

ENROLLING AND SCHEDULING YOUR EXAMINATION

VIA ONLINE PORTAL



1 Enrol and Make Payment

Select

Go to the “ENROL NOW” tab to access the examination enrolment page. Select the examination paper, city/country, and choose your preferred venue/mode.

Computer-based examination (CBE)

Choose the available options:

- **Hong Kong Examination Centre;**
- **Global Examination Centre;** or
- **Remote Examination** (select proctor language)

Paper-based examination (PBE)

Choose your examination session.

Add to Cart

Read the important notes before clicking “Add to Cart”.

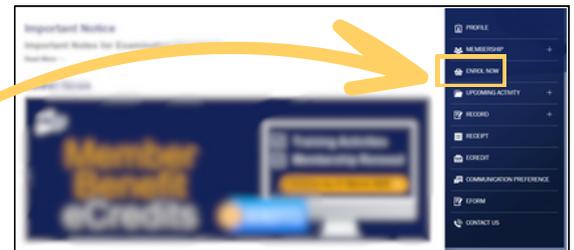
Checkout

Double check your selection, read and agree to the terms and conditions, then click “Pay Now” to proceed with your payment.

Payment Confirmation

Upon successful payment, you will receive an email “Confirmation of Enrolment and Payment”. If you do not receive it, please check your junk/spam folder.

View your enrolment details under “UPCOMING ACTIVITY” tab of the Online Portal. The **“Schedule” button will appear 15 minutes after CBE enrolment**, enabling you to proceed with the necessary scheduling.



Examination
Steps required (Instructions: Access via Online Portal | HKSI Institute Mobile app)
Step 1: Enrol and make payment
Step 2 (For Computer-based Examination only): Schedule your examination session

Examination:
Please Select

Paper:
Please Select

City / Country:
Please Select

Venue / Mode:
Please Select

Please Select Above

Examination
Examination Fee: HK\$1,750

Important Notes:

- Please read the **Terms and Conditions**, the **Examination Details and Policies**, including **enrolment, rescheduling and withdrawal** policies carefully before proceeding. By enrolling, you acknowledge, agree and accept these policies. If you do not agree with them, please do not proceed.
- Licensing Examination for Securities and Futures Intermediaries (LE) papers are available monthly in Hong Kong, except for Papers 4 and 10. Quarterly (March, June, September, and December) Paper 15. Every other month (January, March, May, July, September, and November). Latest examination schedule is for reference only, availability not guaranteed.
- Double-check your selections on Examination, Paper, Venue and Mode, as this combination cannot be changed after payment.
- After enrolment, scheduling opens within 15 minutes. Click “Schedule” on the Online Portal or HKSI Institute Mobile to access the scheduling platform. Please ensure that you select a session with an examination date that falls within 90 days of your enrolment date, as required.
- Scheduling or rescheduling is permitted for the same paper, venue and mode based on your selection, subject to availability. The platform will display only the available examination sessions for this specific combination.
- Please note that each examination session has an enrolment deadline and/or quota, and you are highly recommended to schedule your session at the earliest.

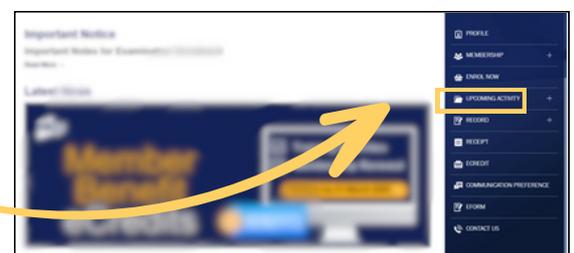
Back + Add to Cart

Checkout

Item	Price	eCredit	Sub Total
Licensing Examination for Securities and Futures Intermediaries Paper 15 - Sponsor (Representative) Remote Examination (Computer-based Examination)	HK\$1,750	HK\$0	HK\$1,750
Total			HK\$1,750

By clicking “Agree”, I acknowledge that I have read, understood, and agreed to these Terms and Conditions.

Pay Now





2 Schedule Your Examination Session (for CBE Only)

Start Scheduling

Click “Schedule” under “UPCOMING ACTIVITY”, and you will be directed to the scheduling platform “ProScheduler”.

- Schedule examination session before the scheduling deadline. Seats are on first-come, first-served basis.
- Choose any available session within 90 days of your enrolment unless otherwise specified.

Make a Selection

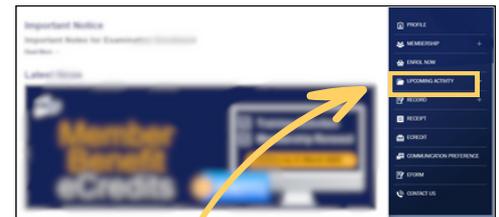
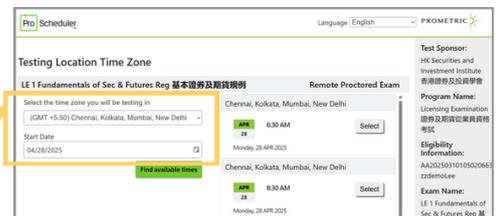
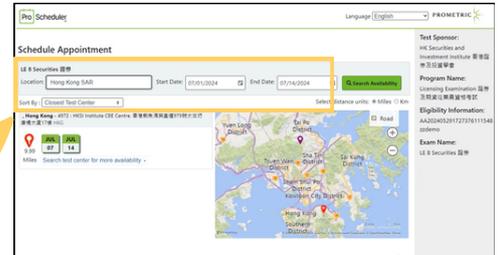
For Hong Kong or Global Centre:

1. Input the “City Name” in the address field.
2. Specify a **two-week date range** in the “Start Date” and “End Date” fields.
3. You can modify the date range to find your preferred session.

For Remote Examination:

1. Select your “Testing Location Time Zone”.
2. Specify your preferred date and modify the date as needed.

Please note the stated examination time includes the required check-in time.



Verification

- Review before clicking “Complete Appointment”, then close the “Appointment Summary” page.
- You will receive an email “Confirmation of Examination Scheduling” containing details of your selected examination session. It will also **show on the “UPCOMING ACTIVITY” tab of the Online Portal after 15 minutes.**

Rescheduling (if applicable)

- This can be done before the rescheduling deadline, which is 6 full days before the start of your scheduled examination session.
- Go to the “UPCOMING ACTIVITY” tab of the Online Portal and click on the “Reschedule” button to complete the required steps.



- **No changes are permitted** to your examination selection (examination, paper, venue/mode) after confirmation and payment, except for examinations taken at global centres, where you may change location based on availability (e.g., from Japan to France).
- You must schedule an examination session. Failure to do so will result in being **marked as ABSENT**.
- Scheduling or rescheduling the session after the deadlines will not be accepted, and the **examination fees will not be transferrable or refunded**.
- If your name appears incorrectly on the scheduling page, please contact exam@hksi.org immediately for correction.