

ECF on Compliance 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-Compliance (Core/ Professional Level) programmes?**

While the ECF-Compliance (Core/ Professional Level) programmes are 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. **I do not have any compliance background, can I enrol in the ECF-Compliance (Core Level) programme?**

Yes, you may enrol in the ECF-Compliance (Core Level) programme which is designed for all learners who meet the entry requirements, including the ones without any compliance background. For details, please refer to the ECF-Compliance Programme Handbook which can be found in HKIB website.

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

Candidates are required to complete the following items for enrolment:

	Membership Application	Training Application	Examination Application
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(i) Complete the online application form on MyHKIB	✓	✓	✓
(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](#).

5. 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.

6. 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.

7. Is there any completion sequence for taking the module training of ECF-Fintech (Core/Professional Level) programme?

Learner must first complete the module training before attempting the examination of respective modules.

For both ECF-Compliance (Core and Professional Level), there is no specific completion sequence.

8. 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.

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

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

10. 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.

11. What language will be used for training and the study guide?

The study materials of the ECF-Compliance (Core/ Professional Level) are offered in English only. Trainers may conduct the classes in either English or Cantonese.

Examination**12. Is there a limit on the number of attempts for the examinations?**

There is no limit on the number of times one can take the training and/or examinations. 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 for each level is eight years each from the year in which the first module was completed.

13. When can I obtain the examination results?

Candidates may check their examination results online through the HKIB online platform. Candidates will receive an email notification once the examination results are available. Results will be released within four weeks from the examination date for MCQ-type examinations, and around eight weeks from the examination date of the last module in each examination diet for other types of examinations. The online examination results will be removed one month after they are released.

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

14. 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.

15. 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 issuance 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.

Certification

16. If I have completed both Module 4 and Module 5, can I apply for CCOP(GC) and CCOP(IIC) certification?

Yes. You can apply for CCOP(GC) and CCOP(IIC) certifications if you have fulfilled the requirement of the working experience for each of these professional qualifications.

17. If there is a change of job or industry, and/or personal information after being certified as ACOP / CCOP(GC) / CCOP(IIC), shall I inform HKIB?

Relevant Professional Qualification holders should notify HKIB of any change of job or industry, and/ or personal information upon renewal of their certifications. This would serve to re-confirm the status of a qualified RP. All Members are obliged to maintain an updated profile with the Institute.

18. What are the relevant job roles for candidates to be considered as Relevant Practitioners?

As specified in the “HKMA’s Guide to ECF-Compliance”, it is aimed at RPs performing compliance function (other than AML/CFT compliance) in AIs.

For details of the job roles and tasks, please refer to Annex 1 of the “Guide to ECF-Compliance” issued by HKMA.

19. I have obtained ACOP/ CCOP(GC) / CCOP(IIC) in August this year. When and how will I be notified to renew my ACOP/ CCOP certification?

The certification renewal fee for ACOP / CCOP(GC) / CCOP(IIC) is on an annual basis and runs from 1 January to 31 December. Irrespective of the date of your first certification as ACOP / CCOP(GC) / CCOP(IIC) with HKIB, your certification will be expired on 31 December of the same year. You are required to renew your ACOP / CCOP(GC) / CCOP(IIC) certification annually and a renewal notice will be emailed to all ACOP / CCOP(GC) / CCOP(IIC) holders in December.

Modular exemption

20. Do I need to apply for exemption if I have successfully completed Module 1 and Module 2

of ECF on Operational Risk Management?

Yes. The exemption has to be applied. However, the exemption fee is waived due to the respective modules are identical in nature between these two ECF programmes.

21. If I have already been grandfathered for CCOP(IIC) and would like to further pursue CCOP(GC), what should I do?

Learner is required to complete the training and pass the examination for Module 4 if he/ she wants to pursue the Professional Qualification of CCOP(GC). Meanwhile, he/ she is also required to be an RP and fulfil at least 5 years of relevant work experience in the general compliance function as specified in the Annex 1 of the "HKMA's Guide to ECF-Compliance".

Continuing Professional Development (CPD)**22. Do I need to fulfil CPD requirements after I have become a Professional Qualification holder of ACOP/ CCOP(GC)/ CCIO(IIC)?**

ACOP holders are required to complete a minimum of 10 CPD hours for each calendar year (ending 31 December), of which at least five CPD hours should be on topics related to compliance, legal and regulatory requirements, risk management and ethics.

CCOP(GC) / CCOP(IIC) holders are required to complete a minimum of 12 CPD hours for each calendar year (ending 31 December), of which at least 6 hours should be on topics related to compliance, legal and regulatory requirements, risk management and ethics.

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

23. What if a I fails to meet the annual CPD requirements?

If ACOP/ CCOP(GC)/ CCOP(IIC) 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 the HKIB website, and they would not be allowed to include the Professional Qualification on their name cards or CVs.

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 ACOP/ CCOP(GC)/ CCOP(IIC) certification on a case-by-case basis

24. Do I need to provide any supporting documents when applying for the ACOP/ CCOP(GC)/ CCOP(IIC) certification renewal?

No, it is not necessary to provide any supporting documents when applying for the application for the ACOP/ CCOP(GC)/ CCOP(IIC) certification renewal. However, the professional qualification holders or HR of AIs are expected to be responsible for keeping records of completion of relevant programmes and CPD trainings undertaken by the PQ holders. HKIB reserves the right to request further documentation for confirmation purposes.