

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

## **General**

### **1. Is there any Professional Qualification Programme Scholarship Scheme for the programme?**

Each year, HKIB selects the top two candidates from each competency level (Core/ Professional) and award them with the scholarship as recognition. This is the way for HKIB to promote academic excellence and motivate future students to push themselves to achieve same high level of performance.

The two top candidates in each competency level (Core/ Professional), provided that all other granting requirements are met, can be awarded with a cash incentive (HKD4,000 for Core Level; HKD5,000 for Professional Level), and a study coupon which can provide candidates to study one more professional qualification offered by HKIB with all training and examination fees waived.

### **2. Is it mandatory for Relevant Practitioners (RPs) to take the ECF-AML/CFT (Core/ Professional Level) programme?**

While the ECF-Cybersecurity (Core Level) programme is not intended to be mandatory, Authorized Institutions (AIs) are encouraged to make use of it to enhance the level of core competence and ongoing professional development of RPs.

## **Training**

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

Candidates are required to complete the following items for enrolment:

	<b>Membership Application</b>	<b>Training Application</b>	<b>Examination Application</b>
(i) Complete the online application form on <a href="#">MyHKIB</a>	✓	✓	✓
(ii) Upload a copy of your identity card/passport	✓	✓	✓

(iii) Upload relevant documents for Entry Qualification assessment (e.g. academic certificates/reference letters)	N/A	✓	N/A
(iv) Settle payment by credit card / Alipay / WeChat Pay	✓	✓	✓

Applicants can submit the application via [MyHKIB](#).

**4. How can I know if I have been successfully enrolled?**

An email will be sent to the applicant confirming the class details at least five working days prior to the training commencement date.

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

There is no make-up session arranged for any absentees. However, they may send the questions to the trainers through HKIB staff for clarification during their studying if any.

**6. What should I do if I need to change the training date due to some unexpected circumstances?**

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.

**7. 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.

**8. Can a full-time student apply for the training?**

One of the objectives of the ECF-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. Upon completion of the training and passed the relevant examination, the “Advanced Certificate for ECF-AML/CFT” will be awarded to learners. Learners will also be granted with the designation of ECF Affiliate for the first year.

**9. What is the attendance requirement?**

To facilitate the learning process for candidates, learners are expected to have full attendance before taking the examination. Attendance will be taken in every training session.

**10. Can I obtain the training material before the training?**

A digital version of training material (i.e. Study Guide and PPT Slides) will be provided to learners together with the training confirmation email which will be sent to learners at least five working days before the training commencement. Printed version will only be available at an additional cost of HKD600 (including delivery fee) on request by learners.

**11. Can I apply for training after the application deadline?**

Late training enrolment will be accepted after the stipulated application deadline up to seven working days before course commencement to allow us to administer the application. A late entry fee of HKD200 (in addition to the training fee) will apply.

**12. How to enrol for the ECF-AML/CFT (Professional Level) Training?**

Candidates can submit online application at HKU SPACE website should they want to enrol for the ECF-AML/CFT Professional Level training. More details can be found [HERE](#).

**13. What are the entry requirements for the ECF-AML/CFT (Professional Level) training?**

Applicants shall fulfil one of the following entry requirements:

- Advanced Certificate for ECF on Anti-Money Laundering and Counter-Financing of Terrorism (AML/CFT) awarded; OR
- Grandfathered for ECF on Anti-Money Laundering and Counter-Financing of Terrorism (Core Level) by The Hong Kong Institute of Bankers (HKIB).

**14. Is it a must to purchase the study guide for the ECF-AML/CFT (Professional Level) training?**

Yes, the study guide is an essential training material in addition to the 18-hour training at HKU SPACE. The study guide contains several case studies as well as real life examples and students are required to complete the pre-course reading materials listed in the study guide before training sessions. Moreover, majority of the examination questions are from the study guide. The study guide is available for collection and payment at HKIB office. For details, please contact HKIB at (852) 2153 7800 or visit <https://www.hkib.org/>.

**15. I have completed and passed the ECF-AML/CFT (Professional Level) training at HKU SPACE, how do I enrol the 3-hour revision session and the 3-hour examination?**

Upon successful completion of the 18-hour training session at HKU SPACE, you can enrol for the relevant examination through HKIB with a 3-hour revision session provided. The purpose of the 3-hour revision session is to recap what you have learned in the 18-hour training at HKU SPACE and to help you prepare for the upcoming examination. Schedule for Revision session and examination can be found [HERE](#).

**16. Is it necessary for me to study ECF-AML/CFT (Professional Level) training if I am an ACAMS/ ICA holder?**

Relevant Practitioners who are holders of the Certified Anti-Money Laundering Specialist certification or the International Diploma in AML awarded by the Association of Certified Anti-Money Laundering Specialists and the International Compliance Association respectively are eligible for seeking exemption for both the Core Level and the Professional Level of the ECF-AML/CFT, subject to successful completion of a Bridging Programme offered by HKIB in collaboration with HKU SPACE.

The programme aims to serve as a bridging course for relevant banking practitioners who would be exempted from the ECF on AML/ CFT of the HKMA with their professional qualifications at relevant professional bodies.

Learners would be equipped with the analytical skills in Hong Kong regulatory framework, application of the risk-based approach, AML/CFT risks in specialist areas and financial inclusion in the banking context.

**17. How can I enrol for the Bridging Programme?**

Candidates can submit online application at HKU SPACE website should they want to enrol for the ECF on Bridging Course. More details can be found [HERE](#).

**18. Will I receive any training materials for the Bridging Programme?**

PPT of the Bridging Programme will be provided to learners. Learners can also purchase a set of ECF-AML/CFT (Core and Professional Level) study guides at HKIB office upon request..

## **Examination**

### **19. Is there a limit on the number of attempts for the examination?**

There is no limitation on the number of attempts for the examination. However, a candidate is not allowed to re-sit the examination if he/ she has already achieved a “Pass” in the examination before. Nonetheless, the completion period is eight years.

### **20. When can I obtain the examination results?**

Candidates may check their examination results online through HKIB online platform. Candidates will receive an email notification once the examination results are available. Results will be released within four weeks after the examination date for ECF-AML/CFT (Core level) examination, and around eight weeks after the examination date of the last module of the examination for ECF-AML/CFT (Prof level) examination. The online examination results will be removed one month after they are released.

Candidates will receive their results slip by e-mail within two weeks after the examination result is released through HKIB online platform.

### **21. 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.

### **22. How can I appeal against my examination results?**

By submitting a written request via email to [exam@hkib.org](mailto: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 that there is a rechecking fee of HKD500 per module and remarking fee of HKD1,700 per module. Rechecking is only applied to the type of MCQ examination while remarking is applied to other types of examination.

**23. 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 and complete the training of the relevant modules before attending the examination.

**24. 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 two weeks. An "Examination Attendance Notice" will also be sent two weeks before the examination.

**25. What certificates will be awarded after completion of the ECF-AML/CFT training programme and examination?**

After completion of the ECF-AML/CFT (Core level) training and passed the examination, candidates will be awarded the "Advanced Certificate for ECF on Anti-Money Laundering and Counter-Financing of Terrorism (AML/CFT)".

After completion of the ECF-AML/CFT (Prof. level) training and passed the examination, candidates will be awarded the "Professional Certificate for ECF on Anti-Money Laundering and Counter-Financing of Terrorism (AML/CFT)".

**26. 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 HKD200 will apply.

**27. 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. 23). 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 HKIB at (852) 2153 7800.

**Certification****28. How can I attain the Professional Qualification of AAML/ CAMLP?**

AAML/

A Relevant Practitioner<sup>1</sup> who

- (A) has completed the training programme and passed the examination for the Core Level (work experience is not a prerequisite for obtaining the certification); OR
- (B) has been grandfathered based on the required work experience for the ECF-AML/CFT (Core Level).

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

CAML/

A Relevant Practitioner<sup>1</sup> who

- (A) has completed the training programme and passed the examination for the Professional Level with 3 years of relevant AML/CFT working experience; OR
- (B) has been grandfathered based on the required work experience for the ECF-AML/CFT (Professional Level).

They are then eligible to submit certification applications to 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 on ECF-AML/CFT](#) .

**29. I have obtained AAML/ CAMLP in August this year. When and how will I be notified to renew my certification?**

The certification renewal fee for AAML/ CAMLP is on an annual basis and runs from 1 January to 31 December. Irrespective of the date of your first certification with HKIB, your certification will

expire on 31 December of the same year. You are required to renew your certification annually and a renewal notice will be emailed to all PQ 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 HKIB website. As a result, you will not be allowed to include the Professional Qualification on your name card or CV.

**30. Can I apply for AAML/ CAMLP certification if I have completed the trainings and examinations, but I am not currently a Relevant Practitioner?**

No, you cannot apply for AAML/ CAMLP certification if you are currently not a Relevant Practitioner. However, you are eligible to apply for the ECF Affiliate which is a designation targeted for learners who have yet to fulfil the requirement of Relevant Practitioners or required years of relevant work experience for certification.

For details about ECF Affiliate, please contact HKIB at (852) 2153 7800 or email at [cs@hkib.org](mailto:cs@hkib.org).

**Continuing Professional Development (CPD)**

**31. Do I need to fulfil CPD requirements after I have become a Professional Qualification holder of AAML/CAML?**

AAML holders are required to complete a minimum of 10 verifiable CPD hours per calendar year of which at least five CPD hours 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.

CAML holders are required to complete a minimum of 12 verifiable CPD hours per calendar year of which at least 6 hours 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.

The CPD requirements will be waived for the first calendar year (ending 31 December) of certification.

**32. What if I fail to meet the annual CPD requirements?**

If AAML/ CAML holders fail to comply with the CPD requirements, it would result in the



suspension of their Professional Qualifications. Their name and Professional Qualification status would not appear on the Certified Individuals (CI) Register published on HKIB website, and they would not be allowed to include the Professional Qualification on their name card or CV.

For cases where there are special reasons to justify the failure to meet the annual CPD requirements, for example, due to an extended sick leave, HKIB may consider reinstating the RP's AAML/ CAMLP certification on a case-by-case basis

**33. Can the ECF-AML/CFT (Professional Level) training or Bridging Programme provided by HKU SPACE be counted as eligible CPD training for AAML holders?**

Yes, relevant topics of qualified CPD training for AAML/ CAMLP holders include AML/CFT, compliance (including financial crime compliance), legal and regulatory requirements, risk management or ethics. More details can be found in HKIB website – Overview of HKIB CPD Scheme.