

IMPORTANT NOTES

Examination Date & Time

1. Date & Time: 18 May 2019 (Saturday) A.M. (To be confirmed)

Requirement of Re-sitting QRA Examination

2. Students who
- completed* the QRA Education Program in or after July 2017; or
 - have attempted the QRA Examination.

(* fulfilled the attendance requirement of 80% of the class hours.)

Language of Examination

3. The examination paper will be printed in only ONE of the two languages: English or Chinese.
This application form is intended ONLY for those who wish to complete the QRA Examination in **ENGLISH**. If you wish to take the examination in Chinese, please fill out the corresponding Chinese application form.
Request for change of the examination language will NOT be considered under any circumstances once the application is received by IFPHK.

Registration

4. Application Deadline: 12 April 2019 (Friday)
5. Applicants should submit the completed applications to IFPHK office at the following address, in person or by mail. Incomplete applications, late submission or applications by fax will not be accepted.
- Operations Department
Institute of Financial Planners of Hong Kong
13th Floor, Causeway Bay Plaza 2
463 – 483 Lockhart Road, Hong Kong
“Re: QRA Exam Application (May 2019)”
6. Examination fees paid are non-transferable and non-refundable.
7. Examinees should carefully read the Examination Regulations before attempting the examination. Failure to observe any of these regulations may lead to disqualification from the examination.
8. IFPHK observes anti-discrimination laws in force in Hong Kong and adopts policies and procedures to ensure fair and equitable treatment of all applications in the application process.
9. Information submitted will be processed according to Personal Data (Privacy) Ordinance.
10. IFPHK reserves all rights to alter and update the “Terms & Conditions” from time to time without prior notice.
11. If you have any question on the QRA program, please contact the IFPHK by email at gra@ifphk.org or by phone at (852) 2982 7888.

IMPORTANT NOTES

Typhoon and rainstorm signals arrangement

12. If the typhoon signal no. 8 (or above) or black rainstorm signal is hoisted or remains in force TWO HOURS before the start of the examination, the examination will be re-scheduled.
13. If a typhoon signal no. 8 (or above) or black rainstorm signal is hoisted while the examination is in progress, the examination will continue until the scheduled time is up.
14. If an examination is re-scheduled, IFPHK will notify examinees of the new date and time of the examination. In such cases examinees are not required to re-register.
15. For examinees who are not able to sit for the examination at the new date and time, they can submit a written application to IFPHK to transfer the examination fee to the next scheduled examination ONLY. No other request will be accepted.

APPENDIX

Code Tables for Section III (Employment Details) of the Application Form

Employer Code

(Please choose the group that your current employer belongs to)

C 1 AIA	C 9 DBS Bank	C 17 Standard Chartered Bank
C 2 AXA	C 10 Hang Seng Bank	C 18 UBS
C 3 Bank of Communications	C 11 HSBC	C 19 Wing Lung Bank
C 4 Bank of East Asia	C 12 FWD Group	C 20 Zurich Insurance Group
C 5 Bank of China	C 13 Manulife	C 22 Sun Life Hong Kong Limited
C 6 China Construction Bank	C 14 Nanyang Commercial Bank	C 23 FTLife
C 7 Citibank	C 15 Prudential	C 24 China Life
C 8 Convoy	C 16 Shanghai Commercial Bank	C 21 Others

Industry Code

(Please choose the one that best describes the industry you are serving, e.g. if you are serving as an accountant in a retail bank, you should choose I1)

I 1 Retail Banking	I 6 Independent Financial Advisor	I 11 Academia
I 2 Private Banking	I 7 Asset Management	I 12 Real Estate Sector
I 3 Investment Banking	I 8 Securities Brokerage	I 13 Others
I 4 Life Insurance	I 9 Legal Practice	
I 5 General Insurance	I 10 Accounting Practice	

Earnings Code

E 1 Less than HK\$200,000	E 4 HK\$600,000 – less than HK\$800,000
E 2 HK\$200,000 – less than HK\$400,000	E 5 HK\$800,000 – less than HK\$1,000,000
E 3 HK\$400,000 – less than HK\$600,000	E 6 HK\$ 1 million or above

EXAMINATION APPLICATION

For official use only				
Name			Ref No.	
Date Received	Data entry	Completed with all info <input type="checkbox"/> Yes <input type="checkbox"/> No	Re-sit Payment	Re-sit Approval

SECTION (I): Personal Particulars (please tick where appropriate)

Note: Related personal data (if you already have examination/membership record(s) kept in IFPHK) will also be updated with the information provided in this form.



HKID Card/Passport No. <small>(as printed on ID card/passport)</small>		Issuing Country/Jurisdiction	
Title <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss	Chinese Name <small>(if applicable & as printed on ID card/passport)</small>		
Surname <small>(as printed on ID card/passport)</small>	Given Name <small>(as printed on ID card/passport)</small>		
Date of Birth <small>(DD/MM/YYYY)</small>	Phone Number <small>(Mobile) (Office) (Home)</small>		
Correspondence Address			
Email Address ¹			

¹ Acknowledgement of receipt and other regular communication from IFPHK will be sent by email to the email address provided.

SECTION (II): Academic Qualification (please tick where appropriate)



Highest Academic Qualification <input type="checkbox"/> Doctoral Degree <input type="checkbox"/> Tertiary Education <input type="checkbox"/> Master Degree <input type="checkbox"/> Secondary or below <input type="checkbox"/> Bachelor Degree	Award Year
Major in	Name of College / University

SECTION (III): Employment Details



Current Employer	Employer Code ² C
Current Position	Industry Code ² I
Experience in Financial Planning Industry <small>(years)</small>	Current Earnings ² E

² Please refer to the Appendix on Page 2 for the Employer Code, Industry Code and Earnings Code.

SECTION (IV) Entry Details (please tick where appropriate)



QRA Education Program Track <input type="checkbox"/> Ordinary Track (7 education modules) <input type="checkbox"/> Exemption Track (4 education modules)	Completed in (achieved 80% of class hours) <input type="checkbox"/> January - June in _____ (Year) <input type="checkbox"/> July - December
QRA Examination <input type="checkbox"/> I sat my last QRA Examination in _____ (Month/Year) <input type="checkbox"/> I have NOT attempted the QRA Examination	

EXAMINATION APPLICATION

For official use only		
Name	Ref No.	Remarks

SECTION (V) Payment (please tick where appropriate)

Re-sit Examination Fee: **HK\$1,000**

Cheque³
Cheque No. _____ Drawn on (Bank): _____

Credit Card
I hereby authorize IFPHK Ltd. to charge the above amount against my credit card with details below.

Visa card MasterCard

Card number:

Expiry Date: (MM/YYYY)

Cardholder's Name: _____

Cardholder's Signature: _____ Date: _____

³ Cheques should be made payable to "IFPHK Ltd."

SECTION (VI) Declaration and Agreement (please tick where appropriate)

Personal Data Agreement

- I explicitly consent that any personal information (personal data) from time to time collected or held by IFPHK (whether contained in this application or obtained otherwise) is provided and may be held, used, processed and/or disclosed (i) in accordance with and for the purpose outlined in the Personal Data Agreement herein, and/or (ii) to permit and enable IFPHK to:
 - fully and fairly process my application,
 - disclose any personal data where IFPHK has an obligation to make such disclosure under the requirements of any law binding on IFPHK,
 - use my personal data to compile statistics and analyse the results wholly for use within IFPHK,
 - publish my name on IFPHK's website after I have become a QRA holder.
- I understand that I may refuse to provide personal data as requested in the application or otherwise, but such refusal, or the provision of inaccurate personal data may result in IFPHK being unable to or refusing to process this application.
- I agree that IFPHK may disclose my examination results to my employer (being the entity with which I have an employment, agency or similar contractual obligation, and/or the holding companies, subsidiary companies or associated members of such entity) [that is kept in the IFPHK record] upon their request.

Yes No
- I understand that I have the right to check whether IFPHK holds personal data about me and that, if so, I have a right of access to my personal data. I can request IFPHK to correct any inaccurate personal data and if I need to obtain a copy of my personal data or have it corrected, I can write to the Operations Department of IFPHK. I understand that IFPHK is permitted by law to charge a reasonable fee for the processing of any data access request.

By my signature below,

- I understand and agree to comply with all conditions, requirements, policies, and procedures established by IFPHK as may be amended from time to time.
- I understand that examination fee paid is non-refundable and non-transferable.
- I understand and agree to the Personal Data Agreement stated above
- I declare that the information contained in my application is truthful and complete, and I agree to notify IFPHK of any material changes to my responses to any of the questions in this application, including my contact details. I understand and agree that IFPHK may investigate the statements I have made with respect to this application, and that I may be subject to disciplinary actions for any misrepresentation (whether fraudulent or otherwise) in this application.

Signature: _____ Date: _____