

PROFESSIONAL CERTIFICATE IN

FINANCIAL PRACTICE



Class 1: 27 June - 24 August 2005

Class 2: 9 July - 24 September 2005

*Preparatory Course for
Licensing Examination for
Securities & Futures Intermediaries
(Focusing on Paper 1)*

Joint Organisers:

- Hong Kong Institute of Investors
- Hong Kong Management Association



香港投資者學會
Hong Kong Institute of Investors
世界投資者協會聯盟成員

- Class 1: Professional Certificate in Financial Practice CB-20145-2005-1-F
27 June - 24 August 2005
- Class 2: Professional Certificate in Financial Practice CB-20145-2005-2-L
9 July - 24 September 2005



ENROLMENT FORM

*Applicants should include their HKID card number and fill in all details in block letters, otherwise no MDCU will be given. The Association will issue certificates based on the details and name format as given in this form.

Name (Mr/Ms) _____
(Surname) _____ (Other Names) _____

HKID Card No.: _____ () _____ HKMA/HKII Membership No.: _____

Position: _____

Company: _____

Address of Company: _____

Nature of Business (e.g. Toy Manufacturing), please specify: _____

Job Responsibilities: _____

Telephone No. (Office): _____ (Residence): _____ Mobile: _____

Fax No. (Office): _____ E-mail: _____

The Association will send you various updates /information via e-mail. If you need a free e-mail account, please click on the HKMA's website at <http://www.e-hkma.com> or contact Mr Ngai Wong on 2774 8596.

Correspondence Address: _____

Cheque Number: _____ Cheque Amount: HK\$ _____

Education Level: Master or above Bachelor HKMA Diploma Other Diploma

Matriculation Secondary Others (Please specify) _____

Total Number of Years' Working Experience _____ Years of Working Experience in Course-Related Field _____

Name and Title of Nominator (if applicable) _____

Sponsorship: Company-sponsored Self-sponsored

Where did you first learn about this programme?

Mailing Email Promotion from Other Website (Please specify): _____

Email Promotion from HKMA Website Newspaper (Please specify): _____

HKMA Website Other Website (Please specify): _____

Display at HKMA Centre Others: _____

I understand that all handout materials obtained in class are strictly for my own educational purposes.

Signature: _____ Date: _____

- Registration must be made on the Enrolment Form provided and returned to the Association before the programme commencement date (Not less than 5 days) with full fee.
- Acceptance is subject to the discretion of the Association.
- Applicants will be notified by telephone to confirm receipt of the application form and full programme fee. An official receipt will be sent to you within two weeks.
- Applicants are expected to attend the course at the place and time specified in the brochure unless otherwise notified.
- When a programme is over-subscribed, additional classes may be started in some cases. Applicants may then be notified of the new time, dates and place of meetings when necessary.
- For **RESERVATIONS** and **ENQUIRIES** please call **2774-8500** (Customer Service Department) during normal office hours or fax **2365-1000**.
- No refund will be made after payment, but participants can arrange to have their places substituted should they be unable to attend the programme by notifying the Association at least 2 days prior to programme commencement.
- Telephone or fax reservations are welcome but are subject to confirmation by payment in full within 10 days of the date the reservation is made or 5 days prior to programme commencement, whichever is sooner.
- Applications, upon full payment, will be processed on a first-come first-served basis.
- Before classes/examinations commence, if the Observatory announces that Typhoon Signal No.8 or above/Black Rainstorm Warning is in force; or Typhoon Signal No. 8 or above will be hoisted within 2 hours, no classes/examinations will be held. Replacement classes and remedial examinations will be arranged. (All classes will be held as scheduled if Typhoon Signal No.8 or above/Black Rainstorm Warning is lowered at or before 7:00 am; 2:00 pm classes and examinations thereafter will be held as scheduled if Typhoon Signal No.8 or above/Black Rainstorm Warning is lowered at or before 12:00 noon; 6:00 pm classes and examinations thereafter will be held as scheduled if it is lowered at or before 4:00 pm.)
- When Typhoon Signal No.8 or above is in force during classes/examinations, all classes and examinations will be dismissed immediately. Replacement classes and remedial examinations will be arranged. When Black Rainstorm Warning is in force during classes/examinations, all classes and examinations will be held as scheduled.
- The HKMA reserves the right to make alterations regarding the details. **For course details, please contact Ms Ann Poon on 2774-8576 or Ms Candy Ho on 2774-8554.**
- Website: WWW.HKMA.ORG.HK
- This form together with a crossed cheque payable to **The Hong Kong Management Association** should be returned to:
Director General, The Hong Kong Management Association, Top Floor Unit M, Kaiser Estate Phase III, 11 Hok Yuen Street, Hunghom, Kowloon.
- Personal data will be used for the purposes of market research, programme development and direct mailing.
- The HKMA supports the equal opportunities policy, without discriminating against any person on the grounds of gender, disability, family status or any other basis.



PROFESSIONAL CERTIFICATE IN FINANCIAL PRACTICE

AIMS AND OBJECTIVES

The course is designed to provide students with the overview of legal and regulatory framework for securities and futures industry in Hong Kong and the basic financial practice through which, students can have a thorough understanding of the laws and regulations that govern the Hong Kong securities and futures markets as well as how to practically apply the financial knowledge in the real financial market. The course structure is in line with the syllabus of licensing examination for Securities and Futures Intermediaries required by the Securities and Futures Commission (SFC).

MODE OF DELIVERY

The course will be conducted by experienced market practitioners. To help students mastering the skill for examination, the course will focus on exercises, sample examination questions and mock examinations, supplemented with the study manuals and reference materials provided and recommended by the lecturers apart from face to face lectures.

ADMISSION REQUIREMENT

Completed Form 7 or students who are pursuing the business or finance related degree in local or overseas universities

ENROLMENT METHODS

You may attend the Enquiry & Briefing Session (please read the back page) or come to the HKMA enrolment centers to pay the full tuition fee (cash is not accepted) and complete the procedures of applying the Continuing Education Fund (CEF).

ENROLMENT CENTRES

Hong Kong Management Association

Location 1 : 14/F, Fairmont House, 8 Cotton Tree Drive, Central, Hong Kong
(Tel : 2526 6516)

Opening Hours : Monday to Friday
9:00 am – 9:00 pm
Saturday
9:00 am – 5:00 pm

Location 2 : Shop 2, G/F, Pico Tower, 66 Gloucester Road, Wanchai, Hong Kong
(Tel : 2866 4551)

Opening Hours : Monday to Friday
9:00 am – 9:00 pm
Saturday & Sunday
9:00 am – 5:00 pm

Location 3 : 3/F, Management House, 26 Canal Road West, Wanchai, Hong Kong
(Tel : 2574 9346)

Opening Hours : Monday to Friday
9:00 am – 9:00 pm
Saturday & Sunday
9:00 am – 5:00 pm

REIMBURSABLE BY CONTINUING EDUCATION FUND (CEF)

Name of Institution: HKMA **Institution Code:** 300 **CEF Course Code:** 23C-01726-A

This programme has been included to be reimbursable under the CEF. Upon completion of this programme, participants who should be Hong Kong residents aged 18 to 60 will be reimbursed 80% of the course fee or HK\$10,000, whichever is lower. For details, please visit the website: www.info.gov.hk/sfaa/cef or contact the CEF enquiry hotline: 3142 2277.

Students applying for the Continuing Education Fund (CEF) should submit their applications directly to the Office of the CEF before the commencement of the programme.

COURSE OUTLINE (Cover SFC Licensing Examinations for Papers 1, 7 & 8)

PART I – FUNDAMENTALS OF SECURITIES AND FUTURES REGULATION (COVER SFC LICENSING EXAMINATION FOR PAPER 1) - 20 HOURS

- Overview of Legal and Regulatory Framework for Securities and Futures Industry
- Principles of relevant Hong Kong Law and the Companies Ordinance
- Licensing and Subsidiary Legislation
- Conduct of Business
- Practices and Operations of Business
- Securities, Options and Futures
- Market Misconduct, Improper Trading Practices and Compliance
- Other SFC Regulated Activities

PART II – PRACTICAL USE IN FINANCIAL MARKET AND SECURITIES INVESTMENT (FOCUS ON SFC LICENSING EXAMINATIONS FOR PAPERS 7 & 8) - 12 HOURS

A. Financial Markets (Paper 7)

- Overview of the global and Hong Kong financial system
- Equity market, Debt market
- Foreign exchange market, Derivatives market
- Financial analysis and risk management
- Investment advice and planning
- Applications in the financial sector

B. Securities (Paper 8)

- Overview of securities investments
- The primary and secondary markets of Stock Exchange of Hong Kong
- Types of securities
- Stock market administration
- Securities analysis and valuation
- Trading practices
- Portfolio diversification
- Market efficiency
- Factors affecting securities prices

COURSE COMMENCEMENT

Institution Code: 300
CEF Course Code: 23C-01726-A

CB -20145-2005-1- F

Class 1 (32 hrs + 1 hr exam)
(11 lessons + 1 hr exam)

Paper 7 (6 hours)
Monday & Wednesday
27, 29 June 2005
7:00 pm - 10:00 pm

Paper 1 (20 hours)
Wednesday
6 July 2005
8:00 pm - 10:00 pm

AND

Monday & Wednesday
11, 13, 18, 20, 25, 27 July 2005
7:00 pm - 10:00 pm

Paper 8 (6 hours)
Monday & Wednesday
22, 24 August 2005
7:00 pm - 10:00 pm

Examination for Paper 1
Wednesday, 3 August 2005
7:00 pm - 8:00 pm

VENUE

W Haking Management Development Centre
The Hong Kong Management Association
14/F Fairmont House
8 Cotton Tree Drive
Central
HONG KONG

CB -20145-2005-1- F

Class 2 (32 hrs + 1 hr exam)
(8 lessons + 1 hr exam)

Paper 8 (8 hours)
Saturday
9, 16 July 2005
2:00 pm - 6:00 pm

Paper 1 (20 hours)
Saturday
23 July 2005
3:00 pm - 7:00 pm

AND

30 July;
6, 13, 20 August 2005
2:00 pm - 6:00 pm

Paper 7 (4 hours)
Saturday
24 September 2005
2:00 pm - 6:00 pm

Examination for Paper 1
Saturday, 27 August 2005
2:00 pm - 3:00 pm

VENUE

Li Ka-shing College of Professional &
Continuing Education
8 Hoi Wang Road
Mongkok KOWLOON
(油麻地地鐵站B2出口轉43M專線小巴或
奧運地鐵站D出口)

MEDIUM OF INSTRUCTION

Cantonese supplemented by English lecture notes

DURATION

32 hours

QUALIFICATION AWARD

Certificate in Financial Practice will be jointly awarded by the Hong Kong Institute of Investors and Hong Kong Management Association

ASSESSMENT

Course work (*)	40%
Final Examination	60%
Total	100%

* Course work includes two assignments and each carrying 20% of overall assessment mark.

COURSE COMPLETION REQUIREMENT

For the passing criteria, the students should obtain 40 percent in assessment and achieve 70 percent in the attendance rate. If students fail in assessment, they can re-take the examination on the condition that they have achieved 70 percent in attendance rate.

TUITION FEE

- **HKII and HKMA member :** **HK\$3,400** (including English Study Manual for Paper 1)
- **Non HKII and HKMA member:** **HK\$3,600** (including English Study Manual for Paper 1)

[Students are entitled to have a reimbursement of 80% (total HK\$2,720 for members / HK\$2,880 for non members) of the tuition fee under Continuing Education Fund (CEF) scheme providing that the students fulfill the requirements of being qualified CEF applicants and successfully complete the Course, i.e. the tuition fee is only HK\$680 for members / HK\$720 for non members.]

ENQUIRIES

Hong Kong Institute of Investors (HKII)
Tel: 2392 8466 Email : editor@hkii.org

ENQUIRY & BRIEFING SESSION (PROFESSIONAL CERTIFICATE IN FINANCIAL PRACTICE)

- Brief you about the procedures and complete the application form for CEF
- Don't miss the chance by completing the reply slip below to reserve a seat and send it back to Hong Kong Institute of Investors by **fax : 3426 5267 / 2392 4566** or **email : editor@hkii.org** before **5 May 2005**.

Speaker : Mr Ricky Tam, Chairman of the Hong Kong Institute of Investors

Date : Sat, 7 May 2005 (2:30 pm - 4:00 pm)
 Thur, 19 May 2005 (7:30 pm - 9:00 pm)
 Sat, 4 June 2005 (2:30 pm - 4:00 pm)

Venue : 14/F, Fairmont House, 8 Cotton Tree Drive, Central, Hong Kong

REPLY SLIP FOR ENQUIRY & BRIEFING SESSION (PROFESSIONAL CERTIFICATE IN FINANCIAL PRACTICE)

Name: (Mr / Ms) _____

Year / Graduated: _____

University: _____

Major : _____

Email: _____

Fax : _____

Mobile: _____

Seat(s) Reserved: _____