

ECF on Green and Sustainable Finance (ECF-GSF) 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 the 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 the HKIB with all training and examination fees waived.

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

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

Yes, you may enrol for the ECF-GSF (Core Level) programme which is designed for all learners who meet the entry requirements. For details, please refer to the ECF-GSF 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
(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 could 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 sessions arranged for any absentees. However, learners may send questions to the trainers through the HKIB staff for clarification during their studying if any.

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

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

For both ECF-GSF (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. What language will be used for training and the study guide?

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

Examination**11. Is there a limit on the number of attempts for the examinations?**

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 for each level is eight years each from the year in which the first module was completed.

12. 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 all MCQ-type examinations.

13. 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.

14. How can I appeal against my examination result?

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**15. If there is a change of job or industry, and/or personal information after being certified as AGFP(PS)/ AGFP(ClimRM)/ AGFP(SDR)/ AGFP(SSCC)/ CGFP(GSF-P)/ CGFP(GSF-I)/ CGFP(SRM)/ CGFP(SDR)/ CGFP(SSCC), 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.

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

As specified in the “HKMA’s Guide to ECF-GSF”, it is aimed at RPs performing four different job roles related to GSF within their organisational structure and job design.

- Role 1 – Green and Sustainable Finance Product and Servicing
- Role 2 – Sustainability/ Climate Risk Management
- Role 3 – Sustainability Disclosures and Reporting
- Role 4 – Sustainability Strategy, Compliance and Control

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

17. I have obtained AGFP(PS)/ AGFP(ClimRM)/ AGFP(SDR)/ AGFP(SSCC)/ CGFP(GSF-P)/ CGFP(GSF-I)/ CGFP(SRM)/ CGFP(SDR)/ CGFP(SSCC) in August this year. When and how will I be notified to renew my certification?

The certification renewal fee for AGFP(PS)/ AGFP(ClimRM)/ AGFP(SDR)/ AGFP(SSCC)/ CGFP(GSF-P)/ CGFP(GSF-I)/ CGFP(SRM)/ CGFP(SDR)/ CGFP(SSCC) 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 be expired 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.

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

Exemption

18. What is the major difference between Modular Exemption and Training Exemption?

Under Modular Exemption, module training(s) and examination(s) will be waived for the specific exempted module. Applicant is required to pay for the exemption application fee and modular exemption fee.

Under Training Exemption, only the module training for the specific module(s) will be exempted. Applicant is still required to pass the relevant examination. This is a self-declaration process before examination. No exemption application fee is required.

19. For training exemption, what is the definition of in-house training? What if the bank has engaged external vendor to organise in-house training for the staff? Is it eligible for training exemption?

In-house training refers to training organised by the banks (including in-house training provided by external vendors) to their staff. Applicants are required to provide the programme name, the date and duration of training and full syllabus, training contents to substantiate that the in-house training syllabus coverage are substantially overlapping with that of ECF-GSF for the HKIB consideration. Once the respective training is exempted, applicants can proceed to apply for examination directly (examination fee apply). There is no exemption fee for training exemption.

20. Is there any deadline for application of Modular Exemption?

Currently, there is no specific deadline for Modular Exemption as long as the respective qualification exemption is still valid.

21. (Fore Core Level ONLY) If I have already completed the Specialist Cert. in Green Finance and Sustainability of Certified Banker, what should I do next to apply for the professional qualification related to ESF-GSF Role 1? Is there any deadline to apply for certification?

Under the HKIB's streamlined administration procedures, Modules 1 and 2 will be automatically exempted. Candidates can directly apply for ECF-GSF certification (upon completion of modular exemption and fulfilled RP requirements of Role 1). There is no deadline for such certification applications.

Continuing Professional Development (CPD)

22. Do I need to fulfil CPD requirements after I have become a Professional Qualification holder of AGFP(PS)/ AGFP(ClimRM)/ AGFP(SDR)/ AGFP(SSCC)/ CGFP(GSF-P)/ CGFP(GSF-I)/ CGFP(SRM)/ CGFP(SDR)/ CGFP(SSCC)?

AGFP(PS)/ AGFP(ClimRM)/ AGFP(SDR)/ AGFP(SSCC)/ CGFP(GSF-P)/ CGFP(GSF-I)/ CGFP(SRM)/ CGFP(SDR)/ CGFP(SSCC) holders are required to complete a minimum of 12 CPD hours for each calendar year (ending 31 December), of which at least five CPD hours should be on topics related to GSF.

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

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

If AGFP(PS)/ AGFP(ClimRM)/ AGFP(SDR)/ AGFP(SSCC)/ CGFP(GSF-P)/ CGFP(GSF-I)/ CGFP(SRM)/ CGFP(SDR)/ CGFP(SSCC) 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 CPFinT(A)/ CPFinT(M)/ CPFinT(S-AIBD)/ CPFinT(S-DLT)/ CPFinT(S-OBAPI)/ CPFinT(S-RT) certification(s) on a case-by-case basis.

24. Do I need to provide any supporting documents when applying for the AGFP(PS)/ AGFP(ClimRM)/ AGFP(SDR)/ AGFP(SSCC)/ CGFP(GSF-P)/ CGFP(GSF-I)/ CGFP(SRM)/ CGFP(SDR)/ CGFP(SSCC) certification renewal?

No, it is not necessary to provide supporting documents applying for the AGFP(PS)/ AGFP(ClimRM)/ AGFP(SDR)/ AGFP(SSCC)/ CGFP(GSF-P)/ CGFP(GSF-I)/ CGFP(SRM)/ CGFP(SDR)/ CGFP(SSCC) 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.