



## **Trust Training Certificate Examination**

### **Examination Handbook**

**Hong Kong Securities and Investment Institute**

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Hong Kong

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6 March 2024

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## 1. Overview

The Hong Kong Trustees' Association Limited (HKTA) launched Certified Trust Practitioners (CTP) accreditation program in Hong Kong to develop talent, set professional standards within the trust and fiduciary services industries.

The HKTA has partnered with the Hong Kong Securities and Investment Institute (HKSI Institute) to introduce the Trust Training Certificate (TTC). An individual who completes both TTC Course and Examination will be awarded the TTC.

TTC Examination is the qualifying examination specified by the HKTA as meeting the registration requirements to be a Certified Trust Practitioners (CTP). Applicants are advised to check with the HKTA with regard to the registration requirements of CTP.

## 2. Examination Details

Format: Multiple-choice Question (MCQ)  
Language: English  
Pass Mark: 70%

The TTC Examination comprises two parts, Part A and Part B. As of March 2024, the TTC course has been updated to a broad based syllabus. The current (old) syllabus will remain available until 8 June 2024. Both the old and new syllabuses for the TTC Examination are available on our [website](#).

Examination Paper	No. of MCQs	Duration (minutes)	For examinations on or before 8 June 2024 (Old Syllabus)		For examinations from 15 June 2024 (New Syllabus)	
			Examination Mode	Examination Fees	Examination Mode	Examination Fees
Part A	60	90	Paper-based Examination (PBE)	HKD2,000	Computer-based Examination (CBE)	HKD2,200
Part B Stream 1: Private Trust; or Stream 2: Collective Investment Schemes (CIS) / Retirement Schemes	60	90		HKD2,000 each		HKD2,200 each

*To obtain more information about the key changes and the revised syllabus of the training programme, please [click here](#).*

## 3. Examination Timetable

Examination Papers	Frequency
Part A	Twice per year
Part B Stream1/Stream2	Twice per year

For the latest examination dates and enrolment deadlines (✎), please check our [website](#).

## 4. Enrolment

### 4.1. Enrolment Prerequisites

- Individuals are required to complete all seven units of corresponding TTC Course within three years, counting from the first unit attended up to five working days before sitting the examination.

TTC Course	Old Syllabus		New Syllabus	
	Course Units	Corresponding Examination Paper	Course Units	Corresponding Examination Paper
Part A	Unit 1 – Unit 7 taken on or before 31 December 2023	TTC Examination Part A on or before 1 June 2024	Unit 1 – Unit 7 are to be taken after 1 April 2024	TTC Examination Part A from 15 June 2024
Part B	Unit 8 – Unit 11, Unit 13 – Unit 14 and Unit 17 are to be taken on or before 30 June 2024	TTC Examination Part B - Stream 1 on or before 8 June 2024	Unit 8 – Unit 11, Unit 13, Unit 17 and Unit 19 are to be taken after 1 July 2024	TTC Examination Part B - Stream 1 from 1 September 2024
Part B	Unit 11 and Unit 17 – Unit 22 are to be taken on or before 30 June 2024	TTC Examination Part B - Stream 2 on or before 8 June 2024	Unit 11 and Unit 17 – Unit 22 are to be taken after 1 July 2024	TTC Examination Part B - Stream 2 from 1 September 2024

- Applicants cannot sit the corresponding examination if they are unable to meet the enrolment prerequisites for the TTC Examination.\* The HKSI Institute will withdraw their examination enrolment application automatically before the date of examination.

\* Please refer to its website (<https://www.hksi.org/en/development/policies/>) for details of the Policies and Procedures for CPT Training Courses and Events.

**Important Note:** Applicants who have completed any TTC Course under the old syllabus are not eligible to take the examination paper of new syllabus.

### 4.2. Procedures

- Applicants may enrol for the examination through the HKSI Institute [Online Portal](#) on or before the enrolment deadline.
- Applicants submitting enrolments via hardcopy [forms](#) will be charged an administration fee. Please refer to the [Fee Schedule](#).
- Applicants must ensure examination dates and times are correct when confirming the selected examination session. 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, the applicant can enrol immediately for another examination session.
- The HKSI Institute will take one week after the TTC course (Part A or Part B) for vetting of candidates' eligibility to sit the TTC Examination. Applicants who do not fulfil the enrolment

prerequisites will receive a notification prior to the examination and a partial refund of their examination fee(s) as the HKSI Institute charges a non-transferable and non-refundable [administration fee](#) for vetting.

#### **4.3. Special Arrangements**

- Arrangements may be made for candidates with special needs or disabilities.
- Applicants requiring special facilities should notify the HKSI Institute in writing on the day of enrolment, allowing sufficient time for the Institute to make appropriate examination arrangements. Applicants should also submit documentary evidence, such as medical proof, to support their request via email to [exam@hksi.org](mailto:exam@hksi.org).
- Special arrangements may incur additional charge.

#### **4.4. Payment Methods**

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

#### **4.5. 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.

#### **4.6. Admission Form (applicable for the Paper-based Examination (PBE))**

- 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 PBE.
- 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 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 TTC Examination 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 Hong Kong Trustees' Association Limited (HKTA) 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. Unless approved by the invigilator, candidates must sit in their designated seats.

## **6.4. Absence Grade**

- 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**.

## **6.5. Examination System Login** (applicable for the Computer-based Examination (CBE))

- Before the examination begins, candidates assigned to their individual computer workstations must verify their English name displayed on the monitor. To access the examination system, candidates must follow the invigilators' instructions. When the candidate clicks "Start Test Session", the examination process begins.

## **6.6. Security**

- The examination centre is equipped with a video/audio surveillance system for security purposes. Candidates should be aware that their examination session may be recorded.

## **7. Examination Results**

### **7.1. Results**

- All examination results are graded as follows:  
PASS or  
FAIL or  
ABSENT
- The examination results and individual performance analyses will be available in the Online Portal approximately **ONE MONTH** after each examination.
- The Notification of Results and Performance Analysis will be available for all candidates to download and print from the Online Portal within **ONE YEAR** of the examination date.

### **7.2. Certificates**

- To be awarded the Trust Training Certificate, individuals are required to complete
  - i. all seven units of corresponding TTC Course within three years, counting from the first unit attended up to five working days before sitting the examination; and
  - ii. the Part A and Part B of TTC Examination within six years from the date of the first class of TTC course.
- The aforesaid six-year completion period will **NOT** be extended under any circumstances.
- Certificates that are not collected within six months of the date of notification of collection will be destroyed. Candidates should keep their certificates safely, since the HKSI Institute will **NOT** reissue certificate.

### **7.3. 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 **TWO MONTHS** 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 [Fee 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.

### **7.4. Loss or Damage to Notification of Results**

- Candidates who have lost or damaged their official Notification of Results or request for the Notification of Results 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 [Fee 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. Examination Preparation**

### **8.1. Training Course**

- TTC is a core component of achieving the HKTA CTP designation. The TTC Course consists of Part A and Part B. Candidates need to attend the relevant training course to sit the examination for Part A or B respectively. HKSI Institute has offered TTC training course for candidates. Each session of the TTC Examination will be based on the study manuals from the latest TTC training course.
- To assist candidates to prepare for the TTC Examination, the HKSI Institute and HKTA offer a revision session of TTC Course. This session is optional for candidates who enrolled for the TTC Examination. Please refer to our [website](#) for the latest schedule.

### **8.2. Study Materials**

- Candidates, who enrolled for the TTC Examination (old syllabus), can download study materials (i.e. training's materials of the latest intake) from the "Upcoming Activity" section of the Online Portal during the period from the enrolment date until the examination date of the relevant examinations.
- Candidates who enrolled for the TTC Examination (new syllabus) can normally access the study materials for download one week before the course date of respective unit of TTC Course.

Please refer to its [website](#) for details of TTC Course and its study materials.

### **8.3 Computer-based Examination System Simulator Form** (applicable for the Computer-based Examination (CBE))

- An examination system simulator is available [here](#). Candidates are highly recommended to familiarise themselves with this system prior to taking the examination.

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

Candidates should note the Notice Relating to the 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 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.

## **APPENDIX 1**

### **EXAMINATION REGULATIONS OF THE TRUST TRAINING CERTIFICATE (TTC) EXAMINATION**

Before attending their examinations, candidates are advised to read all the rules and regulations set out under the headings “General Rules”, “Proof of Identity” 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 are allowed on the desk, such as Hong Kong identity cards/passports, authorised electronic calculators; examination question booklet, answer sheet and hard copy of the Admission Form (applicable for the Paper-based Examination); draft paper and pencil provided by the HKSI Institute (applicable for the Computer-based Examination). 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 English. It is the responsibility of the candidates to manage any linguistic difficulties that they may encounter.
7. Candidates taking the Paper-based Examination must use an **HB pencil** to fill in the answer sheets and write on the 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 a Hong Kong identity card, passport, or other formal travel documents with a photo. The **English name** on the document **must match** those the name in the HKSI Institute records (candidates can log in to the [Online Portal](#) to confirm their English name).

Candidates taking the Paper-based Examination 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.

## **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 Hong Kong Trustees' Association Limited (HKTA), 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, 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 need to be aware of the guidelines for cancelling or rescheduling of examinations:

- In the event of a tropical cyclone (commonly known as “typhoon”) or rainstorm, the HKSI Institute will make public announcements on the HKSI Institute website ([www.hksi.org](http://www.hksi.org)) if the examination is cancelled. General arrangements will apply in this situation.

<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 starting 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 starting between 10:00 a.m. and before 5:00 p.m. will be cancelled
	At or after 2:00 p.m.	All examinations starting between 2:00 p.m. and before 10:00 p.m. will be cancelled

- 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.
- In the event of a technical problem during the examination that cannot be resolved within a reasonable amount of time, the HKSI Institute will either replace the examination with an alternative mode or reschedule the examination as soon as possible.
- Candidates will be notified in writing of the examination’s arrangements. Requests for cancellations and/or refunds will not be considered.
- If an examination is cancelled without being rescheduled, the HKSI Institute will provide 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, and candidates do not have to apply for it.
- The HKSI Institute will not be responsible for any losses incurred by candidates due to the Cancellation and/or Rescheduling of Examinations.
- The HKSI Institute reserves the right and has the 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.**

**APPENDIX 2**

**NOTICE RELATING TO THE PERSONAL DATA (PRIVACY) ORDINANCE**

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 HKTA;
  - f. reporting information of candidates violating the examination regulations to the HKTA, the police, inform relevant stakeholders, and display information about the misconduct case on HKSI institute website;
  - g. transferring, releasing, disclosing or providing to the HKTA 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 HKTA 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, HKTA 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 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 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.
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.