

**Hong Kong**

**Licensing Examination for  
Securities and Futures Intermediaries**

**Examination Handbook**

**(Applicable to LE in Macau in April 2024)**

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**Table of Contents**

1. Introduction.....	2
2. Examination Details.....	2
3. Examination Timetable.....	3
4. Enrolment.....	3
4.1. Enrolment Date.....	3
4.2. Procedures.....	3
4.3. Payment Methods.....	3
4.4. Reschedule.....	3
4.5. Withdrawal.....	3
4.6. Admission Form.....	4
5. Changes of Personal Particulars.....	4
6. Examination Day Policies and Procedures.....	4
6.1. Examination Regulations.....	4
6.2. Identification Policy.....	5
6.3. Attendance.....	5
6.4. Absence from Examination.....	5
7. Examination Results.....	5
7.1. Results and Performance Analyses.....	5
7.2. Examination Certificates.....	5
7.3. HKSI Institute Certificates.....	6
7.4. Results Rechecking.....	6
7.5. Loss or Damage to Notification of Results and HKSI Institute Certificates.....	6
8. Preparation for Examinations.....	7
8.1 Self Study.....	7
8.2 Study Manuals.....	7
8.3 Complimentary Support Resources.....	7
9. Notice Relating to the Hong Kong Personal Data (Privacy) Ordinance.....	7
10. Amendments.....	7
Appendix 1 Examination Regulations of the Licensing Examination for Securities and Future Intermediaries (LE)	
Appendix 2 Notice Relating to the Personal Data (Privacy) Ordinance	

**The content of this examination handbook is only for  
the Licensing Examination for Securities and Futures Intermediaries (LE) held in Macau.**

## 1. Introduction

To raise Macau's financial practitioners professional standards through international recognised qualifications to foster sustainable development of Macau's financial industry. The HKSI Institute partners with the [Macau Institute of Financial Services \(MIFS\)](#) to offer the Licensing Examination for Securities and Futures Intermediaries (LE) in Macau.

The LE, a practical and market-focused examination for individuals who wish to pursue their careers in the securities and investment industry. The LE is recognised by Hong Kong's regulatory bodies [Securities and Futures Commission \(SFC\)](#) as the recognised industry qualifications and local regulatory framework papers in relation to the application for licences, as well as by other regulatory bodies, such as Insurance Authority and other professional organisations. The LE is also one of the HKSI Institute's benchmark qualifications for membership admission and progression.

## 2. Examination Details

Mode: Paper-based Examination (PBE)  
Format: Multiple-choice Question (MCQ)  
Language: English and Traditional Chinese  
Pass Mark: 70%

The LE has 15 examination papers focusing on regulatory, practical and sponsor-related matters. The syllabus for each LE paper is available on our [website](#).

Examination Papers	No. of MCQs	Duration (minutes)	Examination Fees
<b>Regulatory Papers</b>			
Paper 1 Fundamentals of Securities and Futures Regulation	60	90	HKD1,375
Paper 2 Regulation of Securities	40	60	HKD1,650
Paper 3 Regulation of Derivatives	40	60	HKD1,650
Paper 4 Regulation of Credit Rating Services	40	60	HKD1,650
Paper 5 Regulation of Corporate Finance	40	60	HKD1,650
Paper 6 Regulation of Asset Management	40	60	HKD1,650
Paper 17 Regulation of Takeovers and Share Buy-backs	40	60	HKD1,650
<b>Practical Papers</b>			
Paper 7 Financial Markets	60	90	HKD1,230
Paper 8 Securities	40	60	HKD1,230
Paper 9 Derivatives	40	60	HKD1,230
Paper 10 Credit Rating Services	40	60	HKD1,230
Paper 11 Corporate Finance	40	90	HKD1,230
Paper 12 Asset Management	40	60	HKD1,230
<b>Sponsors Papers</b>			
Paper 15 Sponsors (Principals)	40	60	HKD1,650
Paper 16 Sponsors (Representatives)	40	60	HKD1,650

\* The LE does not comprise Paper 13 and Paper 14.

### **3. Examination Timetable**

The LE conducted by MIFS in Macau will be held from 18 April 2024 (Thursday) to 19 April 2024 (Friday). For the examination times, enrolment deadlines (📅) and withdrawal application deadlines (🗑️), please check our [website](#).

### **4. Enrolment**

#### **4.1. Enrolment Date**

Between 8 February 2024 (Thursday) and 3 April 2024 (Wednesday).

#### **4.2. Procedures**

- Applicants may enrol for the examination through the HKSI Institute [Online Portal](#) on or before the enrolment deadline.
- Applicants must ensure examination details (examination dates, times, location) are correct when confirming the selected examination session. Applicants should check and confirm the examination venue of the selected examination session(s) is/are “Macau Institute of Financial Services” before submission of enrolment application and payment. Changes to the examination details are not permitted after successful payment.
- A notification email will be issued to applicants immediately upon successful enrolment.
- From the Online Portal, candidates can view their successful enrolment under “Upcoming Activity” and download the receipt under “Receipt”.
- 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.

#### **4.3. Payment Methods**

- Applicants should pay the examination fees / administration fees by any one of the means listed on HKSI Institute [website](#).
- All fees paid are **non-transferable**.

#### **4.4. Reschedule**

- No rescheduling of examination sessions will be allowed, regardless of the circumstances, including those related to sickness, business or travel arrangements, or any other reason.

#### **4.5. Withdrawal**

Withdrawal is only available for upcoming examinations. It cannot be applied to past examinations attended by candidates or from which candidates were absent for any reason. The application details are as follows:

- Only the examination fee less an administration fee is refundable.
- A withdrawal administration fee will be charged per examination session. Please refer to the [Fees Schedule](#).
- Candidates must withdraw their enrolled examination through the “Upcoming Activity” section of the HKSI Institute [Online Portal](#) on or before the withdrawal application deadline(🗑️). For the withdrawal application deadline, please refer the [examination timetable](#).
- Candidate can view their withdrawn record(s) under “Upcoming Activity” section of the Online Portal before the scheduled examination date(s).

- Withdrawal applications cannot be cancelled once submitted.
- The refund (examination fee less the administration fee) will be payable to the candidate concerned in Hong Kong dollars through the same payment method used by the candidate earlier. If the original payment method is no longer valid, the refund will be made by cheque. The refund will be processed within 30 calendar days of receipt of the withdrawal application by the HKSI Institute.

#### **4.6. Admission Form**

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

### **5. Changes of Personal Particulars**

- Candidates must promptly update their personal particulars (e.g. email address, telephone numbers, address, etc.) through the “Profile” section in the HKSI Institute Online Portal.
- Failure to make timely notifications of any changes to the HKSI Institute may delay or prevent candidates from receiving information on their enrolled examinations.

### **6. Examination Day Policies and Procedures**

#### **6.1. Examination Regulations**

- Candidates **MUST** read the Examination Regulations of the LE in Appendix 1 of this handbook carefully before attempting any examination. Candidates suspected of breaching examination regulations during the examination will be suspended from taking any further HKSI Institute’s examinations immediately and will not receive their examination results until the whole process for handling alleged misconduct cases is completed and they are not disqualified from the examination.
- During the suspension period, candidates will not be able to re-scheduled any of their enrolled examinations to another session and all fees paid are non-transferrable and non-refundable.
- All alleged misconduct cases will be investigated by the HKSI Institute and may be reported to the Examinations Disciplinary Panel and/or Appeal Panel for decision-making.
- Failure to observe any of the regulations may lead to disqualification from the examination and candidates may be suspended from taking any HKSI Institute examinations for a period ranging from six months to five years. The HKSI Institute will report any instances of candidates breaching these examination regulations to the SFC and the Hong Kong Monetary Authority (HKMA) and it reserves the rights to report to the police, inform relevant stakeholders, and display information about the misconduct case on its website. All misconduct cases will be recorded in candidates’ personal records maintained by the Institute for future reference.

## **6.2. Identification Policy**

- Candidates must present a valid identification or travel document(s) to take the examination and ensure that their English names on their identification or travel documents match those in the HKSI Institute record (candidates can log in to the [Online Portal](#) to confirm their English name). If the English names do not match, candidates will **NOT** be allowed to take the examination and will receive an ABSENT grade.

## **6.3. Attendance**

- Candidates must report to the assigned examination centre **30 minutes** before the examination starts. Upon arrival, invigilators will check their Hong Kong identity card, passport or other formal travel documents. Candidates must sit on the designated seats according to the seat numbers printed on their Admission Form, unless otherwise approved by the invigilator.

## **6.4. Absence from Examination**

- Candidates will receive an **ABSENT** grade if
  - their English name on the identification document does not match the English name in the HKSI Institute record; or
  - they arrive after the scheduled starting time; or
  - they do not attend the examination.
- Absentees will not be able to re-schedule their missed examination, and all fees paid are **non-transferrable and non-refundable**.

## **7. Examination Results**

### **7.1. Results and Performance Analyses**

- All examination results are graded as follows:  
PASS or  
FAIL or  
ABSENT
- Candidates can access their grades, actual examination scores and individual performance analyses online. This information will be available in the Online Portal approximately **14 WORKING DAYS** after the date of each examination.
- The Notification of Results and Performance Analysis will be available for candidates to download and print from the Online Portal within **ONE YEAR** of the examination date.

### **7.2. Examination Certificates**

- Candidates who pass the LE examination will be jointly issued by the HKSI Institute and MIFS.
- Candidates can collect their Certificate(s) and/or Attendance Certificate(s) in person at MIFS approximately **14 WORKING DAYS to TWO MONTHS** after the examination. After the collection period, the MISF will NOT reissue Certificates and/or Attendance Certificate(s). Candidates should take note of the collection period and keep their certificates safely.

### **7.3. HKSI Institute Certificates**

- Upon the successful completion of a preset combination of LE papers, candidates will be awarded the HKSI Institute Certificate. The papers must be completed within three years and the period will commence from the date of the first LE paper that the candidate passes. Please refer to our [website](#) for details of the HKSI Institute Practising Certificates and HKSI Institute Specialist Certificates.
- The Certificate will be available in the [Online Portal](#) approximately **14 WORKING DAYS** after the last examination date of the preset LE paper. Candidates can download and print the Certificate within **ONE YEAR** of the certificate date.

### **7.4. Results Rechecking**

- Candidates may request for results rechecking service if they believe that a grading error has occurred. The candidate should submit their request in writing to the HKSI Institute within **21 WORKING DAYS** from the examination date. The request should include the *Examination Name, Paper and Date*, as well as the candidate's Name and Hong Kong identity card/Passport Number.
- The HKSI Institute charges an administration fee for the rechecking of each examination session (*please refer to our website for the [Fees Schedule](#) and [payment methods](#)*).
- All fees paid are **non-transferable and non-refundable**. However, if the original examination result is found incorrect after remarking, the administration fee will be refunded to the candidate concerned.
- The HKSI Institute will normally notify the candidate within **SEVEN WORKING DAYS** of receiving the written request. For confidentiality reasons, **the results rechecking report will only be sent by post to the candidate**.
- The decision of the HKSI Institute regarding the rechecking of results is final and binding.

### **7.5. Loss or Damage to Notification of Results and HKSI Institute Certificates**

- Candidates who have lost or damaged their official Notification of Results and/or HKSI Institute Certificates or request for the Notification of Results and HKSI Institute Certificates after the display period in the Online Portal may apply for a **Statement of Results** through the [Online Portal](#) under eForm within seven years of the date of the relevant examination.
- The HKSI Institute charges an administration fee for issuing the Statement of Results (*please refer to our website for the [Fees Schedule](#) and [payment methods](#)*).
- All fees paid are **non-transferable and non-refundable**.
- 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.



## **8. Preparation for Examinations**

### **8.1 Self Study**

- The LE is a self-study examination.
- Candidates are advised to spend an estimated 40-85 hours for self-study (please check our [website](#) for the estimated self-study hours of each examination paper). The actual self-study hours required may vary depending on the candidate's work experience and academic background.

### **8.2 Study Manuals**

- To assist candidates prepare for the LE, eStudy Manuals in both English and Chinese can be downloaded by candidates from the "Upcoming Activity" section of the Online Portal during the period from the enrolment date until the examination date of the relevant examination.
- Amendments and updates of the eStudy Manuals are made periodically or when deemed necessary to reflect changes in applicable laws, rules, regulations, codes and market practices in Hong Kong. Please check our [website](#) for the latest details.

### **8.3 Complimentary Support Resources**

- To facilitate candidate's examination preparation, materials available on our website include [Guidelines for Examination Preparation](#), [Past Questions and Answers](#), and [Sample Practice Tests](#).

## **9. Notice Relating to the Hong Kong Personal Data (Privacy) Ordinance**

Candidates should note the Notice Relating to the Hong Kong Personal Data (Privacy) Ordinance in Appendix 2 to understand their obligations and rights in respect of the provision of personal data to the HKSI Institute, and the way in which the HKSI Institute may use or handle such data.

## **10. 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 Hong Kong 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 Hong Kong Personal Data (Privacy) Ordinance.

## APPENDIX 1

### EXAMINATION REGULATIONS OF THE LICENSING EXAMINATION FOR SECURITIES AND FUTURES INTERMEDIARIES (LE) (APPLICABLE TO EXAMINATIONS IN MACAU IN APRIL 2024)

Before attending their examinations, candidates are advised to read all the rules and regulations set out under the headings “General Rules”, “Proof of Identity”, “Use of Electronic Calculators” and “Misconduct” carefully.

Failure to comply with ANY of these examination regulations may result in **IMMEDIATE TERMINATION** of the examination and/or **DISQUALIFICATION** from taking any Hong Kong Securities and Investment Institute (HKSI Institute) examinations. The HKSI Institute will not release the examination results to disqualified candidates, and they will be suspended from enrolling in or taking any HKSI Institute’s examinations until the entire process of handling misconduct cases is completed.

Candidates are solely responsible for following the examination regulations at all times, and the HKSI Institute will **NOT** accept claims of misinformation by others (including invigilation staff) as an excuse to avoid disciplinary actions for any breach of the regulations.

#### General Rules

1. Candidates must arrive at the assigned examination centre 30 minutes before the scheduled examination start time for an identity check. **No** latecomers will be admitted **after the scheduled examination start time**.
2. All personal belongings will be examined, and headwear, except for religious or cultural purposes, is **NOT** permitted during the examination.
3. Only specific items, such as Hong Kong identity cards/passports, authorised electronic calculators, draft paper and pencil provided by the HKSI Institute, are allowed on the desk. Candidates must place all other personal items, including electronic/communication devices, in the designated area under their chair and not access them during the examination.
4. Candidates must turn off all electronic/communication devices, including phones and watches, **BEFORE** entering the examination centre/room and keep them off throughout the examination.
5. Once admitted, candidates must follow the invigilator’s instructions until dismissed.
6. The invigilators will make announcements related to the examination in both English and Cantonese. It is the responsibility of the candidates to manage any linguistic difficulties that they may encounter.
7. Candidates must use **HB pencil** to fill in on the answer sheets/question booklets.
8. After completing the examination, candidates must return all examination materials and may leave the examination centre with the invigilator’s approval.
9. If encountering any issues during the examination, candidates must notify the invigilator immediately for assistance. Any notifications received **AFTER** the examination will **NOT** be considered.
10. All examination materials are the property of the HKSI Institute, and candidates acknowledge their exclusive intellectual property rights by taking the examination. If any infringement occurs, the HKSI Institute may take appropriate actions, and the candidate will be liable for any losses, damages and costs incurred by the Institute.

## **Proof of Identity**

1. On the day of the examination, candidates **must** bring their original and valid identification document, such as Hong Kong identity card, passport, or other formal travel documents with a photo. The **English name** on the document **must match** those numbers in the HKSI Institute records (candidates can log in to the [Online Portal](#) to confirm their English name).

Paper-based Examination candidates must also bring their Admission Form printed on a piece of white A4 paper that was originally blank on both sides.

**If the required document is NOT PROVIDED or the candidate's identity cannot be verified, they will NOT be allowed to take the examination.**

2. If there are doubts about a candidate's identity, the invigilator(s) will take photographs of the candidate and/or photocopies of the candidate's identification document. Candidate must remove glasses, hat or mask to ensure their full face is visible. The photographs and copies will be kept for further investigation. If the candidate's true identity cannot be confirmed, their examination results may be invalidated. If a candidate refuses to allow the invigilator(s) to take photographs or photocopies of their identification documents, they will be disqualified and asked to leave the examination centre immediately.
3. Impersonation is a serious offence, and any incidents will be reported to the police, and offenders may face prosecution.

## **Use of Electronic Calculators**

1. Candidates may bring electronic calculators into the examination centre, provided that the electronic calculators must be operated silently and without any print-out or graphic/word display functions. Electronic calculators using dot-matrix technology in the main display are strictly prohibited.
2. A list of approved models of electronic calculators is published on the HKSI Institute [website](#).

## **Misconduct**

**Misconduct refers to any failure to comply with the latest examination regulations published by the HKSI Institute. Any alleged misconduct cases will be investigated by the HKSI Institute and may be reported to the Examinations Disciplinary Panel and/or Appeal Panel for decision-making.**

**If misconduct is found, the HKSI Institute may take the following actions:**

- **Issuing a warning letter to the candidate concerned**
- **Disqualifying the candidate from the examination and withholding release of their examination results**
- **Suspending the candidate from enrolling and/or taking any of the HKSI Institute's examinations for a period of ranging six months to five years**
- **Taking any other disciplinary action(s) deemed necessary by the Institute**

**During the suspension period, any examination enrolled by the candidate will not be re-scheduled, and all fees paid will be non-transferrable and non-refundable.**

**The HKSI Institute may report any breach of examination regulations to the Securities and Futures Commission (SFC) and the Hong Kong Monetary Authority (HKMA), and it reserves the rights to report to the police, inform relevant stakeholders, and display information about the misconduct case on its website. All instances of misconduct will be recorded in candidates' personal records maintained by the Institute for future reference.**

Misconduct includes, but is not limited to:

1. engaging in conversations with anyone other than the invigilator(s);
2. taking photographs, video-recordings or audio-recordings inside the examination centre at any time or during the examination session;
3. writing or attaching any information on the identification document, hands, or other objects;
4. starting to work on the examination materials before instructed to do so, or continuing to write/erase after being told to stop;
5. leaving any communication/electronic devices (including but not limited to mobile phone, electronic devices with text/graphics scanning functions; photo-taking/video-recording/audio-recording functions, data, text or image storage/display/audio play-back/video play-back functions, input/output and/or transmission of information) on throughout the examination session unnoticed;
6. reading aloud the content of the examination question;
7. having unauthorised materials, including but not limited to documents, textbooks, notes, dictionaries, tablets, electronic/communication devices, food, drink, and any other study materials on the desk or that are in candidate's possession during the examination session;
8. glancing or looking at another candidate's materials or computer screen;
9. accessing, possessing, or using any unauthorised devices, such as communication/electronic device not approved by the HKSI Institute or has any feature(s) not in the section "Use of Electronic Calculators" above, at any time during the examination session, including convenience break;
10. copying from or using notes, books or electronic devices during the examination session;
11. copying from the work of others, or using any written materials provided by others;
12. allowing other candidates to copy from their own writing whatsoever;
13. sharing examination materials and any kind (including but not limited to stationery and electronic calculators) between candidates during the examination session;
14. unauthorised possession of examination questions belonging to HKSI Institute;
15. copying of any examination materials or information, in any manner or media;
16. attempting to take away examination materials from the examination centre;
17. causing a distraction or disturbance before the examination and/or inside the examination centre;
18. vandalising examination materials or examination centre properties;
19. taking the examination on behalf of another person or allowing another person to take the examination on their behalf.
20. altering or creating results and/or certificate documents and/or results records;
21. interference with the examination system resulting in unauthorised access, security circumvention, data manipulation and/or malware installation;
22. unauthorised possession of any examination materials or information, in any manner or media, and distributing or disclosing any examination materials or information to any parties, with or without profit making purposes;
23. consuming food or drink, smoking or littering inside the examination centre;
24. leaving the examination centre without permission;
25. using threatening, abusive or insulting language and behaviours towards the invigilation staff or other candidates;
26. disregarding instructions contained in the warning letter issued by the HKSI Institute regarding previous misconduct by the candidate during the examination(s); and
27. disregards any latest examination regulations published by the HKSI Institute.

## **Guidelines on the Cancellation and/or Rescheduling of Examinations**

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

1. Typhoon signal is hoisted:
  - a) If the typhoon signal no. 8 or above is in force before 9:00 a.m., the MIFS will not open, and all examinations will be cancelled accordingly.
  - b) If the typhoon signal no. 8 or above is in force between 1:00 p.m. and 2:30 p.m., the MIFS will close, and all examinations will be cancelled accordingly.
2. Aftermath of typhoon:
  - a) If typhoon warning signal No.8 is lowered before 7:30 a.m., the MIFS will open during opening hours, and all examinations will be held as scheduled.
  - b) If typhoon warning signal No.8 is lowered between 7:30 a.m. and 9:00 a.m., the MIFS will open 1.5 hours after the lowering of signal. During the closing of MIFS, all examinations will be cancelled accordingly, but examinations which begin 2 hours after the lowering of signal will be held as scheduled.
  - c) If typhoon warning signal No.8 is lowered between 9:00 a.m. and 1:00 p.m., the MIFS will open in the afternoon, and all examinations in the afternoon will be held as scheduled.
  - d) If typhoon warning signal No.8 is lowered between 1:30 p.m. and 2:30 p.m., the MIFS will open 1.5 hours after the lowering of signal. During the closing of MIFS, all examinations will be cancelled accordingly, but examinations which begin 2 hours after the lowering of signal will be held as scheduled.
  - e) If typhoon warning signal No.8 is lowered after 2:30 p.m., the MIFS will close, and all examinations will be cancelled accordingly.
3. However, after the start of an examination, candidates are required to sit through the examination even if the typhoon signal no.8 or above or the black rainstorm warning signal is announced. If the Macao Special Administrative Region government makes public announcement regarding stop working due the event of natural disasters such as typhoons, earthquakes, or force majeure, the examination will be cancelled.
4. Candidates should pay attention to the special announcement published on the website of the MIFS (if any).
5. 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 payable to affected candidates in Hong Kong dollars through the same payment method used by the candidate earlier. If the original payment method is no longer valid, the refund will be made by cheque. The refund will be processed within 30 calendar days of the affected examination date by the HKSI Institute. Candidates do not have to apply for a refund of the examination fee(s).
6. The HKSI Institute and MIFS reserves the right and absolute sole discretion to cancel and/or reschedule an examination.

**All the times mentioned in these examination regulations refer to Macau standard time (<https://www.smg.gov.mo/zh/subpage/224/page/178>).**

**On all matters concerning the interpretation of the examination regulations, the decision of the HKSI Institute shall be final.**

**In case of discrepancies and/or inconsistencies between the latest examination regulations and other document(s) published by the HKSI Institute, the latest examination regulations shall apply and prevail.**

**In case of discrepancies and/or inconsistencies between the English and Chinese versions of the latest examination regulations, the English version shall apply and prevail.**

**APPENDIX 2**

**NOTICE RELATING TO THE PERSONAL DATA (PRIVACY) ORDINANCE OF HONG KONG**

The Personal Data (Privacy) Ordinance (the “Ordinance”) has been effective in Hong Kong since late 1996. This notice is intended to help candidates understand their obligations and rights regarding the provision of their personal data to the Hong Kong Securities and Investment Institute (HKSI Institute) and how the HKSI Institute may use or handle such data.

1. Candidates must keep the HKSI Institute updated of any changes in their personal data from the time they enrol as candidates for an examination until they completed it.
2. The HKSI Institute will use the personal data provided 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 Securities and Futures Commission (SFC) and the Hong Kong Monetary Authority (HKMA);
  - f. reporting information of candidates violating the examination regulations to the SFC and the HKMA, the police, inform relevant stakeholders, and display information about the misconduct case on HKSI institute website;
  - g. transferring, releasing, disclosing or providing to the SFC and the HKMA 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 SFC and the HKMA 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, Macau Institute of Financial Services (MIFS), SFC or such third parties as determined by the HKSI Institute;
  - k. releasing information to the MIFS and relevant third parties on whose behalf the HKSI Institute administers, conducts or organises examinations and to MIFS and 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 candidates’ personal data confidential. Nevertheless, during its operations, the HKSI Institute may compare, 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 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 examinations (which may contain their personal data) will be destroyed by the HKSI Institute two months after the date of the examinations.
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 wish to request access to or correction of their data should do so in writing to the HKSI Institute 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
7. Candidates who do not want to receive any information on activities, courses or examinations organised by the HKSI Institute should write to the HKSI Institute.