

Curriculum of Registered CFP^{CM} Certification Education Program

註冊CFP^{CM}認證教育課程 - 課程大綱

Module 1 – Foundation of Financial Planning

單元一 財務策劃基礎

Topic 課題	
I	Basic concepts relevant to financial planning 財務策劃基本概念
1	Overview of Financial Planning and CERTIFIED FINANCIAL PLANNER 概論財務策劃和 CERTIFIED FINANCIAL PLANNER ^{CM} 認可財務策劃師
	1.1 What is Personal Financial Planning 什麼是個人財務策劃
	1.2 The evolution of Financial Planning Services and looking ahead 財務策劃服務的發展及前瞻
	1.3 Introduction to CFP ^{CM} 簡介 CFP ^{CM} 認可財務策劃師
	1.4 Objectives of financial planning 財務策劃的目標
	1.5 Differences between financial planning and corporate financial planning 個人財務策劃與企業財務策劃之間的分別
	1.6 Planning areas of the Personal Financial Planning Process 個人財務策劃程序的策劃範疇
	1.7 Steps in the Personal Financial Planning Process 個人財務策劃程序的步驟
2	Professionalism in Financial Planning : Ethical Codes for CFP Certificants 財務策劃的專業發展 : CFP ^{CM} 持證人的道德操守
	2.1 What is Ethics 何謂道德操守
	2.2 Practicing Ethics and Carrying out Professional Responsibilities 遵守專業守則及實踐專業責任
	2.3 Ethical Conduct and the Financial Planning Profession in Asia 道德操守及財務策劃專業在亞洲的發展
3	Application of Time Value of Money and budgeting in Personal Financial Planning 金錢的時間值及訂立財務預算在個人財務策劃中的應用
	3.1 The Time Value of Money 金錢的時間值
	3.2 Money Management strategy: Financial Statement and Budgeting 資金管理策略：財務報表及訂立財務預算
II	Financial Planning Elements 財務策劃元素
4	Risk Management and Insurance Planning Overview 風險管理和保險策劃概要
	4.1 Role of Financial Planners 財務策劃師的角色
	4.2 Risk Management Techniques 風險管理技巧
	4.3 Insurance Planning Strategies 保險策劃的策略
	4.4 Principle of insurance 保險的原則
	4.5 Functions of Insurance 保險的功能

Topic 課題		
5	4.6	Insurance Products 保險產品
	4.7	Insurance Planning 保險策劃
	Taxation Planning 稅務策劃	
	5.1	Importance of Taxation Planning 稅務策劃的重要性
	5.2	Role of Financial Planners 財務策劃師的角色
	5.3	Tax Planning Principle and Strategies 稅務策劃的原則及策略
	5.4	International Tax Planning 國際稅務策劃
	5.5	Tax Planning Risks 稅務策劃的風險
	6 Investment Planning 投資策劃	
	6.1	Misconceptions about Investment Strategies in the Context of Financial Planning 財務策劃所需的投資策略之誤解
	6.2	Role of Financial Planners 財務策劃師的角色
	6.4	Basic Investment concepts 基本投資概念
	6.5	Investment Policy Statement 投資政策聲明
6.6	Investment strategies 投資策略	
6.7	Long-term Investment : Real Estate 長期投資 : 房地產	
6.8	Medium-term Investment: Education 中期投資 : 教育	
7	7 Retirement Planning Overview 退休策劃概論	
	7.1	Importance of retirement planning 退休策劃的重要性
	7.2	Role of Financial Planners 財務策劃師的角色
	7.3	Problems in Retirement Planning 影響退休策劃的負面因素
	7.4	Sources of Retirement Income 退休收入來源
	7.5	Pension Plans : terms and concepts 退休金計劃 : 條款及概念
	7.6	Steps in retirement planning 退休策劃的步驟
	7.7	Risk management in retirement planning 退休策劃的風險管理
8	8 Estate Planning 遺產策劃	
	8.1	Importance of estate planning 遺產策劃的重要性

Topic 課題	
	8.2 Basic concepts of estate planning 遺產策劃的基本概念
	8.3 Estate planning techniques 遺產策劃的技巧
	8.4 Risks in estate planning 遺產策劃的風險
9	Personal Profiling, Risk Profiling and Life-cycle Analysis 個人描述, 風險描述及生命週期分析
	9.1 Personal Profiling 個人描述
	9.2 Risk Profiling and Asset Allocation 風險描述及資產配置
	9.3 Challenges of Risk Profiling and Asset Allocation 風險描述及資產配置的挑戰
III	Regulatory Environment of Financial Services Industries 金融服務業的監管環境
10	Regulations 規例
11	Taxation 稅制
IV	Financial Planning Process 財務策劃程序
12	Overview of the Financial Planning Process and the Practice Standards 財務策劃過程和執業準則概要
13	Step 1: Establishing Client-Planner Relationships 第一步: 確立客戶和策劃師之間的關係
	13.1 Practice Standards 100 series 執業準則 100 系列
	13.2 Establishing client-planner relationship 建立客戶與財務策劃師的關係
	13.3 Communicating techniques for financial planning 財務策劃的溝通技巧
	13.4 Client segmentation and matching planners with clients 客戶分類及將客戶與財務策劃師配對
	13.5 Promoting financial planning services 宣傳財務策劃服務
14	Step 2: Gathering Client Data and Determining Goals and Expectations 第二步: 收集客戶資料和釐定其目標與期望
	14.1 Practice Standards 200 series 執業準則 200 系列
	14.2 Determining Financial Goals and Objectives 釐定財務目標及目的
	14.3 Gathering client data 收集客戶的資料
15	Step 3: Determining the Client's Financial Status by Analyzing and Evaluating Client Information 分析與評估客戶資料以決定其財務狀況
	15.1 Practice Standards 300 series 執業準則 300 系列
	15.2 Maintaining a Holistic View 保持整體的觀點
	15.3 Impact of Economic and Financial Environments

Topic 課題		
		經濟及金融環境的影響
	15.4	Analysis of Financial Statements 分析財務報表
	15.5	Analysis of Financial Ratios 財務比率的分析
	15.6	Relating Financial Status Analysis to Financial Needs 將財務狀況分析連接財務需要
16	Step 4: Developing and Presenting the Financial Plan 第四步：制訂並陳述理財計劃	
	16.1	Practice Standards 400 series 執業準則 400 系列
	16.2	Developing a Financial Plan 制定理財計劃
	16.3	Presenting a financial plan 陳述理財計劃
17	Step 5: Implementing the Financial Plan 第五步：推行理財計劃	
	17.1	Practice Standards 500 series 執業準則 500 系列
	17.2	Implementing the Financial Plans 推行理財計劃
18	Step 6: Monitoring the Financial Plan 第六步：監控理財計劃	
	18.1	Practice Standards 600 series 執業準則 600 系列
	18.2	Monitoring the Financial Plan 監控理財計劃
19	Conclusion and Application 總結及應用	

Module 2 - Insurance

單元二 保險學

		Topics 課題
I	Risk, Insurance and Risk Management 風險，保險與風險管理	
	1	The problem of Risk 風險問題
	2	Introduction to Risk Management 風險管理入門
	3	The Insurance Device 保險工具
	4	Risk Management Application 風險管理應用
II	Insurance Industry and Regulations 保險業及業界監管	
	5	The Private Industry and Regulations 商營保險業
	6	Regulation of the Insurance Industry 保險業的監管
	7	Functions of Insurers 保險公司的職能
	8	Financial Aspects of Insurer Operations 保險公司的財務運作
	9	Insurance and the Law of Contracts 保險與合約法
III	Long Term Insurance – Life Insurance 長期保險 – 人壽保險	
	10	Managing Personal Risks 管理個人風險
	11	Introduction to Life Insurance 人壽保險簡介
	12	Actuarial Basis of Life Insurance 人壽保險的精算基礎
	13	Life Insurance Contract Provisions 人壽保險合約 – 一般條款
	14	Benefit Riders and Other Provisions 人壽保險合約 – 其他條款
	15	Special Life Insurance Forms 特殊人壽保險形式
	16	Buying Life Insurance 購買人壽保險
	17	Annuities and Managing Retirement Risk 年金及管理退休風險
IV	General Insurance – Property, Liability and Health Insurance 一般保險 – 財產，責任及健康保險	
	18	Introduction to General Insurance Contracts 一般保險和約簡介
	19	Negligence and Legal Liability 疏忽及法律責任
	20	Liability Insurance 責任保險
	21	Property Insurance 財產保險

Topics 課題	
22	Pecuniary Insurance 經濟權益保險
23	Health Insurance 健康保險
24	Insurance in the Future 保險業務的前景

Module 3 - Investments

單元三 投資學

		Topic 課題
I	Financial Markets and Investor Protection 金融市場和投資者保障	
	1	The Financial Market and its Regulators in Hong Kong 香港的金​​融市場和相關監管機構
	2	The Financial Market and its Regulators in the United States 美國的金​​融市場和相關監管機構
	3	Investor Protection 投資者保障
II	Modern Portfolio Theory 現代投資組合理論	
	4	Efficient Diversification 效率分散風險
	5	Capital Asset Pricing Model 資本資產定價模式
	6	The Efficient Market Hypothesis 有效市場假說
III	Analysis and Valuation of Fixed-Income Investments 固定收益投資分析和估值	
	7	Bond Prices and Yields 債券價格與收益率
	8	Managing Fixed-Income Portfolios 管理固定收益投資
IV	Analysis and Valuation of Equity Investments 股票投資分析和估值	
	9	Equity Valuation 股票估值
	10	Technical Analysis 技術分析
V	Analysis and Valuation of Real Estate Investments 房地產投資分析和估值	
	11	Valuing Real Estate 房地產估值
VI	Derivative Markets 衍生金融產品市場	
	12	Futures Markets 期貨市場
	13	Options Markets 期權市場
	14	Option Valuation 期權估值
VII	International Finance and Foreign Exchange 國際財務與外匯	
	15	The Foreign Exchange Market 外匯市場
	16	Forecasting Exchange Rates - Parity Conditions 預測匯率 - 平價條件
VIII	Applied Portfolio Management 投資組合管理應用	
	17	Performance Evaluation and Active Portfolio Management 績效評估與積極投資組合管理

		Topic 課題
18	Active Portfolio Management 積極投資組合管理	

Module 4 – Taxation and Tax Planning

單元四 稅務策劃

		Topic 課題
I	Tax Scope 考試範圍	
1	The tax system 稅務制度	
	1.1	Interpretation of Ordinance 解釋條例
2	Tax administration 稅制管理	
	2.1	Taxpayers' Rights and Obligations 納稅人的權利與義務
	2.2	Penalty and Offences 違規與刑罰
	2.3	Assessment and Payment of Tax 評稅與納稅
	2.4	Objection and Appeals 上訴
3	Tax Planning Principles 稅務策劃原則	
	3.1	Anti-avoidance legislation 反避稅條例
	3.2	Tax Planning and Pitfalls 稅務策劃和陷阱
	3.3	Advance Rulings 事先裁定
II	Property Tax 物業稅	
4	Liability to Property Tax 物業稅的法律責任	
5	Determination of Assessable Value 釐定應課稅價值	
	5.1	Deductions 扣除
	5.2	Exemptions & Reliefs 豁免及寬免
III	Salaries Tax 薪俸稅	
6	Liability to Salaries Tax 薪俸稅的法律責任	
	6.1	Determination of Assessable Income 釐定應課稅收入
	6.2	Allowable Deductions 正當的扣除
	6.3	Calculation of Salaries Tax Liability 計算薪俸稅款項
	6.4	Personal Assessment 個人入息課稅
	6.5	Accounting Principles and Retirement Schemes 會計原則及退休計劃
	6.6	Anti-avoidance

		Topic 課題
		反避稅
IV	Profits Tax 利得稅	
	7	Forms of business ownership/entity relationships 業務的擁有權方式/權益關係
	7.1	Tax characteristics of business forms 不同商業形式的稅務特質
	8	Liability to Profits Tax 利得稅的法律責任
	8.1	Determination of Assessable Profits 釐定應課稅利潤
	8.2	Allowable Deductions and Losses 正當的扣除和損失
	8.3	Basis of Assessment 評稅基礎
	8.4	Special classes of taxpayers 特殊類別的納稅人
	8.5	Depreciation Allowances 折舊免稅額
	8.6	Non-taxable transactions 免稅交易
	8.7	Anti-avoidance 反避稅
V	International Tax planning 國際稅務策劃	
	9	International Tax System 國際稅務制度
	9.1	Income Tax Systems in the US, Canada, and Australia 美國、加拿大及澳洲的入息稅稅務制度
	9.2	Tax Havens – Identification of Tax Havens; selecting a Tax Haven; Tax Avoidance and Users of Tax Havens 稅務天堂 – 確定稅務天堂; 挑選稅務天堂; 避稅和稅務天堂的使用者
	9.3	Double Taxation – the Nature of Double Taxation and Rules for allowing double-tax relief (PRC Income Tax) 雙重徵稅 – 雙重徵稅的性質和雙重徵稅寬免的條例 (中華人民共和國入息稅)
	10	Elements of International Tax Planning 國際稅務策劃基本元素
	11	Tools and Planning Techniques (General Principles) 工具和策劃技巧(一般原則)
	12	Draft advices/opinion 起草建議/意見
VI	Other Duties 其他稅項	
	13	Stamp Duty 印花稅
	13.1	Scope of charge 課稅範圍
	13.2	Effect of Non-stamping 未交納蓋印花稅的影響
	13.3	Exemption and relief 豁免及寬免
	13.4	Stamp duty planning

		Topic 課題
		印花稅稅務策劃
	13.5	Anti-avoidance 反避稅

Module 5 – Employee Benefits and Estate Planning

單元五 僱員福利與遺產安排

		Topic 課題
I	Employee Benefits and Social Insurance 僱員福利和社會保險	
	1	Basic Principles of Social Insurance 社會保險基本原則
	1.1	Basic principles and characteristics of social insurance 社會保險的基本原則和特點
	1.2	Social welfare in HK 香港的社會福利
	1.3	Social insurance programs in other countries 其他國家的社會保險制度
	2	Employee Benefits Basics 僱員福利基礎
	2.1	Introduction to employee benefits 僱員福利簡介
	2.2	Employee benefits planning and management 僱員福利安排和管理
	2.3	Statutory employee benefits in HK 香港法定僱員福利
	2.4	Other non-retirement benefits: meeting personal and family needs 其他非退休福利：滿足個人和家庭需要
II	Group Insurance 團體保險	
	3	Group Insurance - Life Related Coverage 團體保險 - 人壽保障
	3.1	Introduction to group insurance 團體保險簡介
	3.2	Types of group life insurance 團體保險的種類
	3.3	Group disability insurance coverage 團體殘疾保險保障
	4	Group Health Insurance 團體健康保險
	4.1	Introduction to group medical expense benefits 團體醫療保障簡介
	4.2	Traditional plans of group medical expense benefits 傳統團體醫療保障
	4.3	Group dental insurance and other group insurance benefits 團體牙醫保險和其他團體保險保障
III	Retirement Plans 退休計劃	
	5	Basic Retirement Plans 退休計劃基礎
	5.1	Introduction to retirement plans 退休計劃簡介
	5.2	ORSO and MPF schemes in Hong Kong 香港《職業退休計劃條例》和 強制性公積金(強積金)計劃
	5.3	Other Qualified Schemes in Hong Kong 其他合資格退休計劃
	5.4	Pension benefit formulas 退休福利計算公式
	6	Other Retirement Plans 其他退休計劃

	6.1	Profit sharing and similar plans 利潤分享和類似計劃
	6.2	Executive benefits and deferred compensation plans 行政人員保障和遞延補償計劃
	7	Pension Plan Instruments and Distributions 退休計劃工具和派發
	7.1	Pension plan funding instruments 退休金計劃累積工具
	7.2	Retirement plan distributions 退休計劃發放
IV	Overview of Estate Planning 遺產策劃概論	
	8	What is Estate Planning 何謂遺產策劃
	8.1	Difference between estate planning and will 遺產策劃和遺囑的分別
	8.2	Reasons for offering estate planning service 提供遺產策劃服務的原因
	8.3	Estate planning pitfalls and weaknesses 遺產策劃的陷阱和弱點
	9	The Estate Planning Process 遺產策劃程序
	9.1	Before the estate planning process 遺產策劃程序的事先準備
	9.2	The estate planning process 遺產策劃程序
V	Consideration of Estate Plan 遺產計劃的考慮	
	10	Beneficiary Consideration 受益人的考慮
	10.1	Needs of beneficiaries - funding solutions 受益人的需要 - 提供資金方案
	10.2	Beneficiaries with special needs 有特別需要的受益人
	10.3	Timing of inheritances 繼承的時機
	10.4	Vulnerable beneficiaries 脆弱的受益人
	10.5	Protecting vulnerable beneficiaries 保障脆弱的受益人
	11	Probate 遺囑認證
	11.1	The probate process 遺囑認證程序
	11.2	The basic steps in the probate procedure 遺囑認證程序基本步驟
	12	Planning for Incapacity 為喪失能力作安排
	12.1	Powers of attorney 授權書
	12.2	Guardianship Consideration 監護人考慮
VI	Estate Planning Instruments 遺產策劃工具	
	13	Wills 遺囑

	13.1	Contents of a will 遺囑內容
	13.2	Validity of a will 遺囑仍有效性
	13.3	Challenging a will 更改遺囑
	13.4	Intestacy 無遺囑死亡
14		Trusts 信託
	14.1	Definition and types of trust 信託的定義和種類
	14.2	Parties to a trust 信託的參與者
	14.3	Use of trust in estate planning 遺產策劃中信託的應用
	14.4	Comparison between trust and will 比較信託和遺囑
15		Other Asset Transfer Methods 其他資產轉移方法
	15.1	Joint tenancies with right of survivorship 生存者對死者名下財產的享有權
	15.2	Life insurance proceeds 人壽保險收益
	15.3	Gifts 贈與
	15.4	Estate planning for family business 家族經營業務的遺產策劃
16		Administration of the Estate 遺產管理
	16.1	The estate administration process 遺產管理程序
	16.2	Role of the executor 遺囑執行人的角色
	16.3	Duties of an executor 遺囑執行人的責任
	16.4	Rights of beneficiaries 受益人權益
	16.5	Compliance and regulatory issues 符合法規與相關問題

Module – Advanced Financial Planning

單元六 進階財務策劃

Topic 課題	
I	Recap on 6-step financial planning process 概括財務策劃程序的六步驟
II	Case analyses covering various elements in a comprehensive financial plan 涵蓋綜合財務計劃不同元素的案例分析
1	Case analysis covering each of the following topics 案例分析涵蓋以下課題
1.1	Investment planning 投資策劃
1.2	Insurance planning 保險策劃
1.3	Tax planning 稅務策劃
1.4	Retirement and estate planning 退休及遺產策劃
2	All cases are generally group projects which include writing of financial plans and class presentation 案例分析包括撰寫財務計劃及課堂演練
III	Comprehensive financial planning case analysis 綜合財務計劃的案例分析
3	All cases are generally group projects which include writing of financial plans and class presentation 案例分析包括撰寫財務計劃及課堂演練

Important Notes

The Registered CFP^{CM} Certification Education Program is designed to provide comprehensive knowledge to students about the financial planning concepts and practices. The curriculum listed out is only indicative content for each education module, we reserve the right to change, modify, add or remove portions at any time without prior notice.

For the CFP^{CM} Certification Examination syllabus, please refer to the CFP^{CM} Certification Examination Handbook.

註冊CFP認證教育課程是專為學員提供全面的財務策劃理論及實務知識而設。本課程大綱列出每個單元的建議內容，本會保留一切更改、調整、增加或刪除部份內容的權利而無需事前通知。

如要閱覽CFP資格認證考試的課程大綱，請參閱CFP資格認證考試手冊。