



香港銀行學會

The Hong Kong Institute of Bankers

# Certified Financial Management Planner (CFMP™)

## Handbook

### 2017

- Advanced Diploma in Financial Planning
- Professional Diploma in Financial Planning and Management for CFMP

QF – Level 5

QR No.: 16/001003/L5

Validity: 01/12/2016-30/11/2020







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# PURSUING A PROFESSIONAL IDENTITY



The Advanced Diploma in Financial Planning and Professional Diploma in Financial Planning and Management for CFMP are the professional qualification programmes in attaining the Certified Financial Management Planner (CFMP) designation. The programmes are developed by The Hong Kong Institute of Bankers (HKIB) to improve candidates' understanding and knowledge of issues relating to financial planning and management. It is a qualification developed in accordance with the advice of the Institute's Council and Executive Committee.

## ■ Programme Objectives

In response to the talent development needs of the industry, the CFMP Programme has two main objectives:

### Technical Knowledge in Financial Planning

The programme is developed with the objective of providing participants with essential knowledge and skills in wealth management. Financial planners play the important role of trusted advisors to help clients managing their wealth. Therefore, it is important that they are technically competent in designing appropriate investment/wealth management strategies to help clients achieve their financial goals. As a result, participants should acquire understandings in:

- (i) investment products available for financial planning and the corresponding regulations;
- (ii) processes in assessing clients' needs;
- (iii) methods on selecting suitable products;
- (iv) strategies in assets allocation and asset management, etc.

### Client Management Skills and Ethical Selling

Notwithstanding the technical knowledge and skills, in order to deliver wealth management services up to clients' satisfaction, a financial planner should be equipped with proficient communication and interpersonal skills for executing the financial planning process. In particular, the communication skills in assessing clients' genuine needs, relationship management skills in gaining the trusts of customers and presentation skills are the most crucial.

On the other hand, it is essential that wealth management professionals are acting in accordance with the relevant regulations and upholding a high level of professional standards in order to develop a trusting relationship with clients.



# PURSUING A PROFESSIONAL IDENTITY

## ■ Programme Intended Learning Outcomes

- Describe the legal and regulatory framework governing banking and financial services in Hong Kong and identify regulations applicable to financial planning
- Acquire comprehensive knowledge in the various banking services and practices and explain the special features of different investment products as well as fundamental principles in investments
- Conduct financial planning in accordance with prescribed steps, such as client needs analysis, investment analysis and risk assessment, etc.
- Evaluate the principle and features of different insurance products in order to customize the financial plan and retirement plan according to the needs of customers
- Evaluate the taxation systems in Hong Kong for providing investment advice to customers
- Evaluate different techniques and principles related to fund and asset management in order to develop suitable strategies
- Construct financial plans based on analysis on the needs of customers
- Employ appropriate communication skills to make presentation to customers based on analysis on preference and styles of customers

# PURSUING A PROFESSIONAL IDENTITY



## ■ Benefits

- Obtain recognition of professional achievement
- Facilitate career advancement and future professional development in the field of wealth management
- Acquire comprehensive knowledge on the banking products, services and financial planning services

## ■ Entry Requirements

- With a recognized Associate Degree or equivalent; OR
- Mature Student with at least 2 years of Banking and Finance working experience (will be assessed on a case-by-case basis).

## ■ Learning Effort

- Normally there is no time limit for completing the examinations.
- Candidates can attempt the examinations in any order, except that *M7 Financial Planning and Wealth Management* must be the final subject.
- There is no restriction on the number of attempts for each subject.

*Remark: The Institute conducts syllabus review periodically to maintain the quality of our learning programmes. If the syllabus of a subject has been substantially changed or updated, candidates may be required to re-take the training classes before attempting the examination.*

## ■ Completion Requirement

- To attain the Professional Diploma in Financial Planning and Management for CFMP, candidates should:
  - Attend training classes for each module (i.e. M1 to M7);
  - Pass the examinations for each module, including the Case and Oral examination

## ■ Exemption

- Candidates with appropriate qualifications may apply exemption for a maximum of 3 subjects.
- Details of the exemption criteria and regulations are provided in the Regulations section.

# PURSUING A PROFESSIONAL IDENTITY



## ■ Examination Structure and Awards

There are two stages consisting of seven subjects and eight examinations in the CFMP™ Programme. Upon completion of the three subjects in Stage One, candidates will be awarded an Advanced Diploma in Financial Planning. Upon completion of another four subjects in Stage Two and with a pass in the Case and Oral Examination, candidates will be awarded a Professional Diploma in Financial Planning and Management for CFMP.

## ■ Designation

Upon election, members who have attained the Professional Diploma in Financial Planning and Management for CFMP and have accumulated 2 years of banking or financial related working experience, will be awarded a CFMP™ Scroll and entitled to use of the CFMP™ designation on their business card and curriculum vitae, which signifies their professional excellence.

### Remarks:

- To facilitate public recognition of CFMP and acknowledge the achievement of our designation holders, designation holders will be registered as Certified Individuals of HKIB, and name of designation holders will be presented on the HKIB website and also published on the Institute's journal "Banking Today" and Annual Report.
- To maintain the professional qualification status, designation holders should maintain HKIB membership and fulfill the HKIB Continuing Professional Development (CPD) requirements.

## ■ Examination Format

- For Modules 1 to 6, each subject is assessed by a written examination which consists of 75 to 100 multiple-choice questions. Candidates select one best answer from the four choices given.
- For the module *Financial Planning and Wealth Management*, candidates are required to pass in both the written examination and the Case and Oral Examination. The written examination consists of 40 to 50 multiple-choice questions. For the Case and Oral Examination, candidates are required to write a financial plan proposal and attend an interview to elaborate the proposal.

# PURSUING A PROFESSIONAL IDENTITY



## ■ Prerequisite for Attempting Module 7 - *Financial Planning and Wealth Management Examination*

- Candidates are required to pass or have obtained exemption for M1 to M6 [or have enrolled for re-sit examination for failed module(s)] before attempting M7 *Financial Planning and Wealth Management* examination.

## ■ Examination Schedule

- Examinations are conducted two to three times a year in Hong Kong (*Please refer to the HKIB website for details on the examination dates*).

## ■ Grading

Pass with Distinction	Above 90%
Pass with Credit	80% - 90%
Pass	70% - 79%
Fail A	60% - 69%
Fail B	50% - 59%
Fail C	Below 50%



# SUPPORTING YOUR LEARNING



## ■ Training Classes

Candidates must have completed the CFMP training classes before sitting for the examinations. For details on the programme schedule, please refer to the HKIB website or contact HKIB staff.

## ■ HKIB Resources Corner Support

The Resources Corner situated at the premises of the Institute provides the required learning resources for study. Copies of supplementary, essential and further readings are available in the HKIB Resources Corner for borrowing.

Candidates are encouraged to prepare the examinations by acquiring relevant market information and subject knowledge through various channels, e.g. reference readings, business journals, websites, etc. Candidates shall be aware that such market information may be important and pertinent to the examinations.

## ■ Market Information Updates

The Institute regularly organises some other training courses, seminars or luncheon talks on current issues and recent developments in financial markets that members may find essential, helpful and relevant to their examinations.

## ■ Accreditation and Qualifications Framework (QF)

In order to ensure sustainable manpower development amidst the rapidly changing world, the Education Bureau (EDB) of the Government of the Hong Kong Special Administrative Region (HKSAR) officially launched the Qualifications Framework (QF) in Hong Kong on 5 May 2008. The QF in Hong Kong (HKQF) is a seven-level hierarchy covering qualifications in the academic, vocational and professional as well as continuing education sectors to promote and support lifelong learning with a view to continuously enhancing the quality, professionalism and competitiveness of our workforce in an increasingly globalised and knowledge-based economy. Qualifications recognised under the QF are quality assured and level-rated in accordance with objective and well-defined standards.

The Professional Diploma in Financial Planning and Management for CFMP has been accredited by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) and is recognised under the Qualifications Framework (QF).

# RECOGNIZING YOUR ACHIEVEMENT



## CFMP™

Certified Financial Management Planner  
專業財富管理師

New Syllabus effective from mid 2015

### Certified Financial Management Planner 專業財富管理師

With 2 years banking or finance related working experience #  
兩年銀行或金融業相關之工作經驗 #

#### QF LEVEL 5\*

Professional Diploma in Financial Planning and Management for CFMP™  
理財策劃及管理專業文憑(專業財富管理師)

QR No. 12/001364/L5

#### Stage 2 第二階段

Case and Oral Examination  
個案分析考試

- |  |                         |
|--|-------------------------|
| Financial Planning and Wealth Management                           | • 理財策劃及管理               |
| Investment and Asset Management: Alternatives and Wealth Solutions | • 投資及資產管理：<br>另類投資及理財方案 |
| Investment and Asset Management: Theory and Product Solutions      | • 投資及資產管理：<br>理論應用及產品方案 |
| Insurance and Retirement Planning                                  | • 保險及退休策劃               |

#### Advanced Diploma in Financial Planning 理財策劃高等文憑

#### Stage 1 第一階段

- |   |               |
|---|---------------|
| Essentials of Banking and Financial Planning              | • 銀行業務概要及理財策劃 |
| Investment Products and Markets                           | • 投資產品及市場     |
| Regulatory Environment for Banking and Financial Planning | • 銀行及理財策劃規例   |

HKIB Member with recognized Associate Degree  
具備認可之副學士學位的香港銀行學會會員

Note #: Candidates who have successfully attained the Professional Diploma but with less than 2 years banking or finance related experience can use the designation "CFMP™ (Affiliate)".

註#: 已成功獲得理財策劃及管理專業文憑(專業財富管理師), 但擁有少於兩年銀行或金融業相關工作經驗之學員, 可使用「準專業財富管理師」稱銜。

Note\*: The HKIB qualification is accredited by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ), with validity from 1 January 2013 to 31 December 2016.

註\*: 此香港銀行學會文憑已獲香港學術及職業資歷評審局(HKCAAVQ)認證, 認證有效期為2013年1月1日至2016年12月31日。

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資歷架構  
Qualifications Framework

# SETTING THE INDUSTRY STANDARD



## ■ A. General Examination Regulations

*Note: The following rules and regulations on examinations and exemptions are applicable to candidates of Advanced Diploma in Financial Planning and Professional Diploma in Financial Planning and Management for CFMP Examinations. These examinations are conducted under the authority of the Professional Standard and Examination Board of The Hong Kong Institute of Bankers.*

1. An examination is governed by the regulations in force at the time of the examination and not by the regulations in force at the time of application, in case of any discrepancies between the two sets of regulations.
2. On all matters concerning the interpretation of the regulations, the Professional Standard and Examination Board of the Institute has the final discretionary power and rights.

### 3. Entry to Examinations

- 3.1. The examinations are open to all current members of The Hong Kong Institute of Bankers (HKIB).
- 3.2. Members who want to enroll in the CFMP™ Examinations must fulfill the stipulated minimum entry requirements.
- 3.3. Candidates must have completed the training class before taking the examination.
- 3.4. Applicants can obtain the examination application form: (i) from HKIB website; or (ii) in person from the counter of HKIB Head Office during office service hours.
- 3.5. The information provided on the application form must be true and clear. Applicant should submit the completed and signed application form, together with the appropriate examination fee, to HKIB Head Office on or before the corresponding application deadline.
- 3.6. Application forms can be returned by fax or email, or by hand or registered mail to avoid lost in transit. Attention should be paid to the application deadline. Applicants applying by post are reminded to allow sufficient time for mailing or a late entry fee will be charged.
- 3.7. Acknowledgement of the examination application will be sent to candidates via email within 7 full working days of receiving the application form. Candidates who fail to receive the acknowledgement within the above said period should inform the Institute immediately.

# SETTING THE INDUSTRY STANDARD



- 3.8. **Late entries:** Late entries will be accepted up to 14 days after the stipulated application deadlines. A late entry fee of HK\$200 (in addition to the subject entry fees) will apply.
- 3.9. Inaccurate or incomplete applications may not be accepted even though payment of the examination fee has been made.
- 3.10. HKIB reserves the right to reject late applications and / or any enrolments deemed inappropriate.
- 3.11. Under no circumstances will the examination fees be refunded or transferred.
- 3.12. Under no circumstances will change of subject entry or withdrawal from examination be allowed once the Examination Application Form is submitted.
- 3.13. HKIB reserves the right to change the examination dates and the application deadlines at any time.
- 3.14. Applicants are advised to retain a copy of the completed application form for their own record.

## 4. Medium of Examinations

- 4.1. The examinations are conducted in English language.
- 4.2. The written financial plan must be submitted in English.
- 4.3. The Oral Examinations are conducted in either English or Cantonese. Language other than the above will be arranged, subject to prior approval by the Institute.

## 5. Conduct of the Examinations

- 5.1. **Examination Invigilators:** Examination invigilators appointed by the Institute will ensure that the examinations are conducted in accordance with the stipulated guidelines and regulations.
- 5.2. **Attendance Notice:** Attendance Notices will be sent to candidates via email ONLY about two weeks before the examination. Candidates are required to print a new copy of Attendance Notice on a PLAIN A4 paper before each examination session. Candidates must produce their Attendance Notices in each examination session, along with their valid identification document, e.g. HK Identity Card or passport.

# SETTING THE INDUSTRY STANDARD



- 5.3. **Late Arrivals:** Examinations will normally begin at 7:00 p.m. on Mondays to Fridays, and 10:00 a.m. on Saturdays (unless otherwise specified). Latecomers may be admitted during the first 30 minutes after the start of the examination, but extra time will not be given to compensate for any time lost.
- 5.4. **Personal belongings:** All bags, books and other personal belongings must be placed in a location as advised by the examination invigilator before the examination begins.
- 5.5. **Financial Calculators:** Candidates must use only silent and non-programmable calculators. Invigilators have the right to prohibit candidates from using any unauthorized calculators. Calculators with graphing capability (large screen) and/or a printer is not allowed. Candidates may use basic calculators, though not recommended since they do not have all financial functions. Some acceptable financial calculators are listed below:

Exam	Calculator Model
CFMP	<ul style="list-style-type: none"> <li>● Texas Instruments (TI) : BA35, BA II Plus, BA II Plus Professional</li> <li>● Hewlett Packard (HP) : HP 10b, HP 10bII, HP 10bII+, HP12c, HP 12c Platinum, HP 12C Prestige, HP 17bII+</li> <li>● Sharp : Sharp EL-733</li> <li>● Casio : FC 100, FC 100V, FC 200, FC 200V</li> </ul>

No other aids, such as books, dictionaries, computers (e.g. notebook / Palm computer / Pocket PC), smartphones or smartwatches with calculator-related applications are permitted in the examinations.

- 5.6. **Question Papers:** The packets of question papers will be opened in the presence of candidates before the start of examination. Candidates can neither copy whole / part of the questions in any form nor take the question papers away after examination.

# SETTING THE INDUSTRY STANDARD



- 5.7. **Misconduct:** Candidates are not allowed to communicate with other candidates during the examinations. It is also prohibited to communicate with third party outside the examination centre by using any electronic device. Invigilator has the right to expel candidates from the examination centre if their behaviors interfere with the proper conduct of examination. Any candidate who attempts to copy from another candidate's script or any other source will be disqualified.
- 5.8. **Early Departure:** Candidates cannot leave the examination centre during the first 45 minutes and the last 15 minutes of examination. Candidates who decide to leave early must notify the invigilator as quietly as possible, and the candidates will not be allowed to reenter the examination centre.
- 5.9. **Rough workings:** Candidates must not use any paper other than the question paper for rough workings. Rough workings or notes should be ruled through to indicate they do not form part of the answer.
- 5.10. **End of examinations:** Candidates must stop writing when instructed to do so by the invigilator.
- 5.11. **Answer sheets:** Candidates must not detach any part of their answer sheet, or remove their answer sheet, whether wholly or partly, from the examination room. No draft paper will be provided during the examination.
- 5.12. **Prohibited behaviours:** Smoking, eating and drinking are not allowed in the examination venue. All mobile phones, pagers, programmable / smart watches and other electronic devices must be switched off.
- 5.13. **Audio-taping:** For the Case and Oral Examination, the proceedings of the oral examination will be audio-recorded. The audio records will be used solely for the purpose of examination result moderation or appeal on examination results. Candidates are required to sign an acknowledgement regarding the audio-recording arrangement before taking the examination.

**If any candidate infringes any of the above regulations for the conduct of the examinations, he/she will be reported to the Professional Standard and Examination Board of the Institute and will be liable to disciplinary actions, including disqualification.**

# SETTING THE INDUSTRY STANDARD



## 6. Examination Results

- 6.1. **Issue of results:** Candidates will be notified of their results by post and only with written notice. Results will not be revealed by telephone, fax or any other electronic means. Results will be released normally within 2-4 weeks from the examination date for MC-type examination, and 6-8 weeks from the examination date for Case and Oral examination.
- 6.2. Candidates may check their examination results online through the HKIB online platform. Candidates will receive email notification once the examination results are available. The online examination results will be removed a month after they are released.
- 6.3. **Withholding of results:** Results will be withheld from candidates who have not paid in full any monies due or payable to the Institute, including but not limited to examination entry fees.
- 6.4. The decision of the examiner is reviewed by the moderator and confirmed by Professional Standard and Examination Board before results are published.
- 6.5. Once a candidate has passed a subject, or obtained any subject exemption, no further attainment will be recorded.

## 7. Examination Results Review

- 7.1. Candidates may request for rechecking or remarking of their examination scripts within ONE MONTH after the issue of examination results, by submitting a written request and administrative fee may be applied. Please contact the HKIB staff for details.
- 7.2. **Rechecking** is applicable to all examinations. Answer sheets are rechecked for technical errors such as incorrect mark entries.
- 7.3. **Remarking** is applicable to Case and Oral Examination only. The proceedings of oral examination is audio-recorded to facilitate remarking. The audio recordings will be remarked once by an independent remarker. If the mark given by the remarker differs from the original mark and leads to a change in grade, the recordings will be remarked by a second remarker. Remarking is conducted by persons other than the original markers. The final mark of the examination is calculated by averaging out all valid marks given by the original markers and the remarker(s).

# SETTING THE INDUSTRY STANDARD



- 7.4. Regardless of the results of rechecking, candidates may not apply for remarking of a subject for which they have applied for rechecking.
- 7.5. HKIB charges an administration fee of HK\$500 per subject for rechecking and HK\$4000 per subject for remarking. All payments are non-transferrable and non-refundable. However, if the rechecking or remarking leads to a grade change, the fee will be refunded to the candidate concerned.
- 7.6. After the answer sheets have been rechecked or remarked, the results will be passed to Examination Team Head for review and approval. The decision of Examination Team Head is final.
- 7.7. Normally examination results will not be downgraded as a result of rechecking or remarking.
- 7.8. Candidates will be informed of their rechecking or remarking results by post and only with written notice within TWO MONTHS after receipt of the request.
- 7.9. Candidates will not be given a copy of their marked answer scripts or audio recordings.

## 8. Typhoon and Black Rainstorm Signals on Date of Examination

- 8.1. For Hong Kong region: If the typhoon signal No. 8 or above, or black rainstorm signal is hoisted or still in force at the following times, the below arrangements will apply accordingly:

Time	Periods cancelled
At or after 6am but before 10am	Examination(s) starts at or after 8am but before 1pm will be cancelled
At or after 10am but before 2pm	Examination(s) starts at or after 1pm but before 5pm will be cancelled.
At or after 2 pm	Examination(s) starts at or after 5pm will be cancelled.

For Macau region: If the typhoon signal No. 8 or above, or black rainstorm signal (Hong Kong) / rainstorm signal (Macau) is hoisted or still in force at or after 5am, program and examinations on that day will be cancelled.

- 8.2. If the typhoon signal No. 8 or above, or black rainstorm signal is hoisted or still in force while the examination is in progress, the examination will continue as scheduled.



# SETTING THE INDUSTRY STANDARD



- 8.3. In the event of bad weather on the day of examination, candidates should visit the HKIB website at [www.hkib.org](http://www.hkib.org) for the announcement of latest arrangements, and pay attention to the radio / television broadcast on the weather conditions.
- 8.4. If an examination is rescheduled, HKIB will notify candidates of the new examination date and time via email within 1 week of the original scheduled examination date. Under such circumstances, candidates are not required to re-register for the examination. Applications for refund and/or transfer of examination fee(s) will NOT be allowed.
- 8.5. HKIB reserves the right and absolute sole discretion to postpone, cancel and/or reschedule an examination.

## ■ B. Policy of Personal Data Protection

9. Candidates are advised to read the Policy of Personal Data Protection in Appendix 1 to understand their rights and obligations in respect of the supply of personal data to HKIB and the ways in which HKIB may use or handle such data.

## ■ C. Exemption Regulations

10. Subject exemption applications for the CFMP™ Examinations are open to current members who are taking the CFMP™ Examinations or have fulfilled the entry requirements.
- 10.1. Candidates who hold the following qualifications may apply for subject exemption of CFMP™ Modules 1, 2 or 4:

CFMP™ Module	Eligible Qualification
Module 1 – Regulatory Environment for Banking and Financial Planning	<ul style="list-style-type: none"> <li>• SFC Licensing Examination Paper 1</li> </ul>
Module 2 – Investment Products and Markets	<ul style="list-style-type: none"> <li>• SFC Licensing Examination Paper 7 &amp; 8</li> </ul>
Module 4 – Insurance and Retirement Planning	<ul style="list-style-type: none"> <li>• Insurance Intermediaries Qualifying Examination (IIQE) Papers 1, 2 &amp; 3 or 1, 3 &amp; 5</li> </ul>

# SETTING THE INDUSTRY STANDARD



- 10.2. Exemption results will normally be given in writing within two months after the receipt of application and supporting documents. If further assessment is needed due to unexpected circumstances, separate notifications will be given. The decision of the Institute is final and cannot be appealed.
- 10.3. Exemption application should be made on the exemption form together with the following documents/items, failing to do so will delay the assessment:
  - i. appropriate fees (application fee and exemption fees);
  - ii. copies of transcript and certificate;
- 10.4. Documents submitted will not be returned regardless of the result of the application.
- 10.5. Unless otherwise specified, exemption applications based on partially attained qualification will not be accepted.
- 10.6. Exemption claims granted to student members will only be registered in the Institute's record upon the student members' graduation.
- 10.7. A candidate who has attempted but failed in a subject may subsequently claim exemption from that subject if he/she obtains a new/further qualification recognised for exemption purposes.
- 10.8. An exemption confirmation letter will be issued to candidates whose exemption applications are granted.
- 10.9. A candidate who has been exempted from a subject, but subsequently attempted that subject by examination, will have his/her exemption status overridden.
- 10.10. The final subject, Module 7 - "Financial Planning and Management", cannot be exempted.



## Advanced Diploma in Financial Planning

# M1: REGULATORY ENVIRONMENT FOR BANKING AND FINANCIAL PLANNING

### ■ Objective

The course aims to provide candidates with the fundamental knowledge of the laws and regulations governing the financial services industry of Hong Kong. It provides for the understanding of the legal and regulatory framework that financial institutions operate their businesses and the practitioners exercising their professional conduct.

### ■ Learning Outcomes

1. To provide candidates with an understanding of the regulatory framework and rules and regulations governing the financial services industry
2. To examine in greater details the Securities and Futures Ordinances and the its subsidiary legislation
3. To enhance candidates' working knowledge on regulatory requirements in relation to business conduct and client relations

### ■ Syllabus

#### 1. Regulatory Framework of the Financial Services industry in Hong Kong

- 1.1 Legal Principles of Hong Kong Law
- 1.2 The Legal and Regulatory Regime

#### 2. Securities and Futures Ordinance

- 2.1 Fundamentals of Securities and Futures Ordinances (SFO)
- 2.2 Major Subsidiary Legislation under the SFO

#### 3. Business Operations and Practices

- 3.1 Licensing Regime
- 3.2 Regulated Activities under SFO
- 3.3 Management and Supervision
- 3.4 Prevention of Money Laundering
- 3.5 Protection of Customer Data
- 3.6 Trading of Securities
- 3.7 Market misconduct and improper trading practices
- 3.8 SFC authorized investment products and services
- 3.9 HKMA Guidelines on sale of investment products

#### 4. Business conduct and client relations

- 4.1 Code of Conduct under SFC
- 4.2 Practitioner's Code of Conduct



Advanced  
Diploma in  
Financial  
Planning

**M1: REGULATORY  
ENVIRONMENT FOR BANKING  
AND FINANCIAL PLANNING**

■ **Examination Format and Duration**

Time allowed: 2.5 hours

The examination consists of 75-100 multiple choice questions.

Calculators:

Financial calculators may be used. For details please refer to Financial Calculators in 5.5



### Objective

The course aims to provide candidates with the essential knowledge of financial market operation and universal investment products in the Hong Kong market. The course also introduced the basic concept of portfolio investment theory and risk management.

### Learning Outcomes

1. To provide candidates with an understanding of the global and Hong Kong financial systems and markets.
2. To provide candidates with fundamental knowledge in different kinds of investment products and markets
3. To examine in greater detail the techniques of securities analysis and investment
4. To provide candidates with an understanding of the basic concept of portfolio theory

### Syllabus

#### 1. Global Financial Markets

- 1.1 Overview of the global financial market
- 1.2 The Hong Kong financial market
- 1.3 Selecting securities investments in the global market and national markets

#### 2. Hong Kong Financial Markets and Instruments

- 2.1 The equity market
- 2.2 The Hong Kong equity market
- 2.3 The debt market
- 2.4 The Hong Kong debt market
- 2.5 The foreign exchange market
- 2.6 The derivatives market
- 2.7 The derivatives market in Hong Kong

#### 3. Securities Investment

- 3.1 Overview of global securities markets
- 3.2 Overview of the Hong Kong securities market
- 3.3 The Stock Exchange of Hong Kong
- 3.4 Participants in the Hong Kong securities markets
- 3.5 Securities investment in Hong Kong

#### 4. Securities Analysis

- 4.1 Fundamental analysis
- 4.2 Technical analysis



Advanced  
Diploma in  
Financial  
Planning

## M2: INVESTMENT PRODUCTS AND MARKETS

### ■ Examination Format and Duration

Time allowed: 2.5 hours

The examination consists of 75-100 multiple choice questions.

Calculators:

Financial calculators may be used. For details please refer to Financial Calculators in 5.5.



## Advanced Diploma in Financial Planning

# M3: ESSENTIALS OF BANKING AND FINANCIAL PLANNING

### ■ Objective

The course aims to provide candidates with pre-requisite knowledge and skills for banking and financial services and offer a good grounding for a professional career in banking and finance.

### ■ Learning Outcomes

1. To provide candidates with a sound understanding and knowledge of the banking products and services.
2. To examine in greater detail how various banking products and services expand the scope of financial planning and management and assist financial planners to provide “one-stop solution” to customers.
3. To enhance candidates’ knowledge in the Code of Banking Practice for banking services and understanding of professional ethics of a banker.
4. To equip candidates with the essential knowledge and fundamental skill set for financial planning management.

### ■ Syllabus

#### 1. The Global Financial and Banking Systems

- 1.1 The role of the financial system in the global economy
- 1.2 Money and the banking system

#### 2. Overview of Banking Services

- 2.1 Personal Banking Services
- 2.2 Commercial banking services
- 2.3 Corporate finance services
- 2.4 Treasury services
- 2.5 Investment banking services
- 2.6 Private Banking Services
- 2.7 Introduction to Risk management in banking



## Advanced Diploma in Financial Planning

# M3: ESSENTIALS OF BANKING AND FINANCIAL PLANNING

### 3. Code of Banking Practices and Banking Services

- 3.1 Principles of best practice in banking services
- 3.2 Essentials of Code of Banking Practice

### 4. Ethics and Code of Conduct of a Banker

- 4.1 Ethics
- 4.2 Banker's Code of Conduct

### 5. Foundations of Financial Planning

- 5.1 Understanding the financial planning process
- 5.2 Basic math for financial planning
- 5.3 Introduction to statistics for financial management

### ■ Examination Format and Duration

Time allowed: 2.5 hours

The examination consists of 75-100 multiple choice questions.

Calculators:

Financial calculators may be used. For details please refer to Financial Calculators in 5.5





## M4: INSURANCE AND RETIREMENT PLANNING

### Objective

The course aims to provide candidates with a good understanding of the general practice of insurance in Hong Kong and specialized knowledge of insurance products catered for retirement and protection planning.

### Learning Outcomes

1. To examine thoroughly general principles and practice of insurance in Hong Kong
2. To enhance knowledge in different types of insurance products including investment-linked long term insurance
3. To evaluate MPF schemes in Hong Kong; including overall review of MPF as one of the investment strategy under the framework of retirement planning

### Syllabus

#### 1. Risk and Insurance

- 1.1 Insurance and Risk management
- 1.2 Functions and benefits of insurance

#### 2. Principles of Insurance

- 2.1 Understanding the Key Principles of Insurance

#### 3. Practice of Insurance

- 3.1 Structure of the Insurance Company Organization
- 3.2 Structure of an Insurance Policy
- 3.3 Claims Procedures

#### 4. Structure of the Insurance market

- 4.1 Participants within the Insurance Market and Their Role
- 4.2 Structure of the Insurance Market in HK and Mainland China

#### 5. General Insurance

- 5.1 Types of General Insurance

#### 6. Individual Life Insurance

- 6.1 Application for Life Insurance
- 6.2 Term Life Insurance
- 6.3 Life Insurance with Cash Value, Endowment Plan and Universal Life Plan
- 6.4 Supplemental Benefits
- 6.5 Annuities

#### 7. Investment-linked Long Term Insurance

- 7.1 Non-traditional Insurance Products



## M4: INSURANCE AND RETIREMENT PLANNING

### 8. Retirement Planning and Mandatory Provident Fund (MPF)

- 8.1 The Needs for Retirement Planning
- 8.2 Retirement Plans
- 8.3 The Features of the Social safety Net for Retirement in Hong Kong
- 8.4 The Combination of a MPF plan

### 9. Insurance as Protection Planning Solutions

- 9.1 Personal Risk Management

### ■ Examination Format and Duration

Time allowed: 2.5 hours

The examination consists of 75-100 multiple choice questions.

Calculators:

Financial calculators may be used. For details please refer to Financial Calculators in 5.5



## ■ Objective

The course aims to provide candidates with working knowledge of investment management theory and practice. The course will use investment product solutions to demonstrate practical application of investment strategy and techniques in managing client's assets.

## ■ Learning Outcomes

1. Enhance candidate's working knowledge in investment products and wealth management services for HNWI
2. Demonstrate knowledge in strategy and techniques of asset allocation and portfolio management for managing client's investment

## ■ Syllabus

### 1. Overview of Wealth Management and the Asset Management Industry

- 1.1. Wealth Management Industry Outlook
- 1.2. Clients and Stakeholders
- 1.3. Wealth Management Business Models
- 1.4. Focus of Private Wealth Management
- 1.5. Products and Services of Asset Management Industry

### 2. Portfolio Management Theory and Practice

- 2.1. Portfolio Theory
- 2.2. Capital Asset Pricing Model
- 2.3. Portfolio Management Process

### 3. Investment Management Services for High Net Worth Individual (HNWI)

- 3.1. Fixed Income Investments
- 3.2. Equity securities Investment
- 3.3. Foreign Exchange
- 3.4. Derivatives
- 3.5. Structured Products

### 4. Investment Funds and Unit Trusts

- 4.1. Overview and Types of Funds
- 4.2. Understanding Fund Fact Sheet and Audit Report



Professional  
Diploma in  
Financial Planning  
and Management  
for CFMP

## M5: INVESTMENT AND ASSET MANAGEMENT: THEORY AND PRODUCT SOLUTIONS

### 5. Case studies: Asset Allocation of Investment Funds Portfolio

- 5.1. Client Investment Objectives Vs Funds investment objectives
- 5.2. Asset Allocation Strategies

### ■ Examination Format and Duration

Time allowed: 2.5 hours

The examination consists of 75-100 multiple choice questions.

Calculators:

Financial calculators may be used. For details please refer to Financial Calculators in 5.5



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Financial  
Planning and  
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## M6: INVESTMENT AND ASSET MANAGEMENT: ALTERNATIVES AND WEALTH SOLUTIONS

### ■ Objective

The course aims to provide candidates with a thorough understanding of alternative investment product solutions in investment planning. It also provides a good grounding in wealth management solutions for financial advisory professionals.

### ■ Learning Outcomes

1. Enhance candidate's working knowledge in alternative investment and real estate investment for application in investment planning
2. Demonstrate knowledge in wealth planning services for structuring financial and wealth planning solutions
3. Formulate wealth planning solutions and financial planning for clients with total understanding of wealth planning products and services, taxation system and tax planning and estate planning solutions.

### ■ Syllabus

#### 1. Alternative Investment

- 1.1 Overview of Alternative Investment
- 1.2 Hedge Funds
- 1.3 Commodities
- 1.4 Private Equity

#### 2. Investing in Real Estate

- 2.1 Types of Real Estate Investment
- 2.2 Real Estate Investment Analysis
- 2.3 Real Property Investment strategy and Risk

#### 3. Leverage, Loans and Liquidity Management

- 3.1 Applications of Leverage in Investment
- 3.2 Collateralized Lending in Wealth management

#### 4. Wealth Planning Solutions and Financial Planning

- 4.1 Overview of wealth Planning services
- 4.2 Taxation System and Tax Planning
- 4.3 Estate Planning Solutions



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Financial  
Planning and  
Management for  
CFMP

## **M6: INVESTMENT AND ASSET MANAGEMENT: ALTERNATIVES AND WEALTH SOLUTIONS**

### ■ **Examination Format and Duration**

Time allowed: 2.5 hours

The examination consists of 75-100 multiple choice questions.

Calculators:

Financial calculators may be used. For details please refer to Financial Calculators in 5.5.



## M7: FINANCIAL PLANNING AND WEALTH MANAGEMENT

### ■ Objective

The course aims to equip candidates with the essential skills of wealth management with an exemplary comprehensive financial plan and special purposed investment plan case studies.

### ■ Learning Outcomes

1. Enhance knowledge base in the comprehensive process of financial planning
2. Acquire specialized knowledge and skills in identifying clients' needs and assessing clients' goals and objectives
3. Refine their communication skills in financial counseling and professional skills in structuring a financial plan to meet clients' needs.

### ■ Syllabus

#### 1. Overview of the Financial Planning and Wealth Management Services in the Banking Industry

1.1 Development of Private Wealth Management market and services in Hong Kong and China

#### 2. Managing Client Relationship in Financial Planning and Wealth Management

- 2.1 Objectives of Financial Planning
- 2.2 Role of Financial Planning in Private Wealth Management
- 2.3 TRUST Model of Financial Planning
- 2.4 Financial Planning Management
- 2.5 Effective and Efficient client relationship management in Private Wealth management
- 2.6 behavioral Finance

#### 3. Case Studies in Financial Planning

- 3.1 Case 1 Investment Planning
- 3.2 Case 2 Life cycle Financial Planning



## M7: FINANCIAL PLANNING AND WEALTH MANAGEMENT

### ■ Examination Format and Duration

- Written Examination

Time allowed: 1 hours 15 minutes

The examination consists of 40-50 multiple-choice questions.

- Calculators:

Financial calculators may be used. For details please refer to Financial Calculators in 5.5

- Case and Oral Examination

Time allowed: 1 hour 30 minutes for case study, 15 minutes for oral presentation.

The examination requires applicant to write a financial plan on a case and attend an interview.

Note: Candidates must pass in both written examination and Case and Oral Examination.





# STUDY GUIDE – PLANNING YOUR STUDY

## A. Preparation

To prepare your study programme, you are advised to:

1. plan your study realistically
2. list the topics you will have to study
3. learn and revise until the examination
4. allow sufficient time for revision per subject
5. discipline yourself to stick to the study periods you set aside
6. set your study targets and make efforts fully to meet them

## B. Study Techniques

The followings are some efficient ways of learning:

1. writing short notes
2. underlining key words or phrases
3. relating what you are reading to real-life examples or experiences are efficient ways of learning

## C. CFMP Handbook

CFMP Handbook lists out the syllabus and requirements of the examinations. You should study the parameters of the examination syllabus of the subjects you will take, and keep the syllabus requirements in sight as your study progresses towards the examination date

## D. Training Classes

Enrolment for training classes is compulsory for CFMP learning programme. For details on the programme schedule, please refer to the HKIB website or contact HKIB staff.

The Institute regularly organizes some other training courses, seminars or luncheon talks on current issues and recent developments in financial markets that members may find essential, helpful and relevant to their examinations.

## Policy of Personal Data Protection

When HKIB collects information from participants of our activities, training programs and / or examinations (“Participants”), it is our policy to meet fully the requirements of the Ordinance, which regulates the treatment of personal data. Throughout this policy, the meaning of the term “personal data” is as defined in the Ordinance. In dealing with personal data, we will ensure compliance by our staff with the standards of security and confidentially prescribed under the ordinance.

1. All the information of a personal nature obtained by HKIB is for the purpose of administering our services, which may include but are not limited to training, examinations and other activities organized wholly or in-part by HKIB, conducting subsequent assessment of performance and handling related irregularities, if any.

The personal data are supplied either by Participants themselves or from external sources, including but not limited to the employers, service or learning providers, and third-parties that are otherwise affiliated to the service being participated, who may provide HKIB with relevant information on their employees, members and/or students, and the members of the public.

After the data obtained from the Participants have been captured, processed and checked, hard copies e.g. Participants’ information checklists or attendance notice may be produced for all HKIB services in order to ensure the accuracy of the personal entry data. Some data may also be used for the purposes which are stated as below during the registration/ payment:

- to verify Participants’ identity;
- to fulfill Participants’ specific request, application or enrolment relating to our services;
- to administer and deliver information about the service;
- to maintain and process the examination marks and results, if any;
- to process and handle Participants’ complaints, enquiries , feedbacks or irregularities, if any;
- to maintain Participants’ records;
- to conduct research or statistical analysis;
- to release information to the relevant third parties on whose behalf HKIB administers, conducts or organizes services and to any third party that HKIB engages to administer and/or conduct services for and on behalf of HKIB;
- to promote and provide various HKIB member services to Participants;
- to serve other purposes as permitted by law; and
- to serve any other purposes as maybe agreed between the Participants and HKIB

2. HKIB will keep the personal data of Participants' confidential. Nevertheless, during its operations, HKIB may compare, transfer or exchange their data with the data already possessed, or obtained hereafter, by HKIB for these or any other purposes.
3. HKIB is also obliged professionally to process the personal data fairly, confidentially and lawfully.
4. The provision of personal data or any information is voluntary, however, failure to provide the requested personal data may result in HKIB being unable to process Participants' request, perform its statutory functions or deliver its services to Participants.
5. HKIB may contact the Participants if we require confirmation of his/her identity or further information about the data requested which may assist HKIB to locate his/her personal data before complying with his/her request.
6. HKIB will only use the data for specifically or directly-related purposes, as outlined on its application form and the accompanying explanatory notes, if any. No exception to this rule is permitted without the express permission of HKIB involved.
7. HKIB recognises the sensitive and highly confidential nature of much of the personal data which it handles and maintains a high level of security in its work. HKIB has well-established guidelines and procedures for maintaining security of all personal data, both on hard copies and in computer-readable form.
8. HKIB will do its best to ensure compliance with the Ordinance by providing guidelines to and monitoring compliance of the relevant parties. However, HKIB cannot control how third parties use Participants' personal information and assumes no responsibility for the privacy protection provided by such third parties.
9. The means of Participants' communications with HKIB, including online, by email, text message (SMS), via HKIB's customer hotline (or otherwise) may be recorded and retained for training and record-keeping purposes. Records may be used to monitor the quality of the assistance given and to verify the matters discussed.

Personal data protection at regions outside Hong Kong would be subject to the requirements of their own jurisdictions.

## **Responsibility and Rights of Candidates**

Participants are required to keep HKIB informed of any changes in their personal data once they have enrolled as Participants for services offered by HKIB or an examination, and until such time the service is completed or as Participants have completed the examination. HKIB has well-established procedures to verify and to process the amendment of Participants' personal entry particulars. After the data obtained from the application forms have been captured, processed and checked, hard copies, for example Participants' information checklists or attendance notice, may be produced for all services offered by HKIB in order to ensure the accuracy of the personal entry data.

Participants 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. As the Ordinance allows, HKIB has the right to charge a reasonable fee for the processing of any request for data access

Participants who request access to data or for the correction of their data should do so in writing to HKIB. Participants should also write to HKIB if they do not want to receive any information on services offered by HKIB.

## **Data Retention**

Unless otherwise agreed, hard copies of any documents containing Participants' personal data that they have provided to HKIB become the property of HKIB. HKIB will destroy any documents it holds in accordance with its internal policy and applicable laws.

Personal data will be retained only for such period as may be necessary for carrying out the purposes stated in this policy or as otherwise specified at the time of collection. In some circumstances, HKIB may retain certain records for other legitimate reasons, including to resolve any potential disputes, cross-check against future examination enrolment, if applicable, and to comply with other reporting and retention obligation.

## **Transfer of Personal Data Outside of Hong Kong**

At times it may be necessary and prudent for HKIB to transfer certain personal data to places outside Hong Kong SAR in order to carry out the purposes, or directly related purposes, for which the personal data were collected. Where such a transfer is performed, it will be done in compliance with the requirements of the Ordinance.

**Amendments**

The HKIB reserves the right to change or modify its privacy policy at any time and without prior notice. Any such change or modification shall be effective immediately upon posting of the changes and modification on this website.

**Enquiry**

All access / correction requests and any enquiries about this privacy policy statement should be directed to HKIB at the address and telephone numbers below:

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The Hong Kong Institute of Bankers

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## The Hong Kong Institute of Bankers

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