

Certified Private Wealth Professional (CPWP)

Module 1 Examination

Examination Handbook

Hong Kong Securities and Investment Institute

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1. Overview

A Task Force chaired by the Hong Kong Monetary Authority and comprises representatives from Private Wealth Management Association, the Hong Kong Institute of Bankers, Hong Kong Securities and Investment Institute (HKSI Institute) and Treasury Markets Association developed the Enhanced Competency Framework (ECF) for private wealth management (PWM) practitioners to ensure individuals engaged in providing services to PWM customers have an enhanced level of competency in the technical and ethics and compliance areas.

Under the ECF, two competency-related modules, Module 1 on Technical, Industry and Product Knowledge and Module 2 on Ethics and Compliance, are developed to set the standard for PWM practitioners. The HKSI Institute is responsible for Module 1 of the Certified Private Wealth Professional (CPWP) including both training programme and examination.

Please visit our [website](#) for more information about local recognition and our membership requirements.

2. Examination Details

Language: English and Chinese (both Traditional and Simplified characters)
Pass Mark: 70%

The CPWP Module 1 Examination consists of two papers and the syllabus are available on our [website](#).

Examination Papers	Examination Mode	No. of Questions	Proportion	Duration	Examination Fees
Paper 1 Financial Instruments	Computer-based	40 Multiple-choice questions (MCQs)	100%	80 mins	HKD1,680
Paper 2 Wealth Management	Paper-Based	20 MCQs + 1 structured question	50% + 50%	100 mins	HKD2,760

3. Examination Timetable

Examination Papers	Frequency
Paper 1 Financial Instruments	Monthly
Paper 2 Wealth Management	Bi-monthly

The number of examination sessions may be increased as needed to meet demand. For the latest examination dates, enrolment deadlines (📅) and withdrawal application deadlines (🚫), please check our [website](#).

4. Enrolment

4.1. Procedures

- Applicants may enrol for the examination through the HKSI Institute [Online Portal](#) on or before the enrolment deadline.
- Applicants submitting enrolments via hardcopy [forms](#) will be charged an administration fee. Please refer to the [Fee Schedule](#).
- Applicants must ensure examination details (examination dates, times, location, mode, system interface language) are correct when confirming the selected examination session. Changes to the examination details are not permitted after successful payment.
- A notification email will be issued to applicants immediately upon successful enrolment.
- From the Online Portal, candidates can view their successful enrolment under "Upcoming Activity" and download the receipt under "Receipt".
- In the event that the payment is unsuccessful, the enrolment will be cancelled. To enrol for the same examination session, please try again after 30 minutes. Alternatively, applicant can enrol immediately for other examination session.

4.2. Special Arrangements

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

4.3. Payment Methods

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

4.4. Reschedule

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

4.5. Withdrawal

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

- Only the examination fee less an administration fee is refundable.
- A withdrawal administration fee will be charged per examination session. Please refer to the [Fee Schedule](#).
- Candidates must withdraw their enrolled examination through the "Upcoming Activity" section of the [Online Portal](#) on or before the withdrawal application deadline(🕒). For the withdrawal application deadline, please refer the [examination timetable](#).
- Candidate can view their withdrawn record(s) under "Upcoming Activity" section of the Online Portal before the scheduled examination date(s).
- Withdrawal applications cannot be cancelled once submitted.

- The refund (examination fee less the administration fee) will be payable to the candidate concerned in Hong Kong dollars through the same payment method used by the candidate earlier. If the original payment method is no longer valid, the refund will be made by cheque. The refund will be processed within 30 calendar days of receipt of the withdrawal application by the HKSI Institute.

4.6. Admission Form [applicable for the Paper-based Examination (PBE)]

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

5. Changes of Personal Particulars

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

6. Examination Day Policies and Procedures

6.1. Examination Regulations

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

6.2. Identification Policy

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

6.3. Attendance

- Candidates must report to the assigned examination centre **30 minutes** before the examination starts. Upon arrival, invigilators will check their Hong Kong identity card, passport or other formal travel documents and the hard copy of their Admission Form (for the PBE). Unless approved by the invigilator, candidates must sit in their designated seats.

6.4. Absent Grade

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

6.5. Examination System Login [applicable for the Computer-based Examination (CBE)]

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

6.6. Security

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

7. Examination Results

7.1. Results and Performance Analyses

- All examination results are graded as follows:
PASS or
FAIL or
ABSENT

For the CBE

- Candidates can view their grade in the examination system immediately after the respective examination session.
- Candidates can download and print the Notification of Results and Performance Analysis from the [Online Portal](#) approximately **TWO HOURS** after each examination. If candidates cannot obtain their Notification of Results from the Online Portal one day after each examination, please contact the Institute at exam@hksi.org.

For the PBE

- The examination results and individual performance analyses will be available in the Online Portal approximately **TEN WEEKS** after each examination.

- The Notification of Results and Performance Analysis will be available for all candidates to download and print from the Online Portal within **ONE YEAR** of the examination date.

7.2. Results Rechecking

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

7.3. Loss or Damage to Notification of Results

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

8. Examination Preparation

8.1 Self Study

- The CPWP Module 1 Examination is a self-study examination.

8.2 Study Manuals

- To assist candidates prepare for the Paper 1 and Paper 2 (Topics 6-9), eStudy Manuals in English and Chinese (both traditional and simplified characters) can be downloaded by candidates from the "Upcoming Activity" section of the [Online Portal](#) during the period from the enrolment date until the examination date of the relevant examination.

- For [Topic 10](#), PWMA offers training as an on-going study support which has been converted into eSeminars. The training is available for candidates to view via the “CPT/Non-CPT Activity” section under the “Upcoming Activity” of the HKSI Institute Online Portal on the next day after his/her first enrolment of the examination and within 90 days from the enrolment date.

8.3 Complimentary Support Resources

- To facilitate candidate’s examination preparation, materials available on our website include [Guidelines for Examination Preparation](#), [Sample Practice Tests](#) and a [taped sharing session](#).

8.4 Training Course

- The HKSI Institute offers CPWP Module 1 Training Course to assist candidates in their examination preparation. Candidates are encouraged to visit our website for the latest offerings.

8.5 Examination System Simulator [applicable for the CBE]

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

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

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

10. Amendments

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

APPENDIX 1

EXAMINATION REGULATIONS OF CERTIFIED PRIVATE WEALTH PROFESSIONAL (CPWP) MODULE 1 EXAMINATION

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

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

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

General Rules

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

Proof of Identity

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

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

Failure to provide the required document(s) or verify the candidate's identity will NOT allowed to take the examination.

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

Use of Electronic Calculators

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

Misconduct

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

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

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

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

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

Misconduct includes, but is not limited to:

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

Guidelines on the Cancellation and/or Rescheduling of Examinations

Candidates need to be aware of the guidelines for cancelling or rescheduling of examinations:

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

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

2. To stay updated on the latest examination arrangements for examinations, candidates should visit the HKSI Institute website (www.hksi.org) and the HKSI Institute MobileApp.
3. In the event of a technical problem during the examination that cannot be resolved within a reasonable amount of time, the HKSI Institute will either replace the examination with an alternative mode (such as paper-based examination mode) or reschedule the examination as soon as possible.
4. Candidates will be notified in writing of the examination’s arrangements. Requests for cancellations and/or refunds will not be considered.
5. If an examination is cancelled without being rescheduled, the HKSI Institute will provide a full refund of the applicable examination fee(s) to the affected candidates. The refund will be paid to affected candidates within 30 calendar days of the affected examination date, and candidates do not have to apply for it.
6. The HKSI Institute will not be responsible for any losses incurred by candidates due to the Cancellation and/or Rescheduling of Examinations.
7. The HKSI Institute reserves the right and has the absolute sole discretion to cancel and/or reschedule an examination.

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

The decision of the HKSI Institute shall be final on all matters concerning the interpretation of the examination regulations.

If there are discrepancies or inconsistencies between the latest examination regulations and any other document(s) published by the HKSI Institute, the latest examination regulations will apply and prevail.

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

APPENDIX 2 NOTICE RELATING TO THE PERSONAL DATA (PRIVACY) ORDINANCE

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

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

6. Candidates who wish to request access to or correction of their data should do so in writing to the HKSI Institute as below:
Hong Kong Securities and Investment Institute
17/F, Cambridge House, Taikoo Place,
979 King's Road, Quarry Bay, Hong Kong
Curriculum and Examinations Department
Administrative Officer
7. Candidates who do not want to receive any information on activities, courses or examinations organised by the HKSI Institute should write to the HKSI Institute.