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HKSI Professional Diploma in Financial Markets

Programme Handbook



HKSI to stop accepting applications for registration as Registered Students of the HKSI Professional Diploma in Financial Markets (“PDFM”)

As part of the Hong Kong Securities Institute (“HKSI”)’s continuous efforts to develop new professional qualifications and examinations in response to changing market demand, the HKSI has planned to develop a new programme for the financial practitioners.

To align with the coming launch of the new programme, the HKSI will stop accepting applications for registration as PDFM Registered Students (“PDFM Student”) **commencing on 1 December 2011**.

Please note that this new arrangement will not affect the existing PDFM Students. The HKSI will continue to offer the PDFM examinations over the next five years to enable the existing PDFM Students to complete all PDFM Modules before their Programme Expiry Date. The last PDFM examination session will be held in January 2017.

Details relating to the new programme will be released in due course. For further enquiries on the PDFM, please contact our Examination Services Team on (852) 3120 6220 during office services hours (Mondays to Fridays: 9:00 a.m. to 5:30 p.m.; Saturdays, Sundays and Public Holidays: Closed) or visit our website at <http://www.hksi.org>.

Hong Kong Securities Institute

**HKSI Professional Diploma in
Financial Markets**

Programme Handbook

1 October 2011

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1. INTRODUCTION

The Hong Kong Securities Institute (HKSI) is a professional body established for practitioners engaged in a wide range of securities and other financial services businesses. Its mission is to promote high standards, personal integrity, business ethics and professional competence in the securities industry through education, training and examinations.

The HKSI's Professional Diploma in Financial Markets (PDFM) is a 5-year programme comprising seven Modules. The programme has been recognized by both local regulatory bodies/institutions and by international professional associations and universities, offering PDFM Registered Students ("PDFM Students") a variety of progression pathways to further internationally recognized academic/professional qualifications. *Please refer to Appendix 1 and the HKSI website for details.* PDFM Students may also apply for either **Ordinary** or **Affiliate Membership** of the HKSI, depending on their industry experience.

Ordinary Member (MHKSI) : PDFM Graduates¹ with 3 years relevant industry experience are eligible to apply for Ordinary Membership*

Affiliate Member (HKSI Aff) : PDFM Students who have completed PDFM Modules 4 and 5 are eligible to apply for Affiliate Membership*

* *Please refer to the HKSI website for details of our membership requirements.*

1.1 Objectives

The PDFM aims to set a standard of competency across the securities and investment industry and to examine whether individuals have acquired the knowledge of principles and practices that apply to their job functions. All PDFM Modules are intended to form a core base of knowledge, which is important to individuals in their respective areas of practice and for their further learning and development. The PDFM is designed to offer a high degree of flexibility, allowing individuals to pursue the programme at their own pace and by their preferred mode of study.

1.2 Benefits of the PDFM

- The PDFM allows PDFM Students to select either the **Training and Examination Mode ("TE Mode")** or the **Examination-only Mode ("EO Mode")** for each of the seven Modules of the programme.
- By breaking down the programme into seven different Modules, the PDFM enables PDFM Students to focus on and study each subject area in a more systematic manner.
- The PDFM assists PDFM Students to develop an in-depth knowledge of the finance industry and to gain essential information on emerging industry sectors.
- The PDFM helps PDFM Students to acquire updated skills and keep abreast of knowledge relevant to their respective areas of practice.

¹ PDFM Graduates are PDFM Students who have fulfilled the completion requirements as specified under Section 2.9.

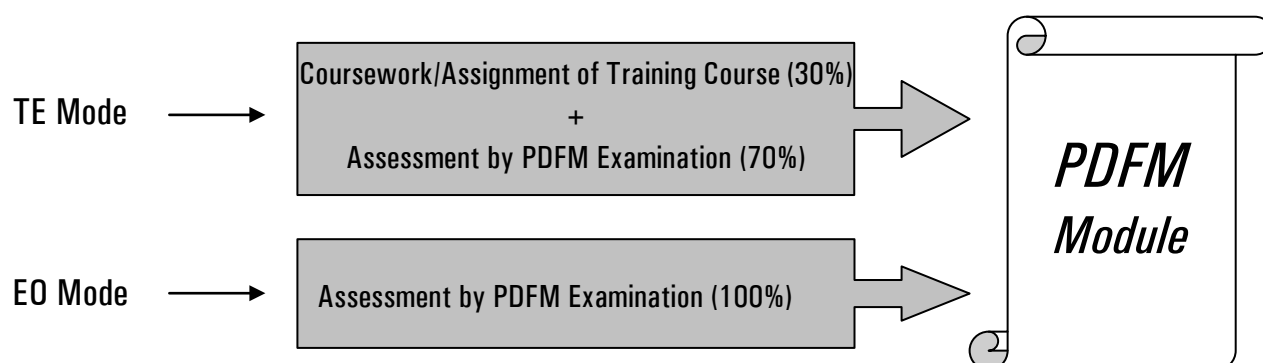
2. PROFESSIONAL DIPLOMA IN FINANCIAL MARKETS (“PDFM”)

2.1 Structure

The PDFM consists of seven Modules (“PDFM Modules”):

<i>PDFM Modules</i>
Module 1 – Economics
Module 2 – Financial Markets and Instruments
Module 3 – Quantitative Methods and Accounting for Finance
Module 4 – Regulatory Framework: Securities and Futures Industry
Module 5 – Corporate Capital, Governance, and Takeovers
Module 6 – Advanced Investment Analysis
Module 7 – Portfolio Management

Each PDFM Module is offered via either the TE Mode or the EO Mode. PDFM Students may select EITHER mode for each of the seven PDFM Modules. *Please refer to Sections 2.5 and 2.6 for details.*



2.2 Syllabus

Details of the PDFM syllabus are set out in Appendix 2.

2.3 Entry Requirements

Individuals wishing to register for the PDFM must be able to demonstrate any of the following:

1. Prior relevant knowledge in finance OR academic proficiency.
 - A. The HKSI regards the following as an indication of possessing prior relevant knowledge in finance:
 - i. The attainment of any ONE of the HKSI Practising or Specialist Certificates awarded for passing different combinations of papers of the Licensing Examination for Securities and Futures Intermediaries (LE); or
 - ii. The attainment of the HKSI Foundation Programme Examination (FPE) Certificate or the HKSI Financial Market Principal Programme Examination (PPE) Certificate²; or
 - iii. The attainment of the HKSI Advanced Certificate in Financial Planning and Advising; or
 - iv. The completion of the Securities Broker's Examination (SBE); or the Broker's Representative Examination (BRE); or the Options Officer and Representative Examination (OORE); or the Options Clearing Officer Examination (OCOE); or the Futures and Options Exchange Participant Examination (FOE); or
 - v. The holding of a finance related professional qualification³; or
 - vi. The holding of a certificate/diploma in finance/investment/accounting from a recognized tertiary institution; or
 - vii. The completion of a degree⁴ (or an associate degree) with a specialization/major/minor study in a discipline such as accounting, banking, business, economics, finance or investment management; or
 - viii. Other qualifications equivalent to the above, subject to the approval of the HKSI.
 - B. Academic proficiency is typically demonstrated through the completion of any bachelor degree (or above).
2. Experienced finance practitioners with over 2 years of relevant experience⁵ may also register for the PDFM, subject to the approval of the HKSI.
3. All HKSI Affiliate Members, Ordinary Members and Fellows are deemed to possess prior relevant knowledge in finance and can register for the PDFM.

² Certificate granting combinations for the FPE are Papers 1+2, Papers 1+3 or Papers 1+2+3. PPE Certificates are granted to anyone completing Paper 1, Paper 2 or Paper 3.

³ A typical list of examples of recognized finance related professional qualifications includes Chartered Accountant (CA), Chartered Financial Analyst (CFA), Certified Financial Planner (CFP), Certified Management Accountant (CMA) and Certified Public Accountant (CPA). Partial completion of relevant levels leading to such professional qualifications may be favourably considered by the HKSI for the purpose of PDFM registration. Applications can also be made with other local or overseas professional qualifications, subject to the HKSI's approval.

⁴ Individuals who have completed some, but not all, relevant Modules/components of a degree with a specialization/major/minor study in a discipline such as accounting, banking, business, economics, finance or investment management may also register for the PDFM, subject to the HKSI's approval.

⁵ Criteria of relevant experience:

- (a) Candidates employed in the financial services industry would be likely to meet the above requirements. They include candidates from: accounting firms, banks, financial planning companies, insurance companies, law firms and related legal services, mutual fund companies, securities and brokerage houses, trust and pension companies, universities and education institutions in financial services.
- (b) Candidates who are not employed in the financial services industry but work in finance-related positions in other industries would be likely to meet the requirement. The positions include: financial management and control, accounting, credit approval and credit control.
- (c) Candidates who do not hold the above-mentioned requirements should be able to demonstrate with an employer's reference that the professional diploma will be relevant to their work.

2.4 Registration as a PDFM Student

- To enrol for any PDFM Module (via the TE Mode or the EO Mode) for the first time, applicants must register with the HKSI as a PDFM Student and pay a non-transferable and non-refundable Application Fee for PDFM Student Registration (“Application Fee for Registration”) of HK\$200. *Please refer to Section 3.5 regarding the details for payment of PDFM fees.*
- PDFM Students must re-register and pay the Application Fee for Registration again if they are unable to pass all seven PDFM Modules on or before their PDFM Programme Expiry Date. All PDFM Module results obtained within the expired completion period will be forfeited. *Please refer to Section 2.9 for details of the completion requirements.*

2.5 Training and Examination Mode (“TE Mode”)

- For PDFM Students who have enrolled for a PDFM Module via the TE Mode, their overall results are determined based on their performance in both coursework, which may include assignments, case studies, quizzes, examinations, etc., and the PDFM Examination.

Assessment	Percentage
Coursework of training course	30%
PDFM Examination	70%
Total	100%

- Under the TE Mode, the seven training courses (“HKU SPACE training courses”) of the “Hong Kong Securities Institute Professional Diploma in Financial Markets Training and Examination programme”, which is jointly offered by The School of Professional and Continuing Education of the University of Hong Kong (“HKU SPACE”) and the HKSI, are available for each PDFM Module. For details of the HKU SPACE training courses and the training timetable, please contact HKU SPACE on 2867 8322 or visit its website (<http://hkuspace.hku.hk/prog/hksi-prof-dip-financial-markets-training-exam>).
- PDFM Students’ performances in their coursework will be forwarded from HKU SPACE to the HKSI for determination of their overall results.
- Please refer to Sections 2.7 and 2.8 regarding the format, duration and timetable of the PDFM Examinations.

Note: The HKU SPACE reserves the right to cancel any training course in case of insufficient enrolment or unforeseen difficulties arising from mounting the course.

2.6 Examination-only Mode (“EO Mode”)

- For PDFM Students who have enrolled for a PDFM Module via the EO Mode, their overall results are determined solely (100%) based on their performance in the PDFM Examination.
- Please refer to Sections 2.7 and 2.8 regarding the format, duration and timetable of the PDFM Examinations.

2.7 Format and Duration of PDFM Examinations

PDFM Examination papers for all PDFM Modules are offered in English only. PDFM Examination questions are set in both multiple-choice (MC) and structural question formats.

PDFM Examination	Duration (Hours)	No. of MC Questions	No. of Structural Questions	Total Marks of Multiple Choice Questions	Total Marks of Structural Questions	Overall Marks
Module 1	2.5	40	3	40	45	85
Module 2	2.5	40	3	40	45	85
Module 3	2.5	40	3	40	45	85
Module 4	2	30	2	30	20	50
Module 5	2	30	2	30	20	50
Module 6	3.5	60	4	60	60	120
Module 7	3.5	60	4	60	60	120
Total	18.5					

2.8 PDFM Examination Timetable

- PDFM Examinations Sessions are divided into four sessions per year commencing July 2011.
- Normally, Modules 1, 2, 3, 6 and 7 will be conducted in January and July of each year and Modules 4 and 5 will be conducted in April and October of each year.

PDFM Examination scheduled to be held in (Month)	PDFM Examination (Module)
January	1, 2, 3, 6 and 7
April	4 and 5
July	1, 2, 3, 6 and 7
October	4 and 5

- Special requests to sit PDFM Examinations outside the scheduled times will not be entertained.
- For the latest examination dates and enrolment deadlines, please refer to the PDFM Examination Timetable available at the HKSI counter and/or on its website.

2.9 Completion Requirements

- All PDFM Students, regardless of the modes which they select for each PDFM Module, must pass **ALL** seven PDFM Modules on or before their PDFM Programme Expiry Date, calculated as set out in the table below:

Submission Date of PDFM Registration Application	PDFM Programme Expiry Date
1 January – 30 June	Five years from 31 July of the year in which an applicant submits the registration application <i>Example: If an applicant submits a registration application on 3 February 2006, his/her PDFM Programme Expiry Date will fall on 31 July 2011</i>
1 July – 31 December	Five years from 31 January of the following year in which an applicant submits the registration application <i>Example: If an applicant submits a registration application on 1 July 2006, his/her PDFM Programme Expiry Date will fall on 31 January 2012</i>

- To pass a PDFM Module (whether via the TE Mode or the EO Mode), PDFM Students are required to achieve an overall score of 70% or above.
- PDFM Students who have enrolled for a PDFM Module via the TE Mode are required to complete both the relevant HKU SPACE training course mentioned in Section 2.5 and the corresponding PDFM Examination in the same PDFM Examination Session. However, PDFM Students who have enrolled for any PDFM Module via the TE Mode **ONLY** have the option to defer their PDFM Examination **ONCE** to the next scheduled PDFM Examination Session. *Please refer to Section 3.9 for details.*
- PDFM Students must re-register and pay the Application Fee for Registration again if they are unable to pass all seven PDFM Modules on or before their PDFM Programme Expiry Date. All PDFM Module results obtained within the expired completion period will be forfeited.
- PDFM Students who wish to apply for a license from the SFC with their PDFM results should be aware of the 3-year limit for applying for an SFC license. Please refer to the SFC's "Guidelines on Competence" which is downloadable from the SFC's website (www.sfc.hk).

2.10 Preparation for the PDFM Examinations

- The following materials are available for sale at the HKSI counter:
 - PDFM Study Manuals
 - Past PDFM Examination papers for all seven PDFM Modules for reference purposes only.
- A list of suggested reading and useful websites for the PDFM is given in Appendix 3.
- PDFM Students who have enrolled for a PDFM Module via the EO Mode can attend the relevant HKU SPACE training course, as mentioned in Section 2.5, at their own cost. However, their performance on the coursework will not be counted by the HKSI towards their overall results. PDFM Students wishing to enrol in the HKU SPACE training courses should contact HKU SPACE direct for details.

2.11 Recommended Self-Study Hours

PDFM Students who have enrolled for the PDFM via the EO Mode are recommended to spend an estimated total of 770 self-study hours preparing for the PDFM Examinations. This is a guideline only, and the actual number of hours may vary depending on PDFM Students’ experience, academic background and effort expended.

PDFM Module	Recommended Self-Study Hours for PDFM Examination
Module 1 – Economics	80 hours
Module 2 – Financial Markets and Instruments	80 hours
Module 3 – Quantitative Methods and Accounting for Finance	160 hours
Module 4 – Regulatory Framework: Securities and Futures Industry	100 hours
Module 5 – Corporate Capital, Governance, and Takeovers	100 hours
Module 6 – Advanced Investment Analysis	150 hours
Module 7 – Portfolio Management	100 hours
<i>Estimated Total: 770 hours</i>	

3. REGISTRATION AND ENROLMENT PROCEDURES

3.1 Application Form for PDFM Registration and Enrolment (“PDFM Form”)

Applicants can obtain the PDFM Form:

- i. from the HKSI website; or
- ii. by sending a self-addressed and stamped (\$3.70) envelope (7” x 10”) to the HKSI office (please quote “Request for PDFM Registration and Enrolment Form”); or
- iii. in person from the HKSI counter during office service hours.

3.2 Application Period for PDFM Student Registration and Enrolment Deadlines

- Applicants can submit an application for PDFM Student registration at any time throughout the year. However, they should note the difference in the calculation of their PDFM Programme Expiry Date, as mentioned under Section 2.9.
- The enrolment deadlines for each PDFM Module via the EO Mode are set out in the PDFM Examination Timetable, which is available at the HKSI counter and/or on its website.
- The HKSI reserves the right to change the enrolment deadlines at any time. When a change is made, a public announcement will be displayed at the HKSI counter and/or posted on its website.
- To enrol for a PDFM Module via the TE Mode, PDFM Students should submit their applications on or before the Closing Date for Application of the relevant HKU SPACE training course. *For details, please refer to Section 3.4.*

3.3 Application Procedures for PDFM Student Registration

- To apply for registration as a PDFM Student, applicants should submit:
 - i. the completed and signed PDFM Form;
 - ii. photocopies of academic certificates, transcripts and/or other supporting documents; and
 - iii. the Application Fee for Registration (*please refer to Section 3.5 regarding the details for payment of PDFM fees*)

in person during office service hours or by mail to the HKSI at any time throughout the year but should note the difference in the calculation of their PDFM Programme Expiry Date, as mentioned in Section 2.9. Applicants applying by mail are reminded to allow sufficient time for mailing. **Applications by email or fax will NOT be accepted.**
- The HKSI will **ONLY** process PDFM Forms that it has actually received, and under **NO** circumstances shall the HKSI be responsible for any loss of PDFM Forms and/or payment details sent by mail. No documents submitted for registration and/or enrolment purposes will be returned.
- Applications with incomplete PDFM Forms or inappropriate Application Fee for Registration will **NOT** be processed.
- An **Official Receipt** confirming the HKSI's receipt of the PDFM Form, which also serves as an official receipt, will be issued immediately to those applicants who submit their applications to the HKSI counter in person. If applicants have sent their applications by mail, an Official Receipt will normally be sent to them by mail once the HKSI has received the PDFM Form. The Official Receipt will be issued **ONCE** only. Under **NO** circumstances shall the HKSI reissue it or keep a duplicate copy. Applicants who have lost or damaged their Official Receipt(s) may request a **Confirmation of Payment** in lieu of each Official Receipt by submitting a written request to the HKSI within 6 years of the date of the application for registration. The HKSI charges a non-transferable and non-refundable administration fee of HK\$200 per Confirmation of Payment.
- Once the HKSI has received a PDFM Form applying for PDFM Student registration, cancellation of the application will **NOT** be allowed under any circumstances.
- It will take the HKSI **up to 4 WEEKS** to complete the processing of an application for registration. Applicants are therefore advised to submit their application as early as possible prior to the relevant enrolment deadlines for each PDFM Module via the EO Mode and/or prior to the relevant Closing Dates for Application of each HKU SPACE training course via the TE Mode.
- Upon successful registration as a PDFM Student, applicants will receive a **Letter of Acceptance** and a **PDFM Registered Student Card** with a PDFM Registered Student Number.
- Applicants who are unsuccessful in registering as a PDFM Student will receive a **Letter of Rejection**.
- If applicants do not receive a Letter of Acceptance together with their PDFM Registered Student Card, or a Letter of Rejection, or find any mistakes in any of these documents, they should contact the Examination Services Team of the HKSI **IMMEDIATELY**.

3.4 Enrolment Procedures for PDFM Modules

- **ONLY** PDFM Students are eligible to enrol for a PDFM Module.

- PDFM Students can only enrol for a PDFM Module via **either** the TE Mode **or** the EO Mode in the same PDFM Examination Session.
- To enrol in the PDFM, PDFM Students should submit the completed and signed PDFM Forms with the study mode (either the TE Mode or the EO Mode) clearly specified, together with the appropriate PDFM Examination Fee(s) *(please refer to Section 3.5 regarding the details for payment of PDFM fees)*, in person during office service hours or by mail to the HKSI **on or before the corresponding enrolment deadline of the PDFM Examinations if via the EO Mode or the relevant Closing Date for Application of the HKU SPACE training courses if via the TE Mode.**
- PDFM Students who wish to enrol for a PDFM Module via the TE Mode are also required to submit a completed HKU SPACE Application for Enrolment Form (“HKU SPACE Form”), which is obtainable from its website (<http://hkuspace.hku.hk/prog/hksi-prof-dip-financial-markets-training-exam>), together with the appropriate application fee(s) and/or course fee(s) for the HKU SPACE training course(s), to HKU SPACE direct on or before the Closing Date for Application of the relevant HKU SPACE training course(s).
- PDFM Students enrolling for PDFM Modules 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 enrolment deadlines of the PDFM Examinations (if via the EO Mode) or the Closing Dates for Application of the HKU SPACE training courses (if via the TE Mode) will be accepted.**
- The HKSI will **ONLY** process PDFM Forms that it has actually received, and under **NO** circumstances shall the HKSI be responsible for any loss of PDFM Forms and/or payment details sent by mail.
- Applications with incomplete PDFM Forms or inappropriate PDFM Examination Fee(s) will **NOT** be processed.
- PDFM Students are advised to keep a copy of the completed PDFM Form for their own record.
- A **Confirmation Slip** confirming an enrolment application, which also serves as an official receipt, will be issued immediately to those PDFM Students who submit their enrolment applications for PDFM Module(s) to the HKSI counter in person. If PDFM Students have sent their enrolment applications by mail, a Confirmation Slip will normally be sent to them by mail after the receipt of the PDFM Form by the HKSI.
- If PDFM Students have not received a Confirmation Slip or find any mistakes on it, they should contact the Examination Services Team of the HKSI **IMMEDIATELY**. The Confirmation Slip will be issued **ONCE** only. Under **NO** circumstances shall the HKSI reissue it or keep a duplicate copy. PDFM Students who have lost or damaged their Confirmation Slip(s) may request a **Confirmation of Payment** in lieu of each Confirmation Slip by submitting a written request to the HKSI within 6 years of the date of the relevant PDFM Examination Session(s). The HKSI charges a non-transferable and non-refundable administration fee of HK\$200 per Confirmation of Payment.

3.5 Fees and Payment

3.5.1 Application Fee for PDFM Student Registration (“Application Fee for Registration”)

- Applicants are required to pay an Application Fee for Registration of HK\$200 to the HKSI. The Application Fee for Registration is non-transferable and non-refundable, regardless of whether the application is successful or not.
- PDFM Students are required to pay the Application Fee for Registration again upon re-registration.

3.5.2 Examination Fees for PDFM Modules

The PDFM Examination Fees payable for each PDFM Module under both the TE Mode and the EO Mode are as follows:

<i>PDFM Module</i>	<i>PDFM Examination Fee payable to the HKSI*</i>
Module 1 – Economics	HK\$500
Module 2 – Financial Markets and Instruments	HK\$500
Module 3 – Quantitative Methods and Accounting for Finance	HK\$500
Module 4 – Regulatory Framework: Securities and Futures Industry	HK\$750
Module 5 – Corporate Capital, Governance and Takeovers	HK\$750
Module 6 – Advanced Investment Analysis	HK\$750
Module 7 – Portfolio Management	HK\$750

** All fees paid are non-transferable. The HKSI has full discretion to adjust the PDFM 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.*

3.5.3 Fees for HKU SPACE Training Courses

PDFM Students should refer to HKU SPACE’s brochure for details of the application fee(s) and course fee(s) of the HKU SPACE training course(s) available for PDFM Modules via the TE Mode. These fees are payable directly to HKU SPACE.

3.5.4 Payment Methods

- Applicants should pay the Application Fee for Registration and/or PDFM Examination Fee(s) to the HKSI counter by any one of the following means:

1. Cash or EPS

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

2. Bank Deposit

- Applicants can deposit the required fees in cash (in Hong Kong Dollars only) into the following bank account (not via automated teller machines or e-banking) before they submit their PDFM Forms 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 PDFM Form. Applicants must write the following information on the back of each bank deposit form:
 - their full name in English;
 - the PDFM Module code(s) of the PDFM Module(s) they have enrolled in, if applicable; and
 - their daytime contact telephone number.

- Applicants must ensure that:
 - (i) payment has been made to the designated bank account; and
 - (ii) the correct amount of the Application Fee for Registration and/or PDFM Examination Fee(s) 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 payment. Applicants will be required to pay the Application Fee for Registration and/or PDFM Examination Fee(s) by other methods if the transaction is rejected by the card issuer or if the credit card is invalid.

- Applicants should pay the application fee(s) and/or course fee(s) of the HKU SPACE training courses as directed by HKU SPACE.

Note: Applications made without successful payment will be rejected.

3.6 Cancellation/Postponement of PDFM Student Registration

- Once the HKSI has received a PDFM Form applying for PDFM Student registration, cancellation or postponement of the application will **NOT** be allowed under any circumstances.
- Requests for withdrawal from the PDFM or postponement of PDFM Student registration will **NOT** be considered under any circumstances once the HKSI has approved an application for PDFM Student registration.

3.7 Withdrawal/Transferrals of PDFM Modules

- A PDFM Student may withdraw from a PDFM Module at any time prior to the applicable refund deadline of the PDFM Examinations published in the PDFM Examination Timetable. *Please refer to Section 3.10 for details of the HKSI refund policy.* Requests for withdrawal from PDFM Modules will not, however, be considered under any circumstances after the refund deadlines of the PDFM Examinations.
- Requests for transferrals between different PDFM Modules or to the same PDFM Module but in a different PDFM Examination Session will **NOT** be considered under any circumstances including sickness, business, travel arrangements or for any other reason.

3.8 Alterations of Study Mode

Requests for alterations of study mode will **NOT** be considered under any circumstances. However, PDFM Students may withdraw from a PDFM Module(s) for which they have enrolled and re-enrol for the same PDFM Module(s) via a different study mode at any time on or before the enrolment deadline of the relevant PDFM Examination(s) or Closing Date for Application of the relevant HKU SPACE training course(s). *Please refer to Section 3.10 for details of the HKSI refund policy.*

A summary

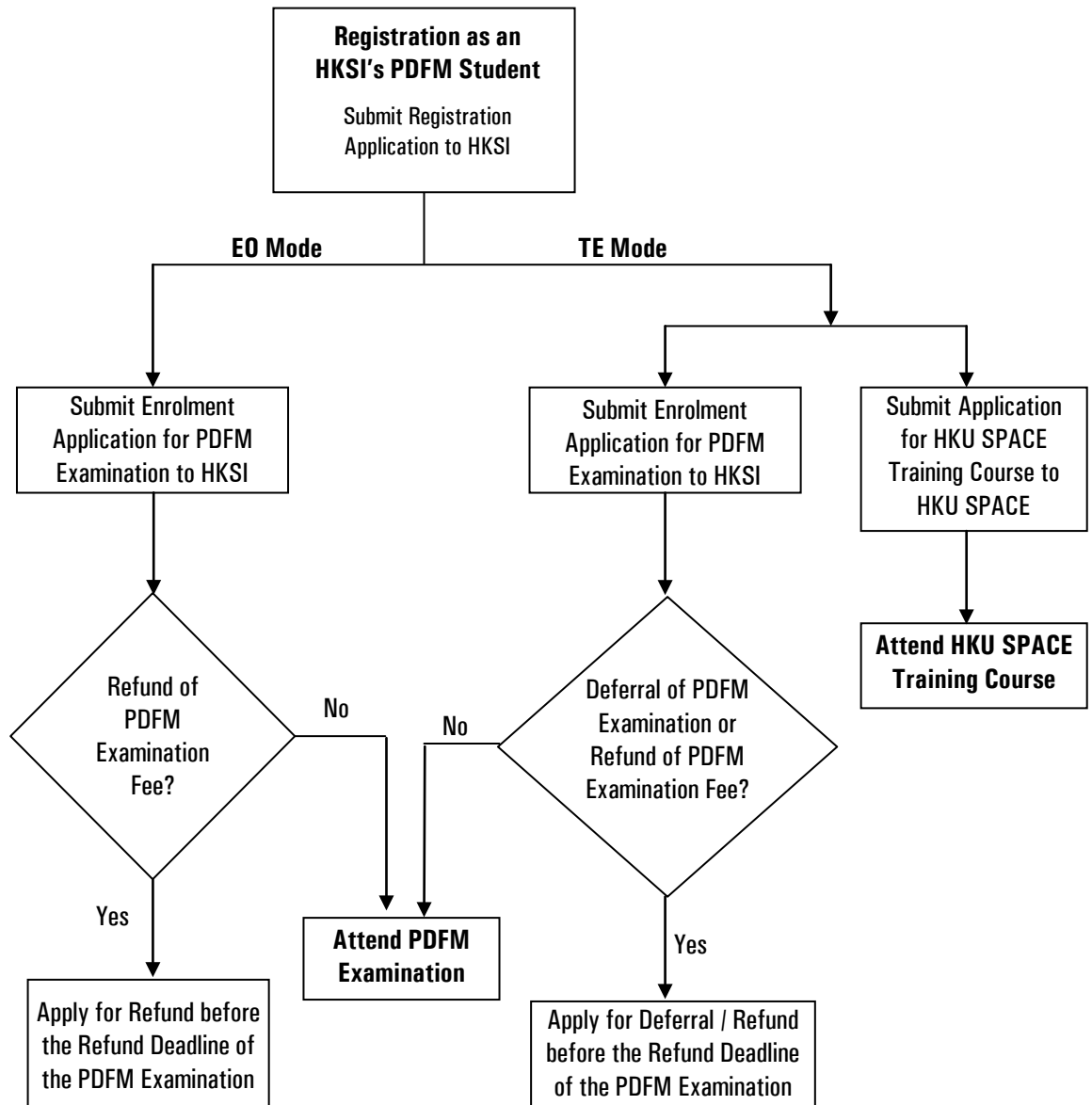
	Withdrawal / Cancellation	Alteration / Transferral	Refund*
Application for PDFM Student registration	✘	✘	✘
PDFM Student registration	✘	✘	✘
PDFM Modules	✓ (apply before refund deadline(s) of applicable PDFM Examination(s))	✘	✓ (apply before refund deadline(s) of applicable PDFM Examination(s))

**Please refer to Section 3.10 for details of the HKSI refund policy*

3.9 Deferral of PDFM Examinations for TE Mode only

- PDFM Students who have enrolled for a PDFM Module via the TE Mode only may apply to defer their PDFM Examination **ONCE** to the next scheduled PDFM Examination Session so long as it falls prior to their PDFM Programme Expiry Date. A written request should be submitted to the HKSI on or before the refund deadline of the relevant PDFM Examination. A non-transferable and non-refundable administration fee of HK\$200 will be charged for applications for deferral.
- Requests for refunds of the PDFM Examination Fee(s) for PDFM Examinations which have been deferred will not be accepted.

A quick walk through the PDFM Registration and Enrolment Procedures

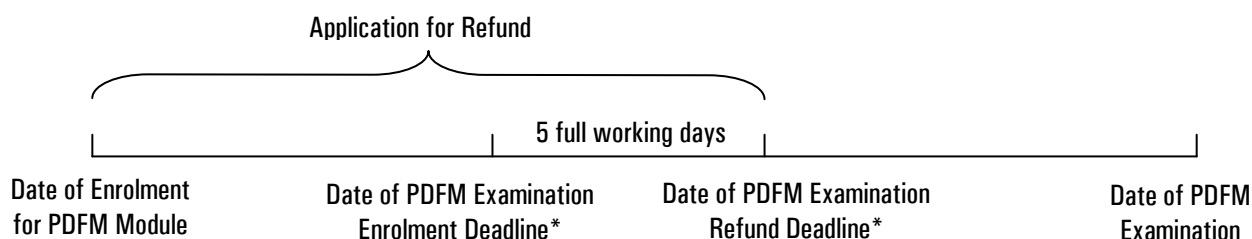


3.10 HKSI Refund Policy

PDFM Students who wish to withdraw from PDFM Module(s) may apply for a partial refund of the applicable PDFM Examination Fee(s) **PRIOR TO** the relevant refund deadline(s). Refunds will only be given for PDFM Examinations which have yet to take place. They do not apply to past PDFM Examinations attended by PDFM Students or from which PDFM Students were absent for whatever reason. The detailed arrangements regarding the refund policy are as follows:

1. PDFM Examination Fees are only partially refundable. The HKSI charges a refund administration fee of HK\$400 per PDFM Module per PDFM Examination Session. Requests for refunds or transferrals of the Application Fee for Registration and/or any other fees will **NOT** be entertained under any circumstances.

2. PDFM Students should submit a completed Application Form (Refund of Examination Fees) (“Application Form”) to the HKSI counter in person or by mail on or before the refund deadline, which is **5 FULL WORKING DAYS** (date of receipt of Application Form by the HKSI) **AFTER** the enrolment deadline of the respective PDFM Examination. PDFM Students applying by mail are reminded to allow sufficient time for mailing. **NO fax or email applications will be accepted. Applications received after the prescribed deadlines will NOT be processed.**



** Please refer to the PDFM Examination Timetable for details of the various deadlines.*

3. PDFM Students can obtain Application Forms:
- (i) from the HKSI website; or
 - (ii) in person from the HKSI counter during office 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 PDFM Student concerned cannot withdraw his/her application for a refund.
6. A Confirmation Slip, confirming the HKSI’s receipt of the Application Form, will be issued immediately to the PDFM student concerned who submits his/her application to the HKSI counter in person. If a PDFM student has sent his/her application by mail, a Confirmation Slip will normally be sent to him/her by mail after the receipt of the Application Form by the HKSI. The PDFM student’s enrolment for the corresponding PDFM module and examination session will be **CANCELLED**.
7. The refund (examination fee less the administration fee) will be payable to the PDFM Student 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. The refund amount applicable for each PDFM Module (whether via the TE Mode or the EO Mode) is set out below:

PDFM Module	PDFM Examination Refund Amount
Module 1 – Economics	HK\$100
Module 2 – Financial Markets and Instruments	HK\$100
Module 3 – Quantitative Methods and Accounting for Finance	HK\$100
Module 4 – Regulatory Framework: Securities and Futures Industry	HK\$350
Module 5 – Corporate Capital, Governance and Takeovers	HK\$350
Module 6 – Advanced Investment Analysis	HK\$350
Module 7 – Portfolio Management	HK\$350

Note: The stated refund amounts apply to the PDFM Examination Fees only. Please refer to HKU SPACE with regard to its refund policy for the HKU SPACE training course fee(s).

8. The HKSI reserves the right to amend the refund policy of the PDFM Examinations (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 PDFM Students when circumstances warrant. In the event of any adjustments and/or amendments to the refund policy of the PDFM Examinations, a public announcement will be displayed at the HKSI counter and/or posted on its website.

3.11 Admission Form for PDFM Examinations (applicable to both TE Mode and EO Mode)

- PDFM Students who have enrolled for PDFM Modules via either the TE Mode or the EO Mode will normally receive their Admission Form for the PDFM Examination(s) **6 FULL WORKING DAYS** before the date of the relevant PDFM Examination(s). The Admission Form contains details of the PDFM Examination date(s), time(s), PDFM Module code(s), venue(s), the PDFM Student's seat number(s) and his/her personal particulars.
- The HKSI will **NOT** be responsible for the loss of Admission Forms sent by mail. If PDFM Students have not received their Admission Form or find any mistakes on it, they should contact the Examination Services Team of the HKSI at least **1 FULL WORKING DAY** before the date of the relevant PDFM Examination(s); otherwise, the PDFM Students may not be able to sit for the examination(s).

3.12 Special Arrangements

- Arrangements may be made for PDFM Students if they are disabled or have special needs. PDFM Students enrolling for a PDFM Module who require special facilities during the PDFM Examination 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 PDFM Form and the written request. Any request for special arrangements may result in an additional charge.
- For special arrangements in relation to the HKU SPACE training courses, PDFM Students should contact HKU SPACE direct on 2867 8322 for details.

4. CHANGES OF PERSONAL PARTICULARS

- PDFM Students, regardless of whether they have enrolled for a PDFM Module or not, must notify the HKSI of any changes to their personal particulars (e.g. address, telephone numbers, etc.) immediately by completing a prescribed form provided by the Examination Services Team of the HKSI. This form can be obtained from the HKSI counter or downloadable from its website. The completed form should be returned to the HKSI in person during office service hours, by fax or by mail. Please note that **ONLY** the PDFM Students' personal records with the HKSI's Examination Services Team will be updated with the new information.
- PDFM Students who have enrolled for a PDFM Module via the TE Mode should also notify HKU SPACE of any changes to their personal particulars. Please contact HKU SPACE direct for details.
- Failure to make timely notifications of any changes to the HKSI and/or HKU SPACE may delay or prevent PDFM Students from receiving information on the PDFM and/or PDFM Module(s) they have enrolled in.

5. PDFM MODULE RESULTS

5.1 Results and Grading

- A **Notification of Results** will normally be sent out to PDFM Students by mail within **8 WEEKS** after each PDFM Examination. If PDFM Students have not received the notification after this period, they should contact the Examination Services Team of the HKSI **IMMEDIATELY**.
- For confidentiality reasons, under no circumstances will the PDFM Module results be disclosed to PDFM Students by other means such as by telephone, fax or e-mail.
- All PDFM Module results (including combined results obtained from the HKU SPACE training courses via the TE Mode and results from the PDFM Examinations via either Mode) are graded in the Notification of Results as follows:

PASS or
FAIL or
ABSENT.

5.2 Appeals

NO appeal against PDFM Module results will be considered under any circumstances.

5.3 Results Rechecking and Performance Analysis

- PDFM Students who require further information concerning their performance in the PDFM Examinations or who are in doubt of their results, may request for the HKSI's Results Rechecking and Performance Analysis service by writing to the HKSI specifying the *Programme Name, PDFM Module Code, PDFM Examination Date, PDFM Student Number and HKID card/Passport Number* within **14 FULL WORKING DAYS** after the date of issue of the Notification of Results.
- The HKSI charges an administration fee (non-transferable and non-refundable) of HK\$400 per analysis for each PDFM Examination in each PDFM Examination Session. Hong Kong dollar payment can be deposited, in cash, into Hang Seng Bank (Account No: 207-002288-668 / Account Name: Hong Kong Securities Institute), or be paid by cash / EPS / VISA Card / MasterCard / American Express Card 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.
- All payments are **non-transferrable 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 Results Rechecking and Performance Analysis will show the rechecking results and the PDFM Student's performance (in terms of a range of percentages) in each of the PDFM Examination's topic areas as well as the overall performance (also in terms of a range of percentages) of the PDFM Student in the PDFM Examination, and will normally be sent to the PDFM Student concerned by mail within **14 FULL WORKING DAYS** after receipt of a written request by the HKSI and payment of the administration fee. For confidentiality reasons, **the Results Rechecking and Performance Analysis will only be sent by mail and addressed to the PDFM Student concerned**.
- The Results Rechecking and Performance Analysis will not include PDFM Students' performance in the HKU SPACE

training courses offered via the TE Mode.

5.4 HKSI Certificate and Transcript

- Upon completion of the PDFM on or before the PDFM Programme Expiry Date, as stated under Section 2.9, PDFM Students will be awarded an HKSI Certificate with a Transcript attached giving details of their overall results in each PDFM Module.
- Certificates and Transcripts will normally be available for collection at the HKSI counter **8 FULL WORKING DAYS** after the date of issue of a PDFM Student's final Notification of Results. Certificates and Transcripts which are not collected within 6 months after a PDFM Student's final PDFM Examination Session will be destroyed. PDFM Graduates should keep their Certificates and Transcripts carefully, since the HKSI will **NOT** reissue Certificates or Transcripts under any circumstances.

5.5 Loss or Damage to Notification of Results / HKSI Certificate / Transcript / Exemption Confirmation Letter

- The Notification of Results for each PDFM Examination Session, HKSI Certificate, Transcript and Exemption Confirmation Letter for each exemption from a PDFM Module (issued by the HKSI before 5 October 2009) will be issued **ONCE** only. PDFM Students who have lost or damaged any of these documents may apply for a **Statement of Results** by submitting a written request to the HKSI within 6 years of the date of the relevant PDFM Examination Session(s).
- 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 / EPS / VISA Card / MasterCard / American Express Card 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, HKSI Certificate, Transcript and Exemption Confirmation Letter, if any, must be attached to the written request.
- The Statement of Results will normally be sent to PDFM Students by mail within **14 FULL WORKING DAYS** after receipt of a written request by the HKSI and payment of the administration fee. For confidentiality reasons, **the Statement of Results will only be sent by mail and addressed to the PDFM Student concerned.**
- 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.**

6. REGULATIONS

All PDFM Students, regardless of their selection of study mode, **MUST** read the Examination Regulations of the PDFM set out in Appendix 4 of this handbook carefully before attempting any PDFM Examinations. Failure to observe any of the regulations may lead to disqualification from the PDFM Examination(s) and/or PDFM Module(s).

7. THE PERSONAL DATA (PRIVACY) ORDINANCE

PDFM Students should note the Notice Relating to the Personal Data (Privacy) Ordinance in Appendix 5 to understand their obligations and rights in respect of the provision of personal data to the HKSI, and the sharing of data, including assessment results relating to the HKU SPACE training courses, between the HKSI and HKU SPACE, and the way in which the HKSI may use or handle this data.

8. AMENDMENTS

The HKSI reserves the right to make changes to any fees, the content of the PDFM Programme Handbook, the examination regulations and policies of the PDFM, the examination timetable, the syllabus and study materials of the PDFM, as well as 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 PDFM students as a result of any change made to any fees, the content of the PDFM Programme Handbook, the examination regulations and policies of the PDFM, the examination timetable, the syllabus and study materials of the PDFM, as well as the Notice Relating to the Personal Data (Privacy) Ordinance.

9. UPDATE(S) OF RULES AND REGULATIONS

1. PDFM Students should keep themselves updated on any relevant regulatory and practice changes.
2. PDFM Students who wish to obtain further details regarding recent regulatory and practice changes should refer to the relevant regulatory bodies.

10. ENQUIRIES

Examination Hotline	:	(852) 3120 6220 (during office service hours)	
Training Hotline	:	(852) 3120 6200 (during office service hours)	
General Enquiries	:	(852) 3120 6100 (during office service hours)	
Fax	:	(852) 2899 2611	
Website	:	www.hksi.org	
Email	:	(Examination) exam@hksi.org (Training) training@hksi.org	
Address	:	Room 2403-08, 24/F, Wing On Centre 111 Connaught Road Central Hong Kong	
Office Service Hours	:	Mondays to Fridays Saturdays, Sundays and Public Holidays	9:00 a.m. - 5:30 p.m. Closed

**APPENDIX 1
LOCAL AND INTERNATIONAL RECOGNITION**

Applicants should check with the relevant regulatory bodies, exchanges and/or institutions with regard to the licensing, registration and/or admission requirements before registering and/or enrolling for the PDFM.

Local Recognition

Securities and Futures Commission (SFC)

The PDFM 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 and Type 10 RA – Providing Credit Rating Services under the “Guidelines on Competence”. Please refer to the table below for details.

Regulated Activity	Recognized Industry Qualifications*	Local Regulatory Framework Papers*
Type 1 Dealing in Securities	Modules 1 + 2 + 3 + 6 + 7	Modules 4 + 5
Type 2 Dealing in Futures Contracts		
Type 4 Advising on Securities		
Type 5 Advising on Futures Contracts		
Type 6 Advising on Corporate Finance		
Type 8 Securities Margin Financing		
Type 9 Asset Management		

* For licensing as Representatives and/or Responsible Officers.

Disclaimer:

1. The above is extracted from the SFC’s Guidelines on Competence. PDFM Students are advised to refer to the latest information available on the SFC’s website (www.sfc.hk).
2. Type 3 RA (Leveraged Foreign Exchange Trading) is not included in the above table 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)

OCI has approved the PDFM as equivalent to its "Investment-linked Long Term Insurance Examination", or its enhanced version, of the Insurance Intermediaries Quality Assurance Scheme (IIQAS). Any person who has completed the PDFM is exempted from taking this examination.

Society of Registered Financial Planners Ltd (RFP-HK)

PDFM Students who have successfully completed the PDFM (i.e. Modules 1-7) will be granted exemptions from 4 out of 5 examination papers of the RFP-HK programme. The four papers to be exempted are:

Module FP3010 – Financial Planning

Module FP3020 – Insurance Planning

Module FP3030 – Investment Planning

Module FP3040 – Tax Planning (Hong Kong programme) OR

Module FP3041 – International Finance Management and Tax (China programme)

International Recognition

Association of International Wealth Management (AIWM)

PDFM Modules 1, 2, 3, 6 and 7 have been accredited by the AIWM as an equivalent program of the Certified International Wealth Manager (CIWM[®]) Foundation Examination. Candidates who have 3 years work experience and have passed PDFM Modules 1, 2, 3, 6 and 7 can proceed directly to the CIWM Final Examination in Hong Kong to attain the CIWM[®] qualification awarded by the AIWM.

Candidates who have passed PDFM Module 4 are also exempted from taking Paper 4 (i.e. Local laws, regulations and ethics) of the CIWM Final Examination.

Association of Certified International Investment Analysts (ACIIA)

PDFM has been accredited by the ACIIA, an international professional body with members from over 30 countries and regions. PDFM Graduates are exempted from taking the ACIIA's Foundation Examination and National Examination. They may proceed directly to the Final Examination to attain the CIIA[®] qualification.

Curtin University of Technology, Australia

PDFM has been recognized by Curtin University of Technology, Australia. PDFM Graduates are exempted from the three subjects of Curtin University's Master of Finance programme, namely Econometrics (Introductory), Finance (Principles) and Finance (Portfolio Management). This programme is currently offered in Hong Kong through Curtin University's collaboration with the School of Professional and Continuing Education of the University of Hong Kong (HKU SPACE).

Edinburgh Napier University, Scotland

PDFM has been recognized by Edinburgh Napier University, Scotland. PDFM Students who have passed PDFM Modules 1, 2, 3, 6 and 7 are eligible for entry to Level 4 of Edinburgh Napier University's BA(Hons) Financial Services programme. This programme is currently offered in Hong Kong through Edinburgh Napier University's collaboration with the School of Professional and Continuing Education of the University of Hong Kong (HKU SPACE).

The Association of Chartered Certified Accountants (ACCA)

PDFM has been recognized by the ACCA. PDFM Graduates are exempted from Papers F3 and F9 of the ACCA Qualification, and Papers T1, T3, T6, and T10 from the Certified Accounting Technician (CAT) of the ACCA.

**APPENDIX 2
SYLLABUS**

Module 1 - Economics

I. Basic Knowledge

- A. Demand and Supply: Market Mechanism
- B. Economic Role of Government
- C. Measuring Domestic Output and Income
- D. Fluctuations in Economic Activity

II. Microeconomics

- A. Demand and Price Elasticity
- B. Costs of Production and Price Takers
- C. Supply in a Perfectly Competitive Market
- D. Perfect Competition and Economic Efficiency
- E. Markets between Monopoly and Perfect Competition

III. Macroeconomics

- A. Aggregate Demand and Supply
- B. Keynesian Approach
- C. Fiscal and Monetary Policies
- D. Expectations
- E. Benefits from International Trade

Please refer to the HKSI website for the detailed syllabus.

Module 2 – Financial Markets and Instruments

I. International Finance and the Foreign Exchange Market

- A. Determinants of Exchange Rates
- B. Factors causing Currency Appreciation and Depreciation
- C. Balance of Payments Accounts
- D. Foreign Exchange

II. Financial Markets and Instruments

- A. Financial System
- B. Financial Markets
- C. International Markets and Investment
- D. Selecting Investments
- E. Functioning of Securities Markets
- F. Market Indicators
- G. Emerging Equity Markets

III. Corporate Finance

- A. Making Investment Decisions
- B. Making Financing Decisions
- C. Financial Leverage
- D. Dividend Policy
- E. Mergers and Takeovers

Please refer to the HKSI website for the detailed syllabus.

Module 3 – Quantitative Methods and Accounting for Finance

I. Quantitative Analysis

- A. Descriptive Statistics
- B. Probability and Probability Distributions
- C. Sampling Distributions
- D. Inferences
- E. Regression
- F. Understanding Underlying Implications

II. Basic Concepts

- A. Understanding Cash Flow Concepts
- B. Market Performance Measure - EPS
- C. Framework of Accounting Practices

III. Valuation of Assets

- A. Inventories
- B. Non-current Assets

IV. Liabilities

- A. Impact of Financing Alternatives
- B. Leases
- C. Off-balance-sheet Items
- D. Changing Prices Information

V. Ratios Analysis Process

- A. Major Categories of Financial Ratios
- B. Interpreting Measures of a Firm
- C. Return on Equity and Du Pont Systems
- D. Comparing and Interpreting Ratios
- E. Interpretations
- F. Limitations of Financial Ratios

VI. Income Taxes

- A. Tax Accounting Treatment

Please refer to the HKSI website for the detailed syllabus.

Module 4 - Regulatory Framework: Securities and Futures Industry

I. Regulatory Framework

- A. Structure
- B. Role and Functions
- C. Relevant Law
- D. Relevant Codes and Guidelines

II. Scope of Regulation

- A. Powers
- B. Authorisation of Investment Products
- C. Licensing of Corporations, Responsible Officers and Representatives
- D. Securities and Futures Appeals Panel

III. Regulation over Business Activities

- A. Encouraging Proper Conduct Amongst Licensed and Registered Persons
- B. Safeguarding Interest of Investors
- C. Duty and Obligations of Licensed and Registered Persons and Directors
- D. Fit and Properness
- E. Disclosure Requirements
- F. Conduct of Business

IV. Regulation of Market Abuses

- A. Prevention of Improper Trading Practices
- B. Investigation and Inquiry
- C. Market Misconduct Tribunal under the SFO
- D. Market Misconduct and Improper Trading Practices

V. Enforcement and Remedies

- A. Compliance
- B. Duty to Disclose Knowledge/Suspicious
- C. Policies and Procedures
- D. Other Relevant Legislation
- E. Disciplinary Rules and Procedures
- F. Compensation

Please refer to the HKSI website for the detailed syllabus.

Module 5 - Corporate Capital, Governance and Takeovers

I. Raising and Maintenance of Company Capital

- A. Corporate Flotation, Rights Issues and the Regulation of Public Issues
- B. Rules Governing the Listing of Securities on the SEHK
- C. The Duty of Disclosure and Liability of Misstatements and Omissions
- D. The Common Law and Statutory Remedies for Misrepresentation
- E. Share-repurchase by Issuing Company
- F. Settlement of Share Transactions

II. Corporate Governance

- A. Duties of Directors
- B. Liability of Directors
- C. Allotment of Shares, Pre-emptive Rights and Voting Rights
- D. Directors' Contracts for Employment and Salary

III. Takeovers and Mergers and Substantial Acquisitions

- A. The Codes on Takeovers and Mergers and Share Repurchases
- B. Disclosure Requirements: Mergers and Takeovers
- C. Directors' Responsibilities
- D. Rules Governing Substantial Acquisition of Shares
- E. Interest of Minority Shareholders and Compulsory Purchase of Shares

Please refer to the HKSI website for the detailed syllabus.

Module 6 – Advanced Investment Analysis

I. Equity Securities

- A. Valuation
- B. Dividend Valuation
- C. Price/Earnings Ratio
- D. Estimating Stock Market Value
- E. Technical and Fundamental Analysis

II. Debt Securities

- A. Capital Return and Interest Return
- B. Types of Instruments and Features
- C. Ratings and Rating Agency
- D. Bond

III. Derivatives

- A. Arbitrage
- B. Products
- C. Hedging vs Speculation
- D. Futures Contracts
- E. Options Market
- F. Other Derivatives
- G. Property
- H. Investment Funds
- I. Currencies

Please refer to the HKSI website for the detailed syllabus.

Module 7 – Portfolio Management

I. Investment Setting

- A. Objectives of Individual and Institutional Investors
- B. Investment Assets and Matching Liabilities
- C. Constraints
- D. Balancing Risk with Return
- E. Factors Underlying the Required Rate of Return
- F. Risk Premium

II. Efficient Market Hypothesis

- A. Efficient Capital Market
- B. Forms of Efficiency
- C. Evidence and Anomalies
- D. Implications of Market Efficiency for Analysis

III. Portfolio Theories

- A. Portfolio Theory
- B. Capital Asset Pricing Model (CAPM)
- C. CAPM and Arbitrage Pricing Theory (APT)

IV. Managing Portfolios

- A. Implications for Holding International Portfolios
- B. Constructing a Portfolio
- C. Investors
- D. Practice

Please refer to the HKSI website for the detailed syllabus.

**APPENDIX 3
SUGGESTED READING**

This list is for reference only and is by no means exhaustive. PDFM Students are recommended to refer to the most updated versions of the list suggested below.

Module 1 - Economics

1. **HKSI Professional Diploma in Financial Markets Module 1 Study Manual - Economics**, Ying-Foon Chow and Raymond W. So, 1st Edition, 2005.
2. **Essentials of Economics**, Bradley R. Schiller, 5th Edition, McGraw Hill, 2004.

Module 2 – Financial Markets and Instruments

1. **HKSI Professional Diploma in Financial Markets Module 2 Study Manual – Financial Markets and Instruments**, Ying-Foon Chow and Raymond W. So, 1st Edition, 2005.
2. **Fundamentals of Corporate Finance**, Ross, Westerfield and Jordan, 6th Edition, McGraw Hill, 2003.

Module 3 – Quantitative Methods and Accounting for Finance

1. **HKSI Professional Diploma in Financial Markets Module 3 Study Manual – Quantitative Methods and Accounting for Finance**, Ying-Foon Chow and Raymond W. So, 1st Edition, 2005.
2. **Financial Statement Analysis: Theory, Application and Interpretation**, Leopold A. Bernstein and John J. Wild, 7th Edition, McGraw Hill, 2000.
3. **Practical Business Statistics**, Andrew F. Siegel, 5th Edition, McGraw Hill, 2002.

Module 4 – Regulatory Framework: Securities and Futures Industry

1. **HKSI Professional Diploma in Financial Markets Module 4 Study Manual – Regulatory Framework: Securities and Futures Industry**, Douglas Arner, Berry Fong-Chung Hsu, Syren Johnstone, and Maurice Kwok-Sang Tse, 1st Edition, 2006.
2. The Securities and Futures Ordinance and its subsidiary legislation.
3. Codes, Guidance Notes and Guidelines issued by the Securities and Futures Commission

Module 5 – Corporate Capital, Governance and Takeovers

1. **HKSI Professional Diploma in Financial Markets Module 5 Study Manual – Corporate Capital, Governance and Takeovers**, Syren Johnstone, Douglas Arner, Berry Fong-Chung Hsu, and Maurice Kwok-Sang Tse, 1st Edition, 2006.
2. The Securities and Futures Ordinance and its subsidiary legislation.
3. Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited.
4. Rules Governing the Listing of Securities on the Growth Enterprise Market of The Stock Exchange of Hong Kong Limited.
5. The Codes on Takeovers and Mergers and Share Repurchases.

Module 6 – Advanced Investment Analysis

1. **HKSI Professional Diploma in Financial Markets Module 6 Study Manual – Advanced Investment Analysis**, Man-kit Lai, 1st Edition, 2005.
2. **Derivative Markets: Theory, Strategy and Application**, Peter Ritchken, HarperCollins College Publisher, 1996.
3. **Fundamentals of Investing**, Lawrence J. Gitman, Michael D. Joehnk, 9th Edition, Addison Wesley, 2004.
4. **Investment: Concepts, Analysis and Strategy**, Robert C. Radcliffe, 5th Edition, Addison Wesley, 1997.
5. **Investment Analysis and Portfolio Management**, Frank K. Reilly and Keith C. Brown, 7th Edition, Dryden, 2002.
6. **Portfolio Management: Theory and Application**, James L. Farrell, 2nd Edition, McGraw Hill, 1997.

Module 7 – Portfolio Management

1. **HKSI Professional Diploma in Financial Markets Module 7 Study Manual – Portfolio Management**, Man-kit Lai, 1st Edition, 2005.
2. **Investment Analysis and Portfolio Management**, Frank K. Reilly and Keith C. Brown, 7th Edition, Dryden, 2002.
3. **Portfolio Management: Theory and Application**, James L. Farrell, 2nd Edition, McGraw Hill, 1997.

Useful Websites

Securities and Futures Commission – www.sfc.hk

Hong Kong Exchanges and Clearing Limited – www.hkex.com.hk

Investor Compensation Company Limited – www.hkicc.org.hk

Hong Kong Monetary Authority – www.info.gov.hk/hkma

Mandatory Provident Fund Schemes Authority – www.mpfa.org.hk

PDFM Students 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 examinations. Failure to follow, and/or breach of, **ANY** of these examination regulations may result in **DISQUALIFICATION** from the examination, unless otherwise specified.

PDFM Students 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 PDFM Students 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. PDFM Students should ensure that they attend the enrolled examination at the scheduled examination time and hall/room. PDFM Students are advised to report to the assigned examination hall/room at least 15 minutes prior to the start of the examination. Late PDFM Students 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 PDFM Students.
3. PDFM Students who are not able to attend the examination or report to the correct examination hall/room listed on their Admission Forms for whatever reason will be graded **ABSENT**. No PDFM Student will be admitted to the examination hall/room more than **30 minutes after the scheduled starting time** of the examination; such PDFM Student will also be graded **ABSENT**.
4. Once admitted to the examination hall/room, PDFM Students should follow the instructions of the Chief Invigilator/invigilator(s) strictly until they are dismissed, failing which the PDFM Students may be disqualified from the examination.
5. Kindly note that announcements relating to the PDFM are currently made in English only. It is the responsibility of all PDFM Students to familiarize themselves with the examination regulations before sitting for any PDFM examinations. PDFM Students who have difficulty in speaking and/or understanding English 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 examinations. 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 PDFM Student’s disqualification from the examination.
6. PDFM Students should bring their own stationery (HB pencils, black/blue ball pens, erasers, correction fluid/tapes, highlighters, rulers, pencil sharpeners, authorized electronic calculators, etc) to all examinations. 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 PDFM Students during the examination are **NOT** allowed, and may result in disqualification from the examination.
8. PDFM Students are **NOT** allowed to use any communication devices at any time inside the examination hall/room and/or during the examination. PDFM Students 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 examination. Those who are in breach of this Clause may be disqualified from the examination.

9. PDFM Students 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 examination:
- 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 examination.

10. Any PDFM Students whose devices listed as above sound at any time inside the examination hall/room and/or during the examination 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 PDFM Students 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 examination.

11. At any time inside the examination hall/room and/or during the examination, PDFM Students 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/answer booklets 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 PDFM Students, or disruption to the examination process. Such a PDFM Student 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 examination. The Chief Invigilator has the sole discretion in determining what constitutes unnecessary distraction or disruption, and whether the PDFM Student 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 PDFM Students 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 PDFM Student will be requested to leave the examination hall/room and he/she may be disqualified from the examination. The Chief Invigilator has the sole discretion in determining whether a PDFM Student 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 PDFM Students and whether the PDFM Student concerned should be requested to leave the examination hall/room on the basis of the PDFM Students’ behaviour.

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

12. PDFM Students should maintain absolute silence at any time inside the examination hall/room and/or during the examination.
13. PDFM Students must sit on the designated seats according to the seat numbers printed on their Admission Form, unless otherwise approved by the Chief Invigilator/invigilator(s).

14. PDFM Students must use **HB pencils** to fill in all their personal particulars and the examination details on the answer sheets. **ONLY CORRECT personal particulars and examination details** marked in the specified areas on the answer sheets with **HB pencils** will be used to identify the PDFM Students. Personal particulars and examination details marked outside the specified areas on the answer sheets will not be used for identification purposes. PDFM Students will be graded "**ABSENT**" if their personal particulars and/or the examination details provided cannot be read by the marking machine to identify the PDFM Students, regardless of whether or not the PDFM Students 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. PDFM Students 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 PDFM Student'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. PDFM Students must use **black or blue ball pens** to fill in all their personal particulars and the examination details on the answer booklets of the structural questions and the question booklets. **ONLY CORRECT personal particulars and examination details** marked in the specified areas on the answer booklets of the structural questions and the question booklets with **black or blue ball pens** will be used to identify the PDFM Students. Personal particulars and examination details marked outside the specified areas on the answer booklets of the structural questions and the question booklets will not be used for identification purposes. PDFM Students will be graded "**ABSENT**" if their personal particulars and/or the examination details provided cannot be read to identify the PDFM Students, regardless of whether or not the PDFM Students 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 correction fluid/tapes to avoid inaccurate reading.
17. PDFM Students must use **black or blue ball pens** to write their answers of the structural questions in the answer booklets. **ONLY** correct answers written with **black or blue ball pens** within the specified areas in the answer booklet will be counted towards a PDFM Student's score. **NO** marks will be given to any question in which the answers provided cannot be read. Any answers written in the question booklets or outside the specified areas in the answer booklet will **NOT** be counted. Wrong markings and/or unnecessary markings in the answer booklet must be completely removed with correction fluid/tapes to avoid inaccurate reading.
18. By taking the examination, PDFM Students acknowledge that reading of the marking machine/marking by the HKSI's appointed marker(s) shall be final, conclusive and binding upon the PDFM Students. PDFM Students shall waive any claims against the HKSI regarding the function of the marking machine or accuracy of its reading/the marking by the HKSI's appointed marker(s) and agree to be bound by the reading delivered by the marking machine/marking by the HKSI's appointed marker(s).
19. Only the Admission Form, HKID card/passport and stationery (HB pencils, black/blue ball pens, erasers, correction fluid/tapes, 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 examination. 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 PDFM Student) at any time inside the examination hall/room and/or during the examination. The Chief Invigilator/invigilator(s) have the right to remove any unauthorized items from PDFM Students/the desk, and to inspect and/or photograph/make a record of such items. PDFM Students must not access such items during the examination.
20. Failure by the Chief Invigilator/invigilator(s) to detect any unauthorized item prior to the start of the examination, admittance to the examination hall/room, or even after completion of the examination does **NOT** imply that the item is authorized in the examination, or that the PDFM Students possessing the item will not be subject to disciplinary actions.

21. 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 examination.
22. Timing devices may be but are not necessarily provided in the examination hall/room. PDFM Students 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 examination.
23. No PDFM Students are allowed to leave the examination hall/room within the **first 30 minutes** of the starting time of the examination. Once the examination has been in progress for **more than 30 minutes**, PDFM Students may request to leave the examination hall/room with the approval of the Chief Invigilator/invigilator(s). However, PDFM Students are not allowed to leave the examination hall/room in the **last 15 minutes** of the examination. Such restrictions are necessary to ensure that the Chief Invigilator/invigilator(s) can handle the administrative work smoothly. PDFM Students must return all examination materials (including but not limited to the question booklets/answer booklets/answer sheets/backing sheets) to the Chief Invigilator/invigilator(s) before leaving the examination hall/room.
24. Once the Chief Invigilator announces the end of the examination, PDFM Students should stop writing, erasing and/or using correction fluid/tape to amend any writing whatsoever (including but not limited to the filled box(es) on the answer sheet/answers in the answer booklets) immediately. Subsequent requests for special consideration in filling in the box(es)/personal particulars and/or examination details on the answer sheets/answer booklets/question booklets, filling in, erasing and/or using correction fluid/tape to amend any writing whatsoever (including but not limited to the filled box(es) on the answer sheet/answers in the answer booklets) on/in the answer sheets/answer booklets/question booklets will **NOT** be entertained after the announcement of the end of the examination.
25. Following the announcement of the end of the examination, PDFM Students 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.
26. All answer sheets/answer booklets submitted by PDFM Students 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/answer booklets, in the event of any loss or damage, as a result of which the PDFM Student's performance cannot be assessed based on the answer sheets/answer booklets, the PDFM Students concerned will waive all claims, if any, against the HKSI.
27. PDFM Students 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 examination, PDFM Students 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 PDFM Students to enforce its intellectual property rights and hold the PDFM Students liable for all losses, damages and/or costs incidental thereto.
28. PDFM Students (a) who are not able to attend the examination 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) whose personal particulars and/or examination details provided on answer booklets cannot be read; or (d) who fail to produce the original and valid (non-expired) identification documents for verification within 30 minutes after the scheduled starting time of the examination and/or whose identity cannot be verified will be graded ABSENT under Clause 3, Clause 14 or Clause 16 in this section or Clause 1 in the section "Proof of Identity"(as the case may be). PDFM Students who are graded ABSENT or disqualified as a result of breach of any provision(s) herein will **NOT** be rescheduled to another examination session and the fees paid are not transferable and not refundable.

Proof of Identity

1. On the examination date, each PDFM Student **MUST** bring the following for verification purposes:
 - i) the original copy of his/her Admission Form; 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 Admission Form.

Anyone failing to produce the above documents within 30 minutes after the scheduled starting time of the examination, and/or whose identity cannot be verified will NOT be permitted to sit for the examination. Such a PDFM Student will be graded ABSENT. The PDFM Registered Student Card will NOT be regarded as a valid form of identification.
2. **NO** examination-related information is allowed to be printed/written on and/or attached to the identification document.
3. PDFM Students are **NOT** allowed to write anything on the Admission Form at any time.
4. If, in the opinion of the Chief Invigilator/invigilators, a PDFM Student's identity is in doubt, the Chief Invigilator/invigilators will take photographs of this PDFM Student and photocopy his/her identification document. The PDFM Student 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 PDFM Student taking the examination, it has the sole discretion in invalidating his/her results of the examination. If he/she does not allow the Chief Invigilator/invigilators to take photographs of him/her or photocopy his/her identification documents, he/she will be disqualified from the examination.
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 PDFM Students in examinations, provided that the electronic calculators are battery-powered, operate without sound and include neither print-out nor graphic/word display functions.
2. PDFM Students 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 examinations. **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 PDFM Student under such circumstances. The model numbers of the electronic calculators should be clearly visible to the Chief Invigilator/invigilators. Electronic calculators with which model numbers and/or functions cannot be verified/identified are **NOT** allowed to be used in the examination. Sharing, transferring, exchanging, borrowing and/or lending of, and trading in electronic calculators between PDFM Students during the examination 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 PDFM Students 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 examination. PDFM Students 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 examination.
7. Failure by the Chief Invigilator/invigilators to detect any unauthorized electronic calculators prior to the start of the examination, during the conduct of the examination, or even after completion of the examination does **NOT** imply that such electronic calculators are authorized to be used in the examination, or that the PDFM Students using the electronic calculators will not be subject to disciplinary actions. PDFM Students 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.

Misconduct

When, in the HKSI's judgement in accordance with the examination regulations, there is misconduct in connection with the examination, the HKSI may issue a warning letter to the PDFM Student concerned, disqualify him/her from the examination 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 PDFM Student'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 PDFM Student may be disqualified from the examination if he/she:

1. provides false personal particulars in his/her enrolment form;
2. improperly obtains information about an examination paper prior to the examination;
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 examination in any manner whatsoever;
4. copies from/uses notes, books or electronic devices brought into the examination hall/room, or any writing whatsoever of other PDFM Students (including but not limited to answer(s)) during the examination;
5. glances or looks at another PDFM Student's examination materials, or gives the appearance of doing so;
6. allows another PDFM Student(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 examination;
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 examination, 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 examination;
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 examination;
11. takes away, or attempts to take away, from the examination hall/room and/or damage any examination materials, such as question booklets, answer booklets, answer sheets, backing sheets or graph 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/use correction fluid/tape to amend any writing whatsoever (including but not limited to the filled box(es) on the answer sheet/answers in the answer booklets) after being told to stop writing at the end of the examination;
17. does anything which causes unnecessary distraction to the Chief Invigilator/invigilator(s) or other PDFM Students, or disruption to the examination;
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 PDFM Students or interferes with the Chief Invigilator/invigilator(s) in the performance of their duties or interferes with equipment in the examination hall/room. A PDFM Student who is found to be in breach of this Clause may be disqualified from taking any further HKSI examinations;
19. takes the examination 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 examination;
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 examination(s) conducted by the HKSI; or
23. is found cheating in any manner whatsoever.

Guidelines on the Cancellation and/or Rescheduling of Examinations

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

1. Examinations will be cancelled when typhoon signal No. 8 or above or the black rainstorm warning signal is hoisted.
2. All examinations that start between 9:00 a.m. and 6:00 p.m. will be cancelled when typhoon signal No. 8 or above or the black rainstorm warning signal is in force after 6:00 a.m. but before 12:00 noon.
3. All examinations that start between 12:00 noon 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 12:00 noon.
4. If typhoon signal No. 8 or above or the black rainstorm warning signal is hoisted while the examination is in progress, the examination will continue until the scheduled finishing time.
5. PDFM Students are advised to call the HKSI's Examination Hotline (852) 3120 6220 for special announcements, if any.
6. PDFM Students are also advised to refer to the HKSI website for special announcements, if any.
7. If an examination is cancelled, the HKSI will notify PDFM Students in writing of the examination's rescheduled date and time. PDFM Students do not have to re-register for the examination. Applications for a refund and/or transfer of examination fees paid will not be entertained.
8. The HKSI reserves the right and absolute sole discretion to cancel and/or reschedule an examination.

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

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.

APPENDIX 5**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 PDFM Students 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. PDFM Students are required to keep the HKSI informed of any changes in their personal data once they have registered as PDFM Students, and until such time as they have completed the PDFM.
2. The HKSI will use the personal data provided for the following purposes:
 - a. administering the PDFM and marketing purposes;
 - b. delivering information about the PDFM;
 - c. maintaining PDFM Student records;
 - d. distribution of PDFM Module results to PDFM Students concerned;
 - e. informing PDFM Students 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 and obtaining information from the relevant third parties on whose behalf the HKSI administers, conducts or organizes PDFM Examinations and/or training courses and to any third party that the HKSI engages to administer and/or conduct the PDFM Examinations and/or training courses for and on behalf of the HKSI; and
 - i. any other related purposes.
3. The HKSI will keep the personal data of PDFM Students 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. PDFM Students 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 and answer booklets used by PDFM Students in the PDFM Examinations (which may contain their personal data) will be destroyed by the HKSI six 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. PDFM Students who request access to data or for the correction of their data should do so in writing to the HKSI.
7. PDFM Students should write to the HKSI if they do not want to receive any information on courses or examinations organized by the HKSI.

**APPENDIX 6
FEES TABLE****Application Fees** (non-transferable and non-refundable)

Application Fee for PDFM Student Registration: HK\$200 per application
(Please refer to Sections 2.4 and 3.5.1)

PDFM Examination Fees

PDFM Module	PDFM Examination Fee payable to the HKSI
Module 1 – Economics	HK\$500
Module 2 – Financial Markets and Instruments	HK\$500
Module 3 – Quantitative Methods and Accounting for Finance	HK\$500
Module 4 – Regulatory Framework: Securities and Futures Industry	HK\$750
Module 5 – Corporate Capital, Governance and Takeovers	HK\$750
Module 6 – Advanced Investment Analysis	HK\$750
Module 7 – Portfolio Management	HK\$750

Other Fees (non-transferable and non-refundable)

Type of fee	Amount	Section (Page)
Confirmation of Payment	HK\$200 per copy	3.4 (9)
Administration Fee for Refund of PDFM Examination Fees	HK\$400 per Module per Session	3.10 (13)
Deferral of PDFM Examinations for TE Mode only	HK\$200 per Examination per Session	3.9 (12)
Results Rechecking and Performance Analysis	HK\$400 per Examination per Session	5.3 (16)
Statement of Results	HK\$200 per copy	5.5 (17)

The HKSI has full discretion to adjust any 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.