



ECF on Anti-Money Laundering and Counter-Financing of Terrorism (AML/CFT) Frequently Asked Questions

General

1. Is the ECF on AML/CFT under the Government subsidised scheme?

Eligible candidates working in the wealth and asset management industry can apply for the financial incentive scheme for professional training under the pilot programme to enhance talent training for the asset and wealth management sector (the WAM Pilot Programme), which is funded by the HKSAR Government. Please visit www.wamtalent.org.hk for application details and the list of reimbursable pilot programmes under the WAM Pilot Programme. Please note that only the training fee is covered by the funding but certification, membership and examination fees are excluded. Application documents must be submitted through the WAM website within FOUR months from the last day of the course attended.

2. What is the difference between the standalone ECF on AML/CFT programme and the ECF on AML/CFT module in CB (Stage I)? (NEW)

The programme content and assessment are exactly the same, though the entry requirements are different. Individuals who have completed the “Advanced Certificate for ECF on Anti-Money Laundering and Counter-Financing of Terrorism (AML/CFT)” programme and passed the relevant examination would be eligible to be awarded the programme certificate. They will be encouraged to further study the CB (Stage I) programme and exemption can be applied for directly for the ECF on AML/CFT module.

Training

3. What documents do I need to submit for enrolment?

Candidates are required to submit the following items for enrolment:

	Membership Application	Training Application	Examination Application
(i) Completed and signed application form	✓	✓	✓
(ii) Enclosed a copy of your identity card/passport	✓	✓	✓
(iii) Relevant documents for Entry Qualification assessment (e.g. academic certificates/reference letters)	N/A	✓	N/A
(iv) Payment (can be settled by cash/	✓	✓	✓



cheque/e-Cheque/credit card)			
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The completed application form with legible supporting documents can be submitted via:

- (i) email: application@hkib.org
- (ii) fax: 2544 9946
- (iii) mail: 3/F Guangdong Investment Tower, 148 Connaught Road Central, Hong Kong

4. What are the differences between “Tutorial” and “Tuition”?

	Tutorial	Tuition
Training Duration	6 hours	15 hours
Fees	HKD\$1,800 (Including a Study Guide)	HK\$3,600 (Including a Study Guide)

Apart from the differences in training duration and fees, candidates with less than 2 years of relevant working experience are highly recommended to enrol on the “Tuition” programme.

5. How can I know if I have been successfully enrolled?

Once the COMPLETED application form and supporting documents have been submitted, applicants will receive an Acceptance Notification email within 2 weeks. An email will be sent to the applicant confirming the class details 1 week before the training.

6. Could a full-time student apply for the training? (NEW)

One of the objectives of the ECF on AML/CFT programme is to develop a sustainable talent pool of AML/CFT practitioners in order to meet the workforce demand in this sector. As such, registered HKIB student members or post-secondary full-time students are also welcome to enrol on the training. They will also be awarded the programme certificate “Advanced Certificate for ECF on AML/CFT”. However, they will not be able to obtain the designation until they have gained the required work experience in the relevant area.

7. What is the attendance requirement?

To facilitate the learning process for candidates, they are expected to have full attendance before taking the examination. Candidates are also required to sign-in and sign-out on the attendance sheet at every training session.

8. Can I obtain the study guide before the training?

Normally, the study guide will be distributed in the first session of the training. However, candidates may request to collect the study guide in advance at HKIB’s office on the condition that their enrolment has been successfully accepted and payment has been settled.



9. Is there any arrangement if I am absent from a training session?

The supplementary notes or presentation slides will be provided to candidates who were absent from the related training session. For any further enquiries about the content, candidates can seek support from the trainers through HKIB.

10. What should I do if I wish to change the training date?

Generally, any change of the training date is NOT allowed. However, if a candidate is sick on the training date and cannot attend the training, he/she should inform the Institute and provide a supporting document (e.g. sick leave certificate) for our reference. The candidate may be permitted to attend the next subsequent training subject to the availability of seats.

11. Can I apply for a refund if I withdraw the training application?

Once the training application is confirmed, all fees are non-refundable or non-transferrable.

12. Can I apply for training after the application deadline?

Late entries for training may be accepted up to 7 days after the stipulated application deadlines, subject to the availability of seats. An additional late entry fee of HK\$200 will apply.

Examination

13. Can I enrol on the examination without attending the training programme?

To facilitate candidates' learning and to meet the QF requirement, all candidates are required to enrol on and complete the training of the relevant modules before attending the examination.

14. How will I know if my examination application has been accepted?

Once the COMPLETED application form has been submitted, applicants will receive an Acceptance Notification email within 2 weeks. An "Examination Attendance Notice" will also be sent 2 weeks before the examination.

15. What certificates will be awarded after completion of the AML training programme and examination?

After completion of the AML training and the examination has been passed, candidates will be awarded the "Advanced Certificate for ECF on Anti-Money Laundering and



Counter-Financing of Terrorism (AML/CFT)". This certificate has been quality assured by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) and is pitched at Qualifications Framework (QF) Level 4.

16. Is there a limit on the number of attempts for the examination? (Updated)

There is no limitation on the number of attempts for the examination within 8 years. However, a candidate is not allowed to re-sit the examination if he/she has already achieved a "Pass" in the examination before.

17. Can I apply for examinations after the application deadline?

Late entries for examinations may be accepted up to 14 days after the stipulated application deadlines, subject to the availability of seats. An additional late entry fee of HK\$200 will apply.

18. When can I obtain the examination results?

Candidates will be notified of their results by post and only with a written notice. Results will be released within 2-4 weeks from the examination date for MC-type examinations, and 6-8 weeks from the examination date of the last module in each examination diet for other types of examinations.

Candidates may also check their examination results online through the HKIB online platform. Candidates will receive an email notification once the examination results are available. The online examination results will be removed one month after they are released.

19. What should I do if I am unable to login to check the online examination result?

The online examination result will only be available upon receipt of the notification from HKIB which is issued as per the result release timeline (i.e. mentioned in question no. 18). Either a candidate's Registration or Membership Number is stated on the notification and is used together with the first 4 digits of the candidate's HKID No. to login. However, if you are still unable to login, you may contact our colleagues from the Examination Team at 2153 7893 or 2153 7821.

20. What should I do if I wish to change the examination date?

Generally, any change of examination date will NOT be allowed. However, if a candidate is sick on the examination date and cannot sit the examination, he/she should inform the Institute and provide a supporting document (e.g. sick leave certificate) for our reference. The candidate may be permitted to sit the next subsequent examination subject to the



availability of seats.

21. How can I appeal against my examination results?

By submitting a written request via email to exam@hkib.org, candidates may request a rechecking or remarking of their examination scripts within ONE MONTH after the issue of the examination results. Please note an administrative fee may apply.

22. Could I apply for the ECF on AML/CFT module exemption for CB (Stage I) if I am an ECF on AML/CFT grandfathered holder? (NEW)

Yes, an ECF on AML/CFT grandfathered holder is eligible to apply for the module exemption for CB (Stage I).

Certification

23. How can I attain the designation of AAMLPL?

A Relevant Practitioner¹ who has

- (A) completed the training programme and passed the examination for the Core Level (work experience is not a prerequisite for obtaining the certification); **OR**
- (B) been grandfathered based on the required work experience upon the launch of the Core Level module.

They are then eligible to submit certification applications to the Administrator of the AAMLPL certification at HKIB. You may download the application form by clicking [HERE](#).

Note 1: A “Relevant Practitioner” is a new entrant or existing practitioner engaged by an Authorized Institution (AI) to perform AML/CFT compliance roles in its Hong Kong operation. For details, please refer to the [HKMA circular](#).

24. When should I apply for AAMLPL certification?

Pathway	Application Deadline
(A) By completion of the training programme and examination	Within 2 months after issuance of the examination result letter
(B) Grandfathered based on work experience	Within 2 months after issuance of the grandfathering approval letter

After the application deadline, individuals who do not submit their AAMLPL certification application must take the relevant training programme and pass the examination to



recommence the eligibility to apply for the AAMLP designation.

It is expected to take 60 days for HKIB to process applications provided that the application form and supporting documents are completed.

25. I was newly approved as AAMLP in August this year. When and how will I be notified to renew my AAMLP certification?

The renewal fee for AAMLP certification is on an annual basis and runs from 1 January to 31 December. Irrespective of the date of your first certification as AAMLP with HKIB, your certification will expire on 31 December. You are required to renew your AAMLP certification annually and a renewal notice will be emailed to all AAMLP holders in December.

If you fail to renew the certification before 31 January, your certification will be suspended, and your name and status information will not appear on the Certified Individuals (CI) Register published on the HKIB website. As a result, you will not be allowed to include the professional designation on your name card or CV.

Continuing Professional Development (CPD)

26. Do I need to fulfill any CPD requirements after I have become an AAMLP holder?

AAMLP holders are required to complete a minimum of 10 verifiable CPD hours per calendar year of which at least FIVE should be on AML/CFT, with the remaining hours on compliance (including financial crime compliance), risk management, ethics or legal and regulatory requirements, in order to renew their certification.

27. What is the consequence if I do not comply with the CPD requirements?

If AAMLP holders fail to comply with the CPD requirements, it would result in the suspension of their professional designations. Their name and professional designation status would not appear on the Certified Individuals (CI) Register published on the HKIB website, and they would not be allowed to include the professional designation on their name card or CV.

28. Can I apply for AAMLP certification if I have completed the training programme and examination but I am not currently a Relevant Practitioner?

If you have completed the training programme and examination at the Core Level but are not currently a Relevant Practitioner, you may submit your application to HKIB for certification within THREE months of joining the AML/CFT function of an Authorized Institution.

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