



# Licensing Examination for Securities and Futures Intermediaries

*Examination Handbook  
for the Paper-based Examination (PBE)*

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## Table of Contents

		Pages
<b>1.</b>	<b>Introduction</b>	<b>3</b>
<b>2.</b>	<b>Licensing Examination for Securities and Futures Intermediaries</b>	<b>3</b>
2.1	Structure	4
2.2	Examination Mode, Format and Pass Requirement	4
2.3	Completion Requirements and Award	5
2.4	Examination Timetable	5
<b>3.</b>	<b>Enrolment Procedures</b>	<b>6</b>
3.1	Enrolment Prerequisites	6
3.2	Examination Enrolment and Enrolment Deadline	6
3.2.1	Enrolment Methods	6
3.2.1.1	Online Enrolment	6
3.2.1.2	In Person at the HKSI Counter or By Mail	6
3.2.2	Confirmation of Enrolment	8
3.2.2.1	Online Enrolment	8
3.2.2.2	In Person at the HKSI Counter	8
3.2.2.3	By Mail	9
3.2.3	Special Arrangements	9
3.2.4	Alteration/Transferral of Enrolment for the Examination	9
3.3	Payment	10
3.3.1	Examination Fees	10
3.3.2	Payment Methods	10
3.3.3	Refund Policy	11
3.4	e-Admission Form	12
<b>4.</b>	<b>Changes of Personal Particulars</b>	<b>13</b>
<b>5.</b>	<b>Examination</b>	<b>13</b>
5.1	Examination Regulations	13
5.2	Absence from Examination	14
<b>6.</b>	<b>Examination Results</b>	<b>14</b>
6.1	Results and Performance Analyses	14
6.2	HKSI Certificates	15
6.3	Examination Appeals	15
6.4	Results Rechecking	15
6.5	Loss or Damage to Notification of Results and HKSI Certificates	15
<b>7.</b>	<b>HKSI Membership</b>	<b>16</b>
<b>8.</b>	<b>Preparation for Examinations</b>	<b>16</b>
8.1	Self Study	16
8.2	Study Manuals	16
8.3	Updates of HKSI Study Manuals	16
8.4	Past Papers	17
<b>9.</b>	<b>Notice Relating to the Personal Data (Privacy) Ordinance</b>	<b>17</b>
<b>10.</b>	<b>Amendments</b>	<b>17</b>
<b>11.</b>	<b>Enquiries</b>	<b>17</b>

- Appendix 1 Recognition from Local Regulatory Bodies and International Professional Organizations
- Appendix 2 Examination Regulations of the Licensing Examination for Securities and Future Intermediaries (LE) for the Paper-based Examination (PBE)
- Appendix 3 Notice Relating to the Personal Data (Privacy) Ordinance

**THE CONTENT IN THIS HANDBOOK ONLY FOCUSES ON THE EXAMINATION INFORMATION OF THE LICENSING EXAMINATION FOR SECURITIES AND FUTURES INTERMEDIARIES (LE) - PAPER-BASED EXAMINATION (PBE). FOR LE-COMPUTER-BASED EXAMINATION (CBE) INFORMATION, PLEASE REFER TO THE LE (CBE) EXAMINATION HANDBOOK FOR DETAILS.**

## **1 INTRODUCTION**

The Securities and Futures Ordinance (SFO) introduces a single licensing regime with 9 types of regulated activities (RAs). Each licensed or registered person will only need one licence or registration to carry on different types of RA. The 9 types of RA are as follows:

<b>Type</b>	<b>Regulated Activity</b>
1	Dealing in Securities
2	Dealing in Futures Contracts
3	Leveraged Foreign Exchange Trading
4	Advising on Securities
5	Advising on Futures Contracts
6	Advising on Corporate Finance
7	Providing Automated Trading Services
8	Securities Margin Financing
9	Asset Management

## **2 LICENSING EXAMINATION FOR SECURITIES AND FUTURES INTERMEDIARIES**

For the purposes of the licensing regime, the Hong Kong Securities Institute (HKSI) has launched the Licensing Examination for Securities and Futures Intermediaries (LE). The LE serves the following purposes:

**i. Licensing Purposes**

To obtain their licences under the SFO, candidates will be required to complete a combination of papers, the precise combination depending on the type(s) of RA they wish to conduct. *Please refer to Appendix 1 for details.*

**ii. HKSI Certification**

The HKSI will award certificates to those who have successfully completed a preset combination of examination papers. *Please refer to Section 2.3 for details.*

**iii. Local and International Recognition**

The Office of the Commissioner of Insurance (OCI) has recognized the LE. In addition, the LE has been recognized by a number of international professional organizations. *Please refer to Appendix 1 for details.*

## 2.1 Structure

The LE has 10 examination papers focusing on regulatory and technical matters.

<b>Regulatory Papers</b>	
Paper 1	Fundamentals of Securities and Futures Regulation
Paper 2	Regulation of Securities
Paper 3	Regulation of Derivatives
Paper 4	<i>(Not available yet)</i>
Paper 5	Regulation of Corporate Finance
Paper 6	Regulation of Asset Management
<b>Practical Papers</b>	
Paper 7	Financial Markets
Paper 8	Securities
Paper 9	Derivatives
Paper 10	<i>(Not available yet)</i>
Paper 11	Corporate Finance
Paper 12	Asset Management

## 2.2 Examination Mode, Format and Pass Requirement

There are two modes of examination for LE Papers i.e., PBE and CBE. Regardless of the examination mode, all examination papers will be offered in both English and Chinese, and examination questions will be set in a multiple-choice format. Candidates will be required to answer all questions in each paper. The number of examination questions, examination duration and pass mark for the LE are set out below:

<b>Examination Papers</b>	<b>No. of Questions (MCQ)</b>	<b>Duration (minutes)</b>	<b>Pass Mark (%)</b>
Paper 1	60	90	70
Paper 2	40	60	70
Paper 3	40	60	70
Paper 5	40	60	70
Paper 6	40	60	70
Paper 7	60	90	70
Paper 8	40	60	70
Paper 9	40	60	70
Paper 11	40	90	70
Paper 12	40	60	70

## 2.3 Completion Requirements and Award

For certification purposes, all LE candidates have 3 years to complete their preset combination of examination papers regardless of the examination mode. The 3-year period will commence from the date of the first LE paper that the candidate passes.

There are two levels of certification: – HKSI Practising Certificate  
– HKSI Specialist Certificate

LE Papers	HKSI Practising Certificates
Papers 1 + 7 + 8	HKSI Practising Certificate – Securities
Papers 1 + 7 + 9	HKSI Practising Certificate – Derivatives
Papers 1 + 7 + 11	HKSI Practising Certificate – Corporate Finance
Papers 1 + 7 + 12	HKSI Practising Certificate – Asset Management

LE Papers	HKSI Specialist Certificates
Papers 1 + 2 + 7 + 8	HKSI Specialist Certificate – Securities
Papers 1 + 3 + 7 + 9	HKSI Specialist Certificate – Derivatives
Papers 1 + 5 + 7 + 11	HKSI Specialist Certificate – Corporate Finance
Papers 1 + 6 + 7 + 12	HKSI Specialist Certificate – Asset Management

The aforesaid 3-year completion period will **NOT** be extended under any circumstances.

All certificates, including both HKSI Practising Certificates and HKSI Specialist Certificates, will be issued to the eligible candidates **ONCE** only **within the 3-year completion period**. Candidates will **NOT** be awarded more than one certificate of the same type within this period.

Additional certificate of the same type will be issued to candidates only when they have completed **ALL** the LE examination papers offered by the HKSI, obtained **ALL** 8 types of certificates within the required 3-year completion period and have subsequently re-attempted and passed the required preset combination of examination papers for the corresponding certificate(s). In this case, candidates will be given another 3 years to complete the required examination papers. The new completion period will commence from the date of the **first re-attempted** LE paper that the candidate passes.

## 2.4 Examination Timetable

For the latest examination dates and enrolment deadlines, please refer to the examination timetables available at the HKSI counter and/or on its website.

### **3 ENROLMENT PROCEDURES**

#### **3.1 Enrolment Prerequisites**

- There are no prerequisites for enrolling in the LE(PBE).
- Applicants have full discretion to attempt any combination of papers. However, if applicants wish to sit the examination for licensing purposes, they are advised to check with the relevant regulatory bodies/exchanges with regard to the licensing/registration requirements before enrolling in the examination(s).

#### **3.2 Examination Enrolment and Enrolment Deadline**

- Applicants should take special note of the enrolment deadlines and examination fees.
- Applicants may choose their preferred examination session(s) through the HKSI online enrolment system or by specifying the examination code(s) on the LE enrolment form for the PBE.
- The examination dates, times, examination codes and enrolment deadlines for the LE (PBE) are detailed in the examination timetable, which is available at the HKSI counter and/or on its website.
- The HKSI reserves the right to change the enrolment deadline at any time. When a change is made, a public announcement will be displayed at the HKSI counter and/or posted on its website.

##### **3.2.1 Enrolment Methods**

###### **3.2.1.1 Online Enrolment**

1. Applicants may enrol for the LE (PBE) through the HKSI online enrolment system ( **e-booking** ).
2. Applicants must use their own international VISA Card, MasterCard or American Express Card to settle payment of the examination fee(s).
3. Applications for enrolment may not be accepted by the HKSI, even though payment of the examination fee(s) has/have been made, if the details submitted by the applicants are found to be inaccurate or incomplete.

###### **3.2.1.2 In Person at the HKSI Counter or By Mail**

1. Applicants must complete the LE enrolment forms for the PBE clearly and correctly. The forms can be obtained:
  - (i) from the HKSI website; or
  - (ii) by sending a self-addressed and stamped (HK\$3.70) envelope (7" x 10") to the HKSI office (please quote "Request for Licensing Examination for Securities and Futures Intermediaries Enrolment Form for the PBE " on the envelope); or

- (iii) in person from the HKSI counter during counter service hours.
2. **The HKSI will NOT accept batch applications. Each applicant should submit ONE enrolment form only at a time.**
  3. Applicants should submit the completed and signed LE enrolment forms for the PBE, together with the appropriate examination fees (please refer to Sections 3.3.1 and 3.3.2 for details of fees and payment methods) in person during counter service hours or by mail to the HKSI on or before the corresponding enrolment deadline. Applicants applying by mail are reminded to allow sufficient time for mailing. **Applications by email or fax will NOT be accepted. NO applications received by the HKSI after the corresponding enrolment deadline will be accepted.**
  4. Applicants should prioritize their preferred examination session(s) by specifying the examination code(s) under Part 1 of the LE enrolment form for the PBE.
  5. The HKSI will process LE (PBE) enrolments on a first-come-first-served basis while taking into account the applicants' preferences. Enrolments for examination sessions that are already full will be rejected.
  6. If applicants' first choice of examination session is full or cancelled or unavailable for any reason, the HKSI will automatically assign the applicants to their second choice (**limited to PBE only, if any**) indicated on the LE enrolment form for the PBE. However, if applicants' second choice of examination session is full or cancelled or unavailable for any reason as well, their enrolment will be rejected. If applicants do not fill in their second choice, their enrolment will be rejected if the first choice of examination session is full or cancelled or unavailable for any reason.
  7. The HKSI will **ONLY** process LE enrolment forms for the PBE that it has actually received, and under **NO** circumstances shall the HKSI be responsible for any loss of LE enrolment forms for the PBE and/or payment details sent by mail.
  8. Applications with incomplete LE enrolment forms for the PBE or inappropriate examination fees will **NOT** be processed.
  9. Once the HKSI has received the LE enrolment form for the PBE, **NO** alterations of the examination, choice of examination sessions, examination papers and/or examination modes will be allowed.
  10. Applicants are advised to keep a copy of the completed LE enrolment form for the PBE for their own record.

## **3.2.2 Confirmation of Enrolment**

### **3.2.2.1 Online Enrolment**

1. Upon successful enrolment, **Acknowledgement of Submission and Official Receipts** will be issued to applicants immediately via the HKSI online enrolment system. An email showing the details of the examination paper(s) for which an applicant has successfully enrolled will be sent to the relevant applicant's email address as provided in the application to the HKSI, if any.
2. The Acknowledgement of Submission contains a reference number, which should be quoted for future enquiries with regard to the application.
3. The Official Receipt contains details of the enrolment including the candidate's name, examination name, paper(s), code(s), date(s), time(s) and fee(s).
4. An email will also be sent to applicants, whose enrolment applications have been rejected by the HKSI, subject to the availability of the respective applicant's email address provided to the HKSI.

### **3.2.2.2 In Person at the HKSI Counter**

1. Staff at the HKSI counter will immediately process the enrolments upon submission of the LE enrolment forms for the PBE and appropriate fees by the applicants in person. Upon successful enrolment, Official Receipts will be issued to the candidates on the spot to confirm successful enrolment. An email showing the details of the examination paper(s) for which an applicant has successfully enrolled will be sent to the relevant applicant's email address as provided in the application to the HKSI, if any.
2. Candidates should immediately check the information printed on the Official Receipt. If they find any mistakes on the Official Receipt, they should inform the HKSI counter staff **IMMEDIATELY**.
3. The Official Receipt will be issued **ONCE** only. Under **NO** circumstances shall the HKSI reissue it or keep a duplicate copy.
4. The LE enrolment forms for the PBE will be returned to the applicants, whose enrolment applications have been rejected by the HKSI, by the staff at the HKSI counter immediately.

### 3.2.2.3 By Mail

1. After the HKSI has received and processed the enrolment application, an email showing the details of the examination paper(s) for which an applicant has successfully enrolled will be sent to the relevant applicant's email address as provided in the application to the HKSI, if any, within **5 FULL WORKING DAYS**.
  2. Candidates can print their Official Receipts via the HKSI online enrolment system by going into the "View Candidate History" section after logging into the system.
  3. The LE enrolment forms for the PBE will be returned to the applicants, whose enrolment applications have been rejected by the HKSI, by mail.
- Candidates who enrol for the LE (PBE) successfully on or after 16 November 2009 can reprint their Official Receipts via the HKSI online enrolment system by going into the "View Candidate History" section after logging into the system.
  - Candidates who have lost or damaged their Official Receipts for examination(s) enrolled before 16 November 2009 may request for a **Confirmation of Payment** in lieu of their Official Receipts by submitting a written request to the HKSI within 6 years of the date of the relevant examination(s). The HKSI charges a handling fee of HK\$50 per Confirmation of Payment. All payments are **non-transferable and non-refundable**.
  - **NO Acknowledgement Slip and Confirmation Slip** will be issued to candidates who enrol for the LE (PBE) on or after 16 November 2009.

### 3.2.3 Special Arrangements

Arrangements may be made for LE (PBE) candidates if they are disabled or have special needs. Applicants requiring special facilities should notify the HKSI at the time of enrolment in writing to allow sufficient time for the HKSI to make appropriate examination arrangements. Documentary evidence, such as medical proof about the nature of the disability to substantiate the need for special arrangements, should be submitted with the LE examination enrolment form for the PBE and the written request. Applicants who enrol for the LE (PBE) through the HKSI online enrolment system must submit the documentary evidence together with the written request within **2 FULL WORKING DAYS** to the HKSI after they have successfully enrolled in the LE (PBE). Any request for special arrangements may result in an additional charge.

### 3.2.4 Alteration/Transferral of Enrolment for the Examination

Requests for alterations or transferrals of enrolled examinations, examination papers, examination modes and/or examination sessions will **NOT** be accepted under any circumstances including sickness, business or travel arrangements or for any other reason.

### 3.3 Payment

#### 3.3.1 Examination Fees

The examination fees for the papers are as follows:

Examination Papers	Examination Fees	
	for examinations in April and May 2011	for examinations from June 2011
1 Fundamentals of Securities and Futures Regulation	HK\$750	HK\$800
2 Regulation of Securities	HK\$750	HK\$750
3 Regulation of Derivatives	HK\$750	HK\$750
5 Regulation of Corporate Finance	HK\$750	HK\$750
6 Regulation of Asset Management	HK\$800	HK\$800
7 Financial Markets	HK\$480	HK\$480
8 Securities	HK\$480	HK\$480
9 Derivatives	HK\$530	HK\$530
11 Corporate Finance	HK\$530	HK\$530
12 Asset Management	HK\$530	HK\$530

*\* All fees paid are **non-transferable**. The HKSI has full discretion to adjust the examination fees at any time. When an adjustment is made, a public announcement will be displayed at the HKSI counter and/or posted on its website.*

#### 3.3.2 Payment Methods

Applicants should pay the examination fees by any one of the following means:

##### 1. Cash or EPS (Not applicable to online enrolment)

- Applicants can pay their fees using cash or EPS at the HKSI counter.

##### 2. Bank Deposit (Not applicable to online enrolment)

- Applicants can deposit the required examination fees in cash (Hong Kong Dollars only) into the following bank account (not via automated teller machines or e-banking) before they submit their LE enrolment forms for the PBE to the HKSI:

Bank Name: Hang Seng Bank  
 Account Number: 207-002288-668  
 Account Name: Hong Kong Securities Institute

- The original bank deposit form must be submitted to the HKSI counter with the LE enrolment form for the PBE. Applicants must write the following information on the back of each bank deposit form:

- (i) their full name in English;
  - (ii) the examination code of the examination(s) they have enrolled in; and
  - (iii) their daytime contact telephone number.
- Applicants must ensure that:
    - payment has been made to the designated bank account; and
    - the correct amount of the examination fees has been deposited into the HKSI's bank account.
  - The HKSI will **NOT** be responsible for any errors made on the deposit by the applicants or the bank. Any late applications caused by such errors will **NOT** be accepted.
  - Applications without any proof of payment will be rejected. Applicants are thus advised to keep a copy of the bank deposit form for their own record.

### 3. Credit Card

- Payment by VISA Card, MasterCard or American Express Card is acceptable. The applicant must be the holder of the credit card used for the payment.
- Applicants may use their own credit cards to pay for the examination fee(s) through the HKSI online enrolment system. If the transaction is rejected by the card issuer or if the credit card is invalid, applicants who enrol online may re-enrol for the examination session(s) and pay the examination fee(s) with another credit card. For those who enrol in person at the HKSI counter, they can pay their fees with another credit card or by other methods. For those who enrol by mail, their LE enrolment forms for the PBE will be returned to the applicants by mail and they may re-submit the LE enrolment form for the PBE and pay the examination fee(s) with another credit card or by other methods on or before the respective enrolment deadline.

Note: Applications made without successful payment will be rejected.

#### 3.3.3 Refund Policy

Candidates who wish to cancel their enrolments for an examination paper(s), examination mode(s) and/or examination session(s) may apply for a refund of the applicable examination fee. Refunds will only be given for examinations which have yet to take place. They do not apply to past examinations attended by candidates or from which candidates were absent for whatever reason. The detailed arrangements regarding the refund policy are as follows:

1. Only the examination fee less an administration fee is refundable. Requests for refunds of any other fees will **NOT** be entertained under any circumstances.
2. Candidates should submit a completed Application Form (Refund of Examination Fee) ("Application Form") to the HKSI counter in person or by mail on or before the refund deadline, which is **2 FULL WORKING DAYS** (date of receipt of Application Form by the HKSI) after the enrolment deadline of the respective examination. Candidates applying by mail are reminded to allow sufficient time for mailing.

**NO fax or email applications will be accepted. Applications received after the prescribed deadline will NOT be processed.**

3. Candidates can obtain Application Forms:
  - (i) from the HKSI website; or
  - (ii) in person from the HKSI counter during counter service hours
4. The HKSI will **ONLY** process Application Forms that it has actually received, and under **NO** circumstances shall the HKSI be responsible for any loss of Application Forms sent by mail.
5. Once the HKSI has received an Application Form, the candidate concerned cannot withdraw his/her application for a refund.
6. Once the HKSI has approved an application for a refund, a confirmation letter will be issued to the candidate concerned by mail and the candidate's enrolment for the corresponding examination paper, examination mode and/or examination session will be **CANCELLED**.
7. Requests by candidates for transferrals of enrolled examination paper(s), examination mode(s) and/or examination session(s) will **NOT** be accepted under **ANY** circumstances including sickness, business-related matters or any other reasons.
8. The HKSI will charge a refund administration fee of HK\$200 per examination paper per examination mode per examination session.
9. The refund (examination fee less the administration fee) will be payable to the candidate concerned in Hong Kong dollars by cheque only and will be sent by **Registered Mail** within **28 FULL WORKING DAYS** after the receipt of the Application Form by the HKSI.
10. The HKSI reserves the right to amend the refund policy of the LE (PBE) (including adjustments to the administration fee and/or the application deadline for refunds) at any time without prior notice and to reject applications for refunds from candidates when circumstances warrant. In the event of any adjustments and/or amendments to the refund policy of the LE (PBE), a public announcement will be displayed at the HKSI counter and/or posted on its website.

### **3.4 e-Admission Form**

- The e-Admission Form contains details of the examination date(s), time(s) and venue(s), the candidate's seat number(s) and his/her personal particulars.
- The **e-Admission Forms** will normally be accessible via the HKSI website approximately **3 FULL WORKING DAYS** before each respective examination. Candidates are advised that the Forms will only be displayed for a limited period; and they will be deleted the following day after the respective examination.
- Candidates should use **clean and absolutely blank (both sides) A4 paper in white colour** for the printing of e-Admission Forms. If the e-Admission Form consists of more than one page, he/she must print all pages on separate pieces of the aforesaid A4 paper and produce all pages during the examination.

- On the examination date, candidates must bring the hardcopy of their relevant e-Admission Form for verification purposes.
- The information on the e-Admission Form is reproduced from the internal records of the HKSI that are, in all other respects, conclusive. The HKSI will not be responsible for any errors on the candidates' printouts. In case of discrepancies between the printed e-Admission Forms and the HKSI records, the HKSI records shall apply and prevail.
- The HKSI will **NOT** be responsible for the printing of e-Admission Forms. Candidates should print hard copies of the e-Admission Forms by themselves.
- If candidates find any mistakes on the e-Admission Forms, or have any difficulties in accessing the e-Admission Forms, they should contact the Examination Services Team of the HKSI at least **1 FULL WORKING DAY** before the date of their examination(s); otherwise, the candidates may not be able to sit for the examination(s).
- Candidates should **KEEP THEIR e-ADMISSION FORMS**, which contain their candidate number, for checking their examination results online. *(See Section 6.1 for details of checking online examination results.)*

#### **4 CHANGES OF PERSONAL PARTICULARS**

- Candidates must notify the HKSI of any changes to their personal particulars (e.g. address, telephone numbers, etc.) immediately via the "Update Personal Information" section in the HKSI online enrolment system or by completing a prescribed form provided by the Examination Services Team of the HKSI. This can be obtained from the HKSI counter or downloaded from its website. The completed form should be returned to the HKSI in person during counter service hours, by fax or by mail. Please note that **ONLY** the candidates' personal records with the HKSI's Examination Services Team will be updated with the new information approximately **2 FULL WORKING DAYS** after the HKSI has received the above notification from the candidates.
- Failure to make timely notifications of any changes to the HKSI may delay or prevent candidates from receiving information on the examinations they have enrolled in.

#### **5 EXAMINATION**

##### **5.1 Examination Regulations**

Candidates **MUST** read the Examination Regulations of the LE for the PBE in Appendix 2 of this handbook carefully before attempting any LE (PBE). Failure to observe any of the regulations may lead to disqualification from the examination. In addition, the HKSI will not release the examination results to candidates who are suspected of breaching any examination regulations during the examination unless the whole process in handling alleged misconduct cases is completed and the candidates involved are not disqualified.

## 5.2 Absence from Examination

Candidates will be graded **ABSENT** if they do not attend the examination on the examination date. Absentees will not be re-scheduled to another examination session and all fees paid are **non-transferable and non-refundable**.

## 6 EXAMINATION RESULTS

### 6.1 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 on the HKSI website approximately **8 FULL WORKING DAYS** after the date of each examination. Candidates are advised that this information will only be displayed for a limited period. For details of the display dates of the examination scores and performance analyses, please refer to the HKSI website. Candidates need to **KEEP THEIR e-ADMISSION FORMS**, which contain their candidate number, in order to login to their account.
- The performance analysis will show the candidate's performance (in terms of a range of %) in each of the paper's topic areas as well as the range of % of his/her overall performance.
- The **Notification of Results**, showing the grade(s) and the actual examination score(s), will normally be sent out to candidates by mail within **14 FULL WORKING DAYS** after the examination. If candidates have not received the notification after this period, they should contact the Examination Services Team of the HKSI **IMMEDIATELY**.
- An official hard copy of the performance analysis will be available within **7 FULL WORKING DAYS** after the receipt of the written request by the HKSI, subject to a handling fee of HK\$100 charged by the HKSI for each analysis per examination paper per examination mode per examination session. Hong Kong dollar payment can be deposited, in cash, into the Hang Seng Bank (Account no.: 207-002288-668 / Account Name: Hong Kong Securities Institute), or be paid by cash at the HKSI counter. Where payment is made via bank deposit, the original copy of the bank deposit form must be attached to the written request. The performance analyses will be sent to the candidates by mail only. Such analyses are available for a period of up to 3 years from the date of the relevant examination. All payments are **non-transferable and non-refundable**.
- The HKSI has full discretion to adjust the handling fee at any time. When an adjustment is made, a public announcement will be displayed at the HKSI counter and/or posted on its website.
- For confidentiality reasons, under no circumstances will the grade(s), actual examination score(s) and performance analyses be disclosed to candidates by other means such as by telephone, fax or e-mail.

## 6.2 HKSI Certificates

Candidates who have satisfied the requirements stated in Section 2.3 will be awarded HKSI Certificates. The certificates will normally be available for collection at the HKSI counter **5 FULL WORKING DAYS** after the date of issue of the Notification of Results. Certificates that are not collected within 6 months of the relevant examination date will be destroyed. Candidates should keep their certificates safely, since the HKSI will **NOT** reissue certificates.

## 6.3 Examination Appeals

**NO** appeals against examination results will be considered under any circumstances.

## 6.4 Results Rechecking

- Candidates who are doubtful of their results, may request for the HKSI's results rechecking service by writing to the HKSI specifying the *Examination Name, Date, Paper and Mode* as well as their *Candidate Number and HKID Card / Passport Number* within **14 FULL WORKING DAYS** after the date of issue of the Notification of Results.
- The HKSI charges a handling fee of HK\$150 for the rechecking of each examination paper per examination mode per examination session. Hong Kong dollar payment can be deposited, in cash, into the Hang Seng Bank (Account No.: 207-002288-668 / Account Name: Hong Kong Securities Institute), or be paid by cash at the HKSI counter. Where payment is made via bank deposit, the original copy of the bank deposit form must be attached to the written request.
- The candidate concerned will normally be notified within **7 FULL WORKING DAYS** after receipt of the written request. For confidentiality reasons, **the results rechecking report will only be sent by mail and addressed to the candidate.**
- The HKSI has full discretion to adjust the handling fee at any time. When an adjustment is made, a public announcement will be displayed at the HKSI counter and/or posted on its website.
- All payments are **non-transferrable and non-refundable.**

## 6.5 Loss or Damage to Notification of Results and HKSI Certificates

- Both the Notification of Results and HKSI Certificates will be issued **ONCE** only. Candidates who have lost or damaged their Notification of Results and/or HKSI Certificates may apply for a **Statement of Results** by submitting a written request to the HKSI within 6 years of the date of the relevant examinations.
- The HKSI charges an administration fee of HK\$200 (per copy) for issuing the Statement of Results. Hong Kong dollar payment can be deposited, in cash, into the Hang Seng Bank (Account No.: 207-002288-668 / Account Name: Hong Kong Securities Institute), or be paid by cash at the HKSI counter. Where payment is made via bank deposit, the original copy of the bank deposit form and/or the damaged Notification of Results or HKSI Certificates, if any, must be attached to the written request.
- The HKSI has full discretion to adjust the administration fee at any time. When an adjustment is made, a public announcement will be displayed at the HKSI counter and/or posted on its website.

- All payments are **non-transferable and non-refundable**.

## **7 HKSI MEMBERSHIP**

In addition to the recognized professional and academic qualifications, the LE is also recognized for the purpose of membership admission, and progression within membership.

Individuals will be eligible to apply directly for Ordinary Membership (MHKSI) if they have obtained the HKSI Specialist Certificate and possess 3 years relevant industry experience. For holders of the HKSI Practising Certificate, they will be eligible to apply for Affiliate Membership (HKSI Aff).

Please check our website at <http://www.hksi.org/eng/membership/intro.html> for the latest membership requirements.

## **8 PREPARATION FOR EXAMINATIONS**

### **8.1 Self Study**

The LE is a self-study examination.

### **8.2 Study Manuals**

- To assist candidates to prepare for the LE, the HKSI has published 10 study manuals in both Chinese and English versions. Please check our website at [http://www.hksi.org/eng/exam/le\\_manual Updating.html](http://www.hksi.org/eng/exam/le_manual Updating.html) for the latest details.
- From 7 October 2010, E-Study Manuals for the LE will be launched progressively and will be available for candidates' downloading via the "View Candidate History" page of the HKSI Online Registration and Enrolment System during the period from the enrolment date to the examination date of the relevant examinations. Please check our website at [http://www.hksi.org/eng/exam/le\\_manual Updating.html](http://www.hksi.org/eng/exam/le_manual Updating.html) for the latest details.
- The estimated self-study hours shown below are for reference only. Self-study hours may vary among candidates depending on their work experience and academic background.

#### **Regulatory Papers:**

It is estimated that students have to spend about 55-85 study hours on each paper.

#### **Practical Papers:**

It is estimated that each study manual topic will require 6-10 hours of study time.

### **8.3 Updates of HKSI Study Manuals**

Amendments and updates of the Study Manuals are made periodically or when deemed necessary to reflect changes in

regulations and market practices in Hong Kong. Candidates should check the HKSI website to ensure that they have the latest versions prior to taking the examinations.

For LE papers with E-Study Manuals, once an update is released, the latest version of the relevant E-Study Manuals will be available for candidates to download via the HKSI Online Registration and Enrolment System. Major updates made during the latest 3-month period will also be summarized and placed at the end of the E-Study Manuals for candidates' reference.

## **8.4 Past Papers**

Past papers of some LE Papers are available for downloading on the HKSI website and for sale at the HKSI counter. Candidates should check the HKSI website for updated information regarding the publication of the past papers.

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

Candidates should note the Notice Relating to the Personal Data (Privacy) Ordinance in Appendix 3 to understand their obligations and rights in respect of the provision of personal data to the HKSI, and the way in which the HKSI may use or handle such data.

## **10 AMENDMENTS**

The HKSI reserves the right to make changes to any fees, the content of Examination Handbook, the examination regulations, the examination timetables and the Notice Relating to the Personal Data (Privacy) Ordinance when circumstances warrant. The HKSI 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.

## **11 ENQUIRIES**

Examination Hotline	:	(852) 3120 6220	(during office service hours)
General Enquiries	:	(852) 3120 6100	(during counter service hours)
Fax	:	(852) 2899 2611	
Website	:	www.hksi.org	
Email	:	exam@hksi.org	
Address	:	Room 2403-08, 24/F, Wing On Centre 111 Connaught Road Central Hong Kong	
Counter Service Hours	:	Mondays to Fridays	9:00 a.m. – 5:30 p.m.
		Saturdays, Sundays and Public Holidays	Closed
Office Service Hours	:	Mondays to Fridays	9:00 a.m. – 5:30 p.m.
		Saturdays, Sundays and Public Holidays	Closed

## APPENDIX 1

### RECOGNITION FROM LOCAL REGULATORY BODIES AND INTERNATIONAL PROFESSIONAL ORGANIZATIONS

#### LOCAL RECOGNITION

##### *Securities and Futures Commission (SFC)*

The LE has been approved by the SFC as the recognized industry qualifications and local regulatory framework papers in relation to the application for licences as Representatives and/or Responsible Officers for all regulated activities (RAs) except for Type 3 RA – Leveraged Foreign Exchange Trading under the “Guidelines on Competence”. Please refer to the tables below for details.

##### Representatives

Regulated Activity	Recognized Industry Qualifications	Local Regulatory Framework Papers
Type 1	LE Papers 7 + 8	LE Paper 1
Type 2	LE Papers 7 + 9	LE Paper 1
Type 4	LE Papers 7 + 8	LE Paper 1
Type 5	LE Papers 7 + 9	LE Paper 1
Type 6	LE Papers 7 + 11	LE Paper 1
Type 8	LE Papers 7 + 8	LE Paper 1
Type 9	LE Papers 7 + 12	LE Paper 1

##### Responsible Officers

Regulated Activity	Recognized Industry Qualifications	Local Regulatory Framework Papers
Type 1	LE Papers 7 + 8	LE Papers 1* + 2
Type 2	LE Papers 7 + 9	LE Papers 1* + 3
Type 4	LE Papers 7 + 8	LE Papers 1* + 2
Type 5	LE Papers 7 + 9	LE Papers 1* + 3
Type 6	LE Papers 7 + 11	LE Papers 1* + 5
Type 8	LE Papers 7 + 8	LE Papers 1* + 2
Type 9	LE Papers 7 + 12	LE Papers 1* + 6

\* Not required for a licensed representative applying to be a responsible officer.

##### Disclaimer:

- ① The above is extracted from the SFC’s Guidelines on Competence. Candidates are advised to refer to the latest information available on the SFC’s website ([www.sfc.hk](http://www.sfc.hk)).
- ② Type 3 RA (Leveraged Foreign Exchange Trading) is not included in the above tables since the HKSI does not offer any examination papers on this RA.
- ③ There is no competence requirement for Type 7 RA (Providing Automated Trading Services).

***Office of the Commissioner of Insurance (OCI)***

HKSI Practising Certificates and HKSI Specialist Certificates, which are granted to candidates who have completed a preset combination of LE examination papers, are recognized by the OCI. Holders of either of these certificates are exempted from taking the “Investment-linked Long Term Insurance Examination” of the Insurance Intermediaries Quality Assurance Scheme (IIQAS).

**Applicants should check with the relevant regulatory bodies with regard to the licensing/registration requirements before enrolling for the examination(s).**

**INTERNATIONAL RECOGNITION**

***LOMA (Life Office Management Association, Inc.)***

LOMA has recognized LE Papers 1, 2, 3, 6, 7, 8, 9 and 12 for Professional Achievement Credits (PACs) in its Fellow, Financial Services Institute (FFSI) Program.

***Investment Dealers Association of Canada (IDA)***

The Education and Proficiency Committee of the IDA has approved the LE as equivalent to the Canadian Securities Course (CSC) and the Conduct and Practices Handbook Examination (CPH) offered by the Canadian Securities Institute (CSI). Applicants wishing to practise in the securities industry in Canada who provide proof of passing LE Papers 1, 7 and 8 need only pass the CSI’s New Entrants Course to be exempted from writing the CSC and CPH.

***Chartered Institute for Securities & Investment (CISI)***

LE Paper 1 is recognized as a suitable replacement of the CISI Investment Administration Qualification (IAQ) regulatory unit. The IAQ is awarded on the completion of 3 IAQ units. HKSI individual members or market practitioners who have successfully completed the LE Paper 1 are required to take only 2 IAQ units to attain the certification.

**APPENDIX 2**

(Effective from 21 June 2010)

**EXAMINATION REGULATIONS OF THE LICENSING EXAMINATION FOR SECURITIES AND FUTURES INTERMEDIARIES (LE) FOR THE PAPER-BASED EXAMINATION (PBE)**

Candidates are advised to read carefully all the rules and regulations set out under the headings “General Rules”, “Proof of Identity”, “Use of Electronic Calculators” and “Misconduct” below before attending their LEs. Failure to follow, and/or breach of, ANY of these examination regulations may result in **DISQUALIFICATION** from an LE, unless otherwise specified.

Candidates have the sole responsibility to ensure that the examination regulations are complied with at all times. The Hong Kong Securities Institute (HKSI) will **NOT** accept any claims from candidates for being misinformed by others (including the invigilation staff) as an excuse for exemption from disciplinary actions for any breach of the regulations.

**General Rules**

1. Candidates should ensure that they attend the enrolled LE at the scheduled examination time and hall/room. Candidates are advised to report to the assigned examination hall/room at least 15 minutes prior to the start of the LE. Late candidates will not be given extra time to compensate for the time lost.
2. Under **NO** circumstances should any Chief Invigilator/invigilator(s) possess the authority to grant extra time to any candidates.
3. Candidates who are not able to attend the LE or report to the correct examination hall/room listed on their e-Admission Forms for whatever reason will be graded **ABSENT**. No candidate will be admitted to the examination hall/room more than **15 minutes after the scheduled starting time** of the LE; such candidate will also be graded **ABSENT**.
4. Once admitted to the examination hall/room, candidates should follow the instructions of the Chief Invigilator/invigilator(s) strictly until they are dismissed, failing which the candidates may be disqualified from the LE.
5. Kindly note that announcements relating to the LE are currently made in English and Cantonese. It is the responsibility of all candidates to familiarize themselves with the examination regulations before sitting for any LE Papers. Candidates who have difficulty in speaking and/or understanding either English or Cantonese are advised to pay attention in this regard. They should seek assistance from the Chief Invigilator/invigilator(s) should they have any problems during the LEs. Chief Invigilator/invigilator(s) will provide assistance where they can. However, any breaches of the examination regulations for linguistic reasons will **NOT** be accepted, and may result in a candidate’s disqualification from the LE.
6. Candidates may bring their own stationery (HB pencils, erasers, highlighters, rulers, pencil sharpeners, authorized electronic calculators, etc.) to all LEs. No stationery will be provided by the HKSI at the examination hall/room. All items (including electronic calculators) brought into the examination hall/room are subject to inspection by the Chief Invigilator/invigilator(s). (For electronic calculators, please refer to “Use of Electronic Calculators” below.)
7. Sharing, transferring, exchanging, borrowing and/or lending of, and trading in materials of any kind (including but not limited to stationery and electronic calculators) between candidates during the LE are **NOT** allowed, and may result in disqualification from the LE.
8. Candidates are **NOT** allowed to use any communication devices at any time inside the examination hall/room and/or during the LE. Candidates are required to switch off all communication devices such as mobile phones, Bluetooth headset and pagers, as well as devices which produce sound of any kind, such as alarm watches, **BEFORE** entering the examination hall/room. All devices of such kind should have the power off (including the alarm function) at all times inside the examination hall/room and/or during the LE. Those who are in breach of this Clause may be disqualified from the LE.
9. Candidates are **NOT** allowed to use Personal Digital Assistants (PDAs) or any devices (except authorized electronic calculators mentioned under the heading “Use of Electronic Calculators” below) which include any of the following functions at any time inside the examination hall/room and/or during the LE:

- input/output and/or transmission of information such as data, text and images;
- data, text or image storage/display functions (e.g. electronic diaries, electronic dictionaries, databank watches and/or any such like);
- computer connectivity via any cable, infrared, or wireless technology;
- wireless communication functions such as Bluetooth® wireless technology, infrared interface, Wireless Local Area Network (LAN);
- audio/video play-back and/or recording (e.g. MP3 and compact disc players);
- walkie-talkie (i.e. radio transmitting and/or receiving) capability;
- text/graphics scanning functions;
- photo-taking functions.

Those who are in breach of this Clause may be disqualified from the LE.

10. Any candidates whose devices listed as above sound at any time inside the examination hall/room and/or during the LE will be asked to reveal the call log / SMS (Short Message Service) log / MMS (Multimedia Messaging Service) log / alarm clock setting to the Chief Invigilator/Invigilator(s), so that the relevant information can be recorded in the Chief Invigilator's report for the HKSI to assess whether cheating is involved. If such candidates refuse to do so, the Chief Invigilator will include this in the report to the HKSI, and the refusal may be ground for disqualification from the LE.
11. At any time inside the examination hall/room and/or during the LE, candidates are **NOT** allowed to
  - litter anywhere in the examination hall/room;
  - drink, eat (including chew gum), or smoke;
  - take photographs with any electronic or photographic devices;
  - give/receive assistance to/from person(s) other than the Chief Invigilator/invigilator(s);
  - communicate with anyone other than the Chief Invigilator/invigilator(s);
  - start filling in any information on the answer sheet until they are told to do so;
  - start writing/turn over the pages to read/work on the examination paper until they are told by the Chief Invigilator to do so;
  - cause unnecessary distraction to the Chief Invigilator/invigilator(s) or other candidates, or disruption to the LE process. Such a candidate will be requested to leave the examination hall/room should he/she refuse to stop the distraction or disruption immediately, and he/she may be disqualified from the LE. The Chief Invigilator has the sole discretion in determining what constitutes unnecessary distraction or disruption, and whether the candidate concerned should be requested to leave the examination hall/room in order to stop the distraction or disruption;
  - use threatening, abusive or insulting language, or behave in a threatening, abusive, insulting or disorderly manner towards the Chief Invigilator/invigilator(s) or other candidates or interfere with the Chief Invigilator/invigilator(s) in the performance of their duties or interfere with equipment in the examination hall/room. Such a candidate will be requested to leave the examination hall/room and he/she may be disqualified from the LE. The Chief Invigilator has the sole discretion in determining whether a candidate is using threatening, abusive or insulting language, or behaving in a threatening, abusive, insulting or disorderly manner towards the Chief Invigilator/invigilator(s) or other candidates and whether the candidate concerned should be requested to leave the examination hall/room on the basis of the candidate's behaviour.

Those who are in breach of this Clause may be disqualified from the LE.

12. Candidates should maintain absolute silence at any time inside the examination hall/room and/or during the LE.
13. Candidates must sit on the designated seats according to the seat numbers printed on their e-Admission Forms, unless otherwise approved by the Chief Invigilator/invigilator(s).
14. Candidates must use **HB pencils** to fill in all their personal particulars and the examination details on the question booklets/answer sheets. **ONLY CORRECT personal particulars and examination details** marked in the specified areas on the question booklets/answer sheets with **HB pencils** will be used to identify candidates. Personal particulars and

examination details marked outside the specified areas on the question booklets/answer sheets will not be used for identification purpose. Candidates will be graded “**ABSENT**” if their personal particulars and/or the examination details provided cannot be read by the marking machine to identify the candidates, regardless of whether or not the candidates have proved their identities to the Chief Invigilator/invigilator(s) and/or their attendance have been recorded. Wrong personal particulars and/or examination details filled in must be completely removed with a clean eraser to avoid inaccurate reading by the marking machine.

15. Candidates must use **HB pencils** to answer the multiple-choice questions on the answer sheets. **ONLY** correct answers marked with **HB pencils** within the specified boxes on the answer sheet will be counted towards a candidate’s score. **NO** marks will be given to any question in which the answers provided cannot be read by the marking machine, and/or two or more answers are marked on the answer sheet for a single question. Any answers marked in the question booklets or outside the specified boxes on the answer sheet will **NOT** be counted. Wrong markings and/or unnecessary markings on the answer sheet must be completely removed with a clean eraser to avoid inaccurate reading by the marking machine.
16. By taking the LE, candidates acknowledge that reading of the marking machine shall be final, conclusive and binding upon the candidates. Candidates shall waive any claims against the HKSI regarding the function of the marking machine or accuracy of its reading and agree to be bound by the reading delivered by the marking machine.
17. Only the hard copy of the e-Admission Form, HKID card/passport and stationery (HB pencils, erasers, highlighters, rulers, pencil sharpeners and authorized electronic calculators) are allowed on the desk. These items must remain on the desk and be clearly visible during the LE. All personal belongings, wallets, pencil case/box, baggage of any kind, documents, paper of any kind, textbooks, notes, dictionaries, electronic diaries, electronic/communication devices, food, drink, and any other study materials must be placed in the designated area (i.e. on the floor under the chair of the respective candidate) at any time inside the examination hall/room and/or during the LE. The Chief Invigilator/invigilator(s) have the right to remove any unauthorized items from candidates/the desk, and to inspect and/or photograph/make a record of such items. Candidates must not access such items during the LE.
18. Failure by the Chief Invigilator/invigilator(s) to detect any unauthorized item prior to the start of the LE, admittance to the examination hall/room, or even after completion of the LE does **NOT** imply that the item is authorized in the LE, or that the candidates possessing the item will not be subject to disciplinary actions.
19. The HKSI will not be responsible for any loss due to whatever causes, or damage of personal belongings at any time inside the examination hall/room and/or during the LE.
20. Timing devices may be but not necessarily provided in the examination hall/room. Candidates are advised to keep the time with their own noiseless timekeepers. The Chief Invigilator will make announcement regarding the scheduled start, 15 minutes before the end, and the end of the LE.
21. No candidates are allowed to leave the examination hall/room within the **first 20 minutes** of the starting time of the LE. Once the LE has been in progress for **more than 20 minutes**, candidates may request to leave the examination hall/room with the approval of the Chief Invigilator/invigilator(s). However, candidates are not allowed to leave the examination hall/room in the **last 15 minutes** of the LE. Such restrictions are necessary to ensure that the Chief Invigilator/invigilator(s) can handle the administrative work smoothly. Candidates must return all examination materials (including but not limited to the question booklets/answer sheets/backing sheets) to the Chief Invigilator/invigilator(s) before leaving the examination hall/room.
22. Once the Chief Invigilator announces the end of the LE, candidates should stop writing and/or erasing any writing whatsoever (including but not limited to the filled box(es) on the answer sheet) immediately. Subsequent requests for special consideration in filling in the box(es)/personal particulars on the answer sheets/ question booklets, filling in, erasing/correcting any writing whatsoever (including but not limited to the filled box(es) on the answer sheet) on the answer sheets/ question booklets will **NOT** be entertained after the announcement of the end of the LE.
23. Following the announcement of the end of the LE, candidates should remain silent and seated while waiting for the Chief Invigilator/invigilator(s) to collect all examination materials (including but not limited to the question booklets and answer sheets). **NO** candidates are allowed to leave the examination hall/room until they are told by the Chief Invigilator/invigilator(s)

to do so.

24. All answer sheets submitted by candidates will be and remain the properties of the HKSI and as such, will be handled by the HKSI at any time and in any way it deems fit. While the HKSI will exercise reasonable care to protect and preserve the answer sheets, in the event of any loss or damage, as a result of which the candidate's performance cannot be assessed based on the answer sheets, the candidates concerned will waive all claims, if any, against the HKSI.
25. Candidates are not allowed to take photograph of, record, copy, distribute, publish, modify, create derivative works from or otherwise use in any manner or media, the information, materials and questions contained in the question booklet. All information, materials and questions contained in the question booklet are the proprietary information of the HKSI and all copyright and/or any intellectual property rights therein belong exclusively to the HKSI. By taking the LE, candidates are deemed to acknowledge the HKSI's intellectual property rights (including copyright) in all such information, materials and questions contained in the question booklet. The HKSI reserves the right to take appropriate actions against any candidates to enforce its intellectual property rights and hold the candidates liable for all losses, damages and/or costs incidental thereto.
26. Candidates (a) who are not able to attend the LE or report to the correct examination hall/room or are not admitted to the examination hall/room under Clause 3 in this section; or (b) whose personal particulars and/or examination details provided on answer sheets cannot be read by the marking machine to identify them; or (c) who fail to produce the original and valid (non-expired) identification documents for verification within 15 minutes after the scheduled starting time of the LE and/or whose identity cannot be verified will be graded ABSENT under Clause 3 or Clause 14 in this section or Clause 1 in the section "Proof of Identity" (as the case may be). Candidates who are graded ABSENT or disqualified as a result of breach of any provision(s) herein will **NOT** be rescheduled to another examination session (including both paper-based examination and computer-based examination) and the fees paid are not transferable and not refundable.

### **Proof of Identity**

1. On the examination date, each candidate **MUST** bring the following for verification purposes:
  - i) the hard copy of his/her e-Admission Form printed on a piece of white A4 paper that was originally blank on both sides. (If the e-Admission Form consists of more than one page, he/she must print all pages on separate pieces of the A4 paper and produce all pages during the LE.); and
  - ii) his/her original and valid (non-expired) identification document, such as HKID card, passport, or other formal travel documents with a photo acceptable to the HKSI. The name and number of the identification document **must** be identical to the one indicated on the hard copy of the e-Admission Form.

**Anyone failing to produce the above documents within 15 minutes after the scheduled starting time of the LE, and/or whose identity cannot be verified will NOT be permitted to sit for the LE. Such a candidate will be graded ABSENT.**

2. **NO** examination-related information is allowed to be printed/written on and/or attached to the identification document.
3. Candidates are **NOT** allowed to write anything on the hard copy of the e-Admission Form at any time.
4. If, in the opinion of the Chief Invigilator/invigilator(s), a candidate's identity is in doubt, the Chief Invigilator/invigilator(s) will take photographs of this candidate and photocopy his/her identification document. The candidate whose identity is in doubt should offer all necessary assistance (e.g. by removing any glasses, hat or mask) to ensure that the photographs can reveal his/her full face. The photographs and copy/copies of the identification document will be retained for further investigation. In the event that the HKSI is unable to clear its doubt about the true identity of the candidate taking the LE, it has the sole discretion in invalidating his/her results of the LE. If he/she does not allow the Chief Invigilator/invigilator(s) to take photographs of him/her or photocopy his/her identification documents, he/she will be disqualified from the LE.
5. Any incident of impersonation will be reported to the police. Those who commit criminal offences may be prosecuted.

## **Use of Electronic Calculators**

1. **Electronic calculators** may be used by candidates in LEs, provided that the electronic calculators are battery-powered, operate without sound and include neither print-out nor graphic/word display functions.
2. Candidates are **NOT** permitted to bring electronic calculators that use dot-matrix technology in the main display and/or other electronic devices that are able to store text to the LEs. **NO** examination-related information is allowed to be printed/written on and/or attached to the electronic calculators. The jacket/case of the electronic calculators should **NOT** contain any piece of paper, card or cloth.
3. A list of approved models of electronic calculators is published on the HKSI website. It is subject to change and modification by the HKSI at its absolute discretion without prior notice.
4. Electronic calculators brought into the examination hall/room are subject to inspection and, in case of doubt, may be taken away for inspection. No extra time or replacement of electronic calculators will be given to the candidate under such circumstances. The model numbers of the electronic calculators should be clearly visible to the Chief Invigilator/invigilator(s). Electronic calculators with model numbers and/or functions that cannot be verified/identified are **NOT** allowed to be used in the LE. Sharing, transferring, exchanging, borrowing and/or lending of, and trading in electronic calculators between candidates during the LE are **NOT** allowed.
5. **NO** help will be offered by the Chief Invigilator/invigilator(s) should the electronic calculators fail to function properly for whatever reason. Allowance of any kind (such as replacement, extra time or mark) will **NOT** be given for any mistakes arising from electronic calculator malfunctioning.
6. Should candidates have any queries regarding the acceptance of their electronic calculators, for example, if their electronic calculators are not on the list of approved models of electronic calculators but have features which may meet the HKSI standard, they are advised to call the HKSI or bring them to the HKSI's office for approval before the LE. Candidates who use any electronic calculators not on the list of approved models of electronic calculators and/or having feature(s) not authorized by the HKSI may be disqualified from the LE.
7. Failure by the Chief Invigilator/invigilator(s) to detect any unauthorized electronic calculators prior to the start of the LE, during the conduct of the LE, or even after completion of the LE does **NOT** imply that such electronic calculators are authorized to be used in the LE, or that the candidates using the electronic calculators will not be subject to disciplinary actions. Candidates have the sole responsibility to ensure that the electronic calculators brought into the examination hall/room comply with the requirements stipulated in this section and "General Rules" above.
8. Candidates are allowed to use electronic calculators that comply with the aforesaid requirements. They are recommended to use electronic calculators equipped with the following two functions:
  - (i) the ability to raise numbers to a power and its reciprocal, i.e.  $x^y$  and  $x^{1/y}$ ;
  - (ii) the ability to process numbers up to eight decimal places, as required by some papers.

## **Misconduct**

When, in the HKSI's judgement in accordance with the examination regulations, there is misconduct in connection with the LE, the HKSI may issue a warning letter to the candidate concerned, disqualify him/her from the LE and decline to release his/her examination results, or take whatever disciplinary action(s) it deems necessary. A report regarding the incident will be filed by the HKSI in the candidate's personal records for future reference. Misconduct means a failure to follow, and/or breach of, any of the latest examination regulations published by the HKSI.

A candidate may be disqualified from the LE if he/she:

1. provides false personal particulars in his/her enrolment form or in the HKSI's online enrolment system, wherever applicable;
2. improperly obtains information about an examination paper prior to the LE;
3. communicates or attempts to communicate with any person other than the Chief Invigilator/invigilator(s) inside or outside the examination hall/room during the LE in any manner whatsoever;
4. copies from/uses notes, books or electronic devices brought into the examination hall/room, or any writing whatsoever by other candidates (including but not limited to answer(s)) during the LE;
5. glances or looks at another candidate's examination materials, or gives the appearance of doing so;
6. allows another candidate(s) to copy from his/her own writing whatsoever (including but not limited to answer(s));
7. leaves an electronic/communication device (including but not limited to a mobile phone or pager) switched on at any time inside the examination hall/room and/or during the LE;
8. uses any unauthorized devices such as communication devices not approved by the HKSI at any time inside the examination hall/room and/or during the LE, including the time when he/she is having a convenience break;
9. uses an electronic calculator that is not on the HKSI's list of approved models and/or has any feature(s) not authorized by the HKSI as listed in the sections "General Rules" and "Use of Electronic Calculators" above during the LE;
10. leaves any unauthorized materials including but not limited to documents, textbooks, notes, dictionaries, electronic diaries, electronic/communication devices, food, drink, and any other study materials on the desk and/or on his/her person at any time inside the examination hall/room and/or during the LE;
11. takes away, or attempts to take away, from the examination hall/room and/or damage any examination materials, such as question booklets, answer sheets, backing sheets or draft paper;
12. copies any information, materials and questions contained in the question booklet on any media other than the question booklet;
13. discloses any information, materials and questions contained in the question booklet by any means to any parties;
14. vandalizes any properties not belonging to him/her and/or belonging to the examination hall/room provider in the examination hall/room on purpose;
15. leaves the examination hall/room without permission;
16. starts to read/work on the examination paper before being instructed to do so, or continues to write/erase any writing whatsoever (including but not limited to the filled box(es) on the answer sheet) after being told to stop writing at the end of the LE;
17. does anything which causes unnecessary distraction to the Chief Invigilator/invigilator(s) or other candidates, or disruption to the LE;
18. uses threatening, abusive or insulting language, or behaves in a threatening, abusive, insulting or disorderly manner towards the Chief Invigilator/invigilator(s) or other candidates or interferes with the Chief Invigilator/invigilator(s) in the performance of their duties or interferes with equipment in the examination hall/room. A candidate who is found to be in breach of this Clause may be disqualified from taking any further HKSI examinations;
19. takes the LE on behalf of or in the name of another person;
20. fails to follow the instructions given by the Chief Invigilator/invigilator(s) during the LE;
21. fails to adhere to any of the latest examination regulations published by the HKSI;
22. disregards the instructions contained in the warning letter issued by the HKSI in connection with his/her misconduct in any LE(s) conducted by the HKSI;
23. is found cheating in any manner whatsoever.

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

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

1. LEs will be cancelled when typhoon signal No. 8 or above or the black rainstorm warning signal is hoisted.
2. All LEs that start at 8:00 a.m. or start between 8:00 a.m. and before 2:00 p.m. will be cancelled when typhoon signal No. 8 or above or the black rainstorm warning signal is in force at 6 a.m. or after 6:00 a.m. but before 11:00 a.m..
3. All LEs that start at 11:00 a.m. or start between 11:00 a.m. and before 6:00 p.m. will be cancelled when typhoon signal No. 8 or above or the black rainstorm warning signal is in force at 11:00 a.m. or after 11:00 a.m. but before 3:00 p.m..
4. All LEs that start at 3:00 p.m. or start between 3:00 p.m. and 10:00 p.m. will be cancelled when typhoon signal No. 8 or above or the black rainstorm warning signal is in force at or after 3:00 p.m..
5. If typhoon signal No. 8 or above or the black rainstorm warning signal is hoisted while the LE is in progress, the LE will continue until the scheduled finishing time.
6. Candidates are advised to call the HKSI's Examination Hotline (852) 3120 6220 for special announcements, if any.
7. Candidates are also advised to refer to the HKSI website for special announcements, if any.
8. If a LE is cancelled, the HKSI will notify candidates in writing of the LE's rescheduled date and time. Candidates do not have to re-register for the LE. Applications for a refund and/or transfer of examination fees paid will not be entertained.
9. The HKSI reserves the right and absolute sole discretion to cancel and/or reschedule an LE.

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>).

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

In case of discrepancies and/or inconsistencies between the latest examination regulations and other document(s) published by the HKSI, 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 3**

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

The Personal Data (Privacy) Ordinance (the Ordinance) has been in force in Hong Kong since late 1996. This notice is to help candidates understand their obligations and rights in respect of the provision of their personal data to the HKSI, and the way in which the HKSI may use or handle such data.

1. Candidates are required to keep the HKSI informed of any changes in their personal data once they have enrolled as candidates for an examination, and until such time as they have completed the examination.
2. The HKSI will use the personal data provided for the following purposes:
  - a. administering the examination and marketing purposes;
  - b. delivering information about the examination;
  - c. maintaining candidate records;
  - d. distribution of examination results to candidates concerned;
  - e. informing the candidate of any courses, examinations, products or services which the HKSI believes may be of interest to them;
  - f. research or statistical analysis;
  - g. promoting and providing services made available by the HKSI or such third parties as determined by the HKSI;
  - h. releasing information to the relevant third parties on whose behalf the HKSI administers, conducts or organizes examinations and to any third party that the HKSI engages to administer and/or conduct examinations for and on behalf of the HKSI; and
  - i. any other related purposes.
3. The HKSI will keep the personal data of candidates confidential. Nevertheless, during its operations, the HKSI may compare, transfer or exchange their data with the data already possessed, or obtained hereafter, by the HKSI 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 examinations (which may contain their personal data) will be destroyed by the HKSI two months after the date of the examinations.
5. As the Ordinance allows, the HKSI has the right to charge a reasonable fee for the processing of any request for data access.
6. Candidates who request access to data or for the correction of their data should do so in writing to the HKSI.
7. Candidates should write to the HKSI if they do not want to receive any information on courses or examinations organized by the HKSI.