the examination date, candidates must bring the hardcopy of their relevant Admission Form for verification purposes.

## 7. Examination Regulations

Candidates should read carefully the Regulations of the Examination at Appendix I. Candidates who fail to observe any of these regulations may be disqualified from taking the examination for up to three years.

## 8. Disqualification

- 8.1 If a candidate is found breaching the Regulations of the Examination in the examination, he/she may be disqualified from taking the examination for up to three years. The HKSI Institute would report to the MPFA any disqualification cases in respect of the examination.
- 8.2 The HKSI Institute would report to the Hong Kong Police Force, and/or any law enforcement bodies if candidates commit any illegal acts during the examination.

## 9. Identification Requirements

On the examination date, each candidate must bring his/her Admission Form and his/her original identity document, i.e. valid Hong Kong Identity Card or passport. The number of the identification document must be identical to the one indicated on the Admission Form. Anyone failing to produce the above documents will not be permitted to sit for the examination.

## 10. Distribution of Results

- 10.1 Candidates can access their examination results on the HKSI Institute Online Portal approximately **seven working days** after the date of each examination.
- 10.2 The Notification of Results will be available for candidates to download and print in the HKSI Institute Online Portal within **one year** of the date of relevant examination.
- 10.3 For confidentiality reasons, under no circumstances will the examination results be disclosed to candidates by other means such as by telephone, fax or email.
- 10.4 List of candidates who passed the examination (including Hong Kong Identity Card number or Passport number) may be sent to the MPFA for reference.

## 11. Re-marking of the Examination Papers

- 11.1 Candidates who are not satisfied with their examination results may, within **two weeks** after the date of issue of the Notification of Results, request in writing to the HKSI Institute for the re-marking of the examination papers.
- 11.2 The examination body concerned charges an administration fee for the re-marking of each examination paper. Please refer to the HKSI Institute website for details of [fee schedule](#) and [payment methods](#).
- 11.3 All re-marking fees are non-transferable and non-refundable. However, if the original examination result is found incorrect after the re-marking, the re-marking fee will be refunded to the candidate concerned.
- 11.4 All re-marking of examination papers will be kept confidential.
- 11.5 The result will be sent to the candidates concerned in writing within one month after receipt of the re-marking request.
- 11.6 Candidates will only be notified of the final grading (i.e. PASS or FAIL). The result of the re-marking is final. The HKSI Institute will not disclose the exact scores, the examination questions and the corresponding corrected answers in any case.

## 12. Certificates

Candidates who pass the examination will be awarded certificates, which will normally be available in the HKSI Institute Online Portal approximately **seven working days** after the date of each examination. Candidates can download and print the Certificate within **one year** of relevant examination.

### 13. Re-issuance of Notification of Results and Certificates

- 13.1 Candidates who have lost or damaged their official Notification of Results and/or Certificates or request for the Notification of Results and Certificate after the display period in the HKSI Institute Online Portal may apply for a **Statement of Results** through the HKSI Institute [Online Portal](#) under eForm within seven years of the date of the relevant examination.
- 13.2 The HKSI Institute charges an administration fee for issuing the Statement of Results (*please refer to the HKSI Institute website for details of [fee schedule](#) and [payment methods](#)*).
- 13.3 All payments are **non-transferable and non-refundable**.
- 13.4 Candidates can download the Statement of Results from the Online Portal (under eForm > Application Record) approximately 30 minutes after receiving email confirmation of their successful application. The download link will be valid for one year from the application date.

### 14. Re-issuance of Receipt

Candidates who enrol for the examination successfully on or after 27 September 2017 can print/reprint their Official Receipts via the HKSI Institute Online Portal by going into the “Receipt” section after logging into the system.

### 15. Study Notes for Examination

- 15.1 The study notes for the examination can be downloaded from the websites of the the MPFA at [www.mpfa.org.hk](http://www.mpfa.org.hk).
- 15.2 Candidates who enrolled for the examination at the HKSI Institute, may download the Study Notes via the “Upcoming Activity” page of the HKSI Institute Online Portal during the period from the enrolment date to the examination date of the relevant examination.

### 16. Notice on Personal Data (Privacy) Ordinance

- 16.1 Candidates are advised to read the notice relating to the Personal Data (Privacy) Ordinance at Appendix II in understanding their rights and obligations regarding the supply of their personal data to the examination bodies and the manner in which the examination bodies may use or deal with such data for their examination applications.
- 16.2 Candidates who apply to sit for the examination should read the Notes on Personal Information Collection in connection with the MPF Intermediaries Examination and confirm the Consent in the HKSI Institute Online Portal when they enrol for the examination or sign the Consent at the foot of the Notes which are part of the enrolment packages distributed to candidates and submit the notes together with the enrolment forms to the HKSI Institute, wherever applicable.

## 17. Amendments

The HKSI Institute reserves the right to make changes to any fees, the content of the Examination Handbook, the examination regulations, the examination timetables and the Notice Relating to the Personal Data (Privacy) Ordinance when circumstances warrant. The HKSI Institute shall bear no responsibility for any loss or damage, whether directly or indirectly, suffered by the candidates as a result of any change made to any fees, the content of Examination Handbook, the examination regulations, the examination timetables and the Notice Relating to the Personal Data (Privacy) Ordinance.

## 18. Enquiries

### Hong Kong Securities and Investment Institute

Address: 17/F, Cambridge House, Taikoo Place  
979 King's Road, Quarry Bay, Hong Kong

Website: [www.hksi.org](http://www.hksi.org)

Email: [exam@hksi.org](mailto:exam@hksi.org)

#### Office Hours

Mondays to Fridays 9:00 a.m. – 6:00 p.m.

Saturdays, Sundays and Public Holidays Closed

In case of any discrepancy between the English and Chinese versions of this Examination Handbook, the English version shall prevail.

1 May 2024

**Regulations of the  
MPF Intermediaries Examination**

**General Rules**

1. Candidates shall only be allowed to attend an examination at the designated venue.
2. Candidates are advised to arrive at the examination centre **at least 15 minutes before the start of the examination**. Candidates must present their original, valid Hong Kong Identity Card or Passport and Admission Form to the invigilators for verification purpose. Those who fail to produce any of the mentioned identification documents or whose identity cannot be satisfactorily verified will **not** be permitted to sit for the examination.
3. Candidates must sit according to the designated seat numbers unless otherwise approved by the invigilator.
4. As far as possible, the examination will be started according to the published schedule. However, the HKSI Institute will not be responsible for any delay arisen due to operational reasons.
5. Candidates who arrive at the examination venue more than 15 minutes after the start of the examination for whatever reason will not be allowed to take the examination and the examination fee paid will not be refunded.
6. Calculators brought into the examination venue are subject to inspection. Non-programmable electronic calculators (without cover) may be used in examination, provided that the calculators are battery-powered, silent in operation and with neither print-out nor graphic/word display functions. Calculators on the [List of Approved Calculators](#) can only be allowed to use during examination.
7. Candidates are NOT allowed to use any communication/electronic devices (except authorised calculators stipulated in Rule number 6 above) during the examination. Electronic devices refer to mobile phones, tablets, Personal Digital Assistants (PDAs), Bluetooth headphones/headsets, pagers, MP3 players, camera devices/equipment, electronic dictionaries, scanner pens, databank watches, smart watches with mobile applications installed or wireless technologies supported or other electronic devices which can store and/or display texts, take photos/videos, and record sounds.
8. Candidates are required to **switch off** all communication/electronic devices (include but not limited to the devices listed in Rule number 7 above) including the alarm function, as well as devices which produce sound of any kind, such as alarm watches, **BEFORE entering the examination venue**. Invigilators will check the devices at the entrance of the examination venue.
9. Candidates should bring their own pencils and erasers to the examination venue for Pencil-and-Paper Mode Examination (PPME). They should use HB pencils to answer multiple choice questions. The use of correction fluid or tape on the Multiple Choice Answer Sheets is not permitted.

10. **Candidates who are not able to attend the examination for whatever reason are regarded as “ABSENT” (including those who are more than 15 minutes late). Absentees will not be re-scheduled to take another examination session and the fees paid are not refundable.** For the Candidates who arrive at the examination venue within 15 minutes after the start of the examination, their examination time will not be extended.
11. After the examination has been in progress for **more than 30 minutes**, candidates may request to leave the examination venue with the approval of the invigilator. Candidates attending PPME are not permitted to leave the examination centre in the **final 15 minutes**.
12. The HKSI Institute will not be responsible for any loss, theft or damage of personal properties of candidates during the examination.
13. All personal articles including any textbooks, notes, dictionaries, electronic diaries and any other electronic devices, study materials must be placed in the designated area during examination.
14. Drinking, eating and smoking are not allowed in the examination venue.
15. Candidates should write or do rough work on question papers, answer sheets or authorised papers.
16. Candidates should raise their hands to seek the invigilator’s assistance if they encounter any problems during the examination.
17. At the end of the examination, candidates should remain silent and seated until the invigilators announce that they could leave the examination venue.

### **Disqualification**

A candidate may be disqualified from the examination for up to three years, if he/she:

1. obtains access to the examination paper or part thereof prior to the examination through any unlawful means;
2. uses other person’s name to attend the examination, including impersonating another candidate or allowing himself/herself to be impersonated. Any incident of impersonation will be reported to the Hong Kong Police Force;
3. refers to any unauthorised materials related to the subject of that examination session during examination;



4. observes and notes the work of another candidate or allows his/her work to be copied by the other candidates;
5. takes away or attempts to take away from the examination venue any examination materials, such as examination question books or examination questions, answer sheets, backing sheets or graph papers, by whatever means;
6. takes photographs, audio-recording or video-recording inside the examination venue; (Note: the photographs and/or recordings taken and their associated equipment would be taken away for further inspection and the photographs and/or recordings would be erased.)
7. possesses prohibited materials/devices of all sorts on his/her examination desk on his/her person or within his/her reach;
8. communicates or attempts to communicate with any person inside or outside the examination venue during examination by whatever means;
9. uses electronic devices for any purposes, including but not limited to access the internet/email/SMS/WhatsApp/any instant messaging applications during examination;
10. writes anything or does rough work on the materials other than question paper, answer sheet or authorized paper;
11. leaves the examination venue without permission or during non-permitted time period in the examination;
12. starts working before he/she is instructed to do so or continues working after "stop writing/the end of the examination" announcement is made;
13. misbehaves or acts maliciously in such a way that he/she upsets the conduct of the examination;
14. has been guilty of insolence to the invigilators;
15. does not turn off his/her electronic devices including the alarm function and/or emits sound rings during examination;
16. fails to follow the general rules or the instruction of the invigilators in the examination; or
17. misbehaves or acts dishonestly during examination.

## Proof of Identity

Candidates must bring their respective valid and original Hong Kong Identity Cards or Passports, as a proof of their identity, to the examination. The identification document must be the original of the one registered for the enrolment. Those who fail to produce such identification, whose identification documents are invalid, or whose identity cannot be satisfactorily verified will not be permitted to sit for the examination.

## Typhoon / Black Rainstorm Warning / “Extreme Condition”

Candidates should take note of the guidelines below regarding the cancellation and/or rescheduling of examinations:

- The following general arrangements under tropical cyclone (commonly known as “typhoon”)/rainstorm will apply. If the examination is cancelled due to typhoon and/or rainstorm, the HKSI Institute will make public announcements on the HKSI Institute website ([www.hksi.org](http://www.hksi.org)) accordingly.

<b>Typhoon /Rainstorm Warning Signals</b>	<b>Signal Issued by Hong Kong Observatory</b>	<b>Examination Arrangements</b>
Typhoon Warning Signal No. 1 or No. 3/ Amber or Red Rainstorm Warning Signal	At any time	Examinations will be held as scheduled
Black Rainstorm Warning Signal	While examinations are in progress	Examinations will continue until the scheduled finishing time
	Examinations not yet started at any time	Examinations starting within two hours will be cancelled
Pre-No. 8 Special Announcement/ Typhoon Warning Signal No. 8 or above	While examinations are in progress	Examinations will continue until the scheduled finishing time
	At or after 6 a.m. but before 10:00 a.m.	All examinations start between 8:00 a.m. and before 1:00 p.m. will be cancelled
	At or after 10:00 a.m. but before 2:00 p.m.	All examinations start between 10:00 a.m. and before 5:00 p.m. will be cancelled
	At or after 2:00 p.m.	All examinations start between 2:00 p.m. and before 10:00 p.m. will be cancelled

2. To stay updated on the latest examination arrangements for examinations, candidates should visit the HKSI Institute website ([www.hksi.org](http://www.hksi.org)) and the HKSI Institute MobileApp.
3. If an examination is cancelled without rescheduling, the HKSI Institute will offer a full refund of the applicable examination fee(s) to the affected candidates. The refund will be paid to affected candidates within 30 calendar days of the affected examination date. Candidates do not have to apply for a refund of the examination fee(s).
4. The HKSI Institute will not be responsible for any losses incurred by candidates due to the Cancellation and/or Rescheduling of Examinations.
5. The HKSI Institute reserves the right and absolute sole discretion to cancel and/or reschedule an examination.

***All the times mentioned in these examination regulations refer to Hong Kong standard time as announced by the Hong Kong Observatory (<http://www.hko.gov.hk/contente.htm>).***

***The decision of the HKSI Institute shall be final on all matters concerning the interpretation of the examination regulations. If there are discrepancies or inconsistencies between the latest examination regulations and any other document(s) published by the HKSI Institute, the latest examination regulations will apply and prevail.***

***If there are discrepancies or inconsistencies between the English and Chinese versions of the latest examination regulations, the English version will apply and prevail.***

## **Notice Relating to the Personal Data (Privacy) Ordinance**

In view of the Personal Data (Privacy) Ordinance (“the Ordinance”), this notice is to help candidates understand their obligations and rights in respect of the supply of their personal data to the Hong Kong Securities and Investment Institute (HKSI Institute) and the way in which the examination bodies may use or handle such data.

- (1) Candidates are required to keep the HKSI Institute informed of any change of their personal data once they are enrolled as candidates for the examination until six months after the date of examination.
- (2) The HKSI Institute may use the supplied personal data for the following purposes:-
  - a. administering the examination and marketing;
  - b. delivering information about the examination;
  - c. maintaining candidate records;
  - d. distribution of examination results to concerned candidates;
  - e. certifying candidates’ examination-related information to the Mandatory Provident Fund Schemes Authority (“MPFA”);
  - f. reporting information of candidates violating the examination regulations to the MPFA, the police, inform relevant stakeholders, and display information about the misconduct case on HKSI institute website;
  - g. transferring, releasing, disclosing or providing to the MPFA for monitoring, verifying and conducting matching (including “matching procedure” as defined in s.2 of the Personal Data (Privacy) Ordinance, Cap 486) purposes as well as any other related purposes of assisting MPFA to perform and discharge their functions;
  - h. informing candidates of activities, courses, examinations, products or services that the HKSI Institute believes may interest them;
  - i. conducting research or statistical analysis;
  - j. promoting and providing services offered by the HKSI Institute, MPFA or such third parties as determined by the HKSI Institute;
  - k. releasing information to the relevant third parties on whose behalf the HKSI Institute administers, conducts or organises examinations and to any third party that the HKSI Institute engages to administer and/or conduct examinations for and on behalf of the HKSI Institute; and
  - l. any other related purposes.
- (3) The HKSI Institute will keep the personal data of candidates confidential. Nevertheless, during its operations, the HKSI Institute may, as permitted by law, compare, match, transfer or exchange their data with the data already possessed, or obtained hereafter, by the HKSI Institute for these or any other purposes.
- (4) Candidates may have the right under the Ordinance to request access to or correction of any data provided by them as per the manner and limitations prescribed therein. In this connection, please note that the answer sheets used by candidates in the examination (which may contain their personal data) will be destroyed two months after the date of the concerned examination.
- (5) As the Ordinance allows, the HKSI Institute has the right to charge a reasonable fee for the processing of any request for data access.

- (6) Candidates who request for access to data or correction of data may contact or write to the examination body concerned. Their contact details are as below:

Hong Kong Securities and Investment Institute  
17/F, Cambridge House, Taikoo Place,  
979 King's Road, Quarry Bay, Hong Kong  
Curriculum and Examinations Department  
Administrative Officer  
Email : exam@hksi.org

- (7) Candidates should write to the HKSI Institute if they do not want to receive any information on activities, courses or examinations organised by the HKSI Institute.