



Executive Certificate in
FINANCE AND COMPLIANCE

The University of Hong Kong
School of Professional and Continuing Education
College of Business and Finance

<http://hkuspace.hku.hk/cbf/>

Executive Certificate in FINANCE AND COMPLIANCE

INTRODUCTION

The Executive Certificate in Finance and Compliance programme aims to equip students with latest knowledge in compliance issues for professionals working in asset management companies and banking institutions. It focuses on satisfying the regulatory and compliance requirements as determined by the legal framework in Hong Kong as well as teaching state-of-the-art practices in managing key risks faced by bank and asset management companies.

AWARD

Upon satisfactory completion of the whole programme, students will be awarded “Executive Certificate in Finance and Compliance” within the HKU System through HKU SPACE.

PROGRAMME STRUCTURE

The programme offers the following 3 modules:

Module 1: Financial Regulations and Compliance – 15 hours

Module 2: Compliance in Banking and Wealth Management – 15 hours

Module 3: Compliance in Asset Management – 15 hours

COURSE OUTLINE

Module 1: Financial Regulations and Compliance

- Compliance principles; independence and conflicts of interest; resources and responsibilities; internal audit; cross border issues
- Overview of regulation of Hong Kong financial industry
- Supervision, controlled functions, customer due diligence
- Scope of Securities and Futures Commission Ordinance (SFO); role and function of Securities and Futures Commission (SFC)
- Market Misconduct; Market Misconduct Tribunal; improper trading practices, disclosure standards and compliance
- Social responsibility and ethical issues
- Anti-money laundering controls; terrorist financing; insider dealing & prevention of financial crime
- Current issues of the Hong Kong financial regulations and compliance

Module 2: Compliance in Banking and Wealth Management

- Key sections of Banking Ordinance
- Supervisory Approach (Risk-based supervisory approach + Outsourcing)
- Statutory Guideline – Internal Control (include stress-testing); Capital Adequacy; Credit Risk Management; Liquidity Risk Management
- Guidance Note – Operational Risk Management; Interest Rate Management; Technology Risk Management (include supervision of e-banking)
- Know your customer (KYC) and customer due diligence (CDD) compliance
- Anti-Money Laundering (AML) compliance requirement in banking and wealth management
- Guidance note - Credit Card Business; Reputation Risk Management and Wealth Management

Module 3: Compliance in Asset Management

- Regulatory requirements in asset management; SFC's licensing and registration regime
- Code of Conduct for Persons Licensed by or Registered with the SFC
- Management, Supervision and Internal Control Guidelines for Persons Licensed by or Registered with the SFC
- Personal Data (Privacy) Ordinance; Money laundering and terrorist financing in asset management
- Back-Office Compliance
- Fund Manager Code of Conduct
- SFC's supervisory regime for trustees; custodians and investment companies
- Case studies on malpractices and improper trading

TEACHING MODE

Part-time programme: Face-to-face lectures to be held on weekdays or weekends

Lecture Hours: 15 hours per module

Medium of Instruction: English

Duration of Programme: 4 months

ASSESSMENT METHODS

Each module will be assessed by written assignments (100%). All assessments will be in English.



ENTRY REQUIREMENTS

Applicants shall:

- (a) hold a bachelor's degree awarded by a recognized university or equivalent; or
- (b) hold an Associate Degree/ a Higher Diploma or equivalent, and have at least 2 years of work experience; or
- (c) hold relevant professional qualifications.

Applicants with other qualifications and substantial senior level work experience will be considered on individual merits.

FEE

Application Fee: HK\$150

Course Fee: HK\$2,500 per module

APPLICATION PROCEDURE

1. Complete the enclosed application form and enrolment form.
2. Submit the application form with the following documents:
 - (a) certified copies of all relevant academic and/or professional qualifications
 - (b) photocopy of HKID card
 - (c) a non-refundable application fee of HK\$150 by crossed cheque / bank draft made payable to 'HKU SPACE'
 - (d) a separate crossed cheque/bank draft payable to 'HKU SPACE' for HK\$7,500 in respect of the course fee.
3. Submit the complete set of applications forms with all relevant supporting documents in person at any of the following HKU SPACE enrollment centres:

- | | | |
|---|--|--|
| (i) HKU SPACE Admiralty Learning Centre
3/F, Admiralty Centre, 18 Harcourt Road, Hong Kong
(Exit A, Admiralty MTR Station)
Weekdays: 8:30 am to 7:30 pm
Saturdays: 8:30 am to 5:30 pm
Telephone: 3761 1111 Fax: 2559 4666 | (iv) HKU SPACE Island East Campus
2/F, 494 King's Road, North Point Hong Kong
(Exit B3, North Point MTR Station)
Weekdays: 8:30 am to 7:30 pm
Saturdays: 8:30 am to 5:30 pm
Telephone: 3762 0000 Fax: 2214 9493 | (vi) HKU SPACE Po Leung Kuk Stanley Ho
Community College (HPSHCC) Campus
1/F, 66 Leighton Road, Causeway Bay,
Hong Kong
Weekdays: 9:00 am to 5:30 pm
Saturdays: closed
Telephone: 3762 0100 Fax: 3923 7188 |
| (ii) HKU SPACE HKU Campus
3/F, T.T. Tsui Bldg, The University of Hong Kong
Pokfulam Road, Hong Kong
Weekdays: 8:30 am to 6:00 p.m
Saturdays: closed
Telephone: 2975 5680 Fax: 2546 3538 | (v) HKU SPACE Kowloon East Campus
1/F, 28 Wang Hoi Road, Kowloon Bay, Kowloon
(Exit B, Kowloon Bay MTR Station)
Weekdays: 8:30 am to 7:30 pm
Saturdays: 8:30 am to 5:30 pm
Telephone: 3762 2222 Fax: 2305 5070 | |
| (iii) HKU SPACE Fortress Tower Learning Centre
1/F., Fortress Tower, 250 King's Road, North Point
Hong Kong (Exit B, Fortress Hill MTR Station)
Weekdays: 8:30 am to 7:30 pm
Saturdays: closed
Telephone: 3762 0888 Fax: 2508 9349 | | |

PROGRAMME ENQUIRIES

Tel: 2867 8392 Fax: 2861 0278 Email: ec.fc@hkuspace.hku.hk

HKU SPACE is a non-profit making University company limited by guarantee.



Executive Certificate in
FINANCE AND COMPLIANCE

Application Fee: HK\$150 (non-refundable)

Proposed intake of Study (Please tick)

- Aug 2020 intake 1840-EP025A** **May 2021 intake 1885-EP025A**
 Jan 2021 intake 1865-EP025A _____ **intake** _____ **-EP025A**

PERSONAL PARTICULARS

Name in Chinese (if appropriate) Name in English (Surname first)
 Title * Mr. / Mrs. / Ms. / Miss. _____

Date of Birth HKID Card / Passport No.

Nationality Permanent HK Resident Yes No
 (if No, please see Notes to Non-local Applicants)

Correspondence Address

Home Telephone Mobile Phone Office Telephone

Email Address Fax Number

Start date of Current Employment Position

Employer's name and address

Emergency Contact Person In case of emergency, we may need to contact your family or friend. Please suggest.
 Contact Person Phone

ACADEMIC QUALIFICATION (in reverse chronological order)

Please state qualifications relevant to the programme / course entry requirements you are applying for and attach the relevant proof of qualifications.

Institution	Award Received	Dates of attendance (From / To)	Part-time or Full-time

Name
 Full Postal Address

← Please also complete this part

EMPLOYMENT HISTORY (in reverse chronological order)

Name of Employer	Job Title	Date (From / To)

OTHER RELEVANT INFORMATION

HKU SPACE ALUMNI

All new enrolled students in the School will automatically become ordinary members of the HKU SPACE ALUMNI. If you DO NOT WISH to be a member of the HKU SPACE ALUMNI, please check this box.

Equal Opportunities for Learning at HKU SPACE

It is the School policy to offer equal opportunities to all applicants with or without disabilities. To enable us to meet the needs of all students, you are invited to indicate on this form whether you require any special assistance. If you do need such assistance, the School may approach you subsequently to obtain further details so as to facilitate our planning and assess how best we can help you.

Special assistance required Yes No

Statement on Collection of Personal Data

1. It is necessary for applicants to supply their personal data and to provide all the information requested in the application documents, as otherwise the School may be unable to process and consider their applications.
2. The personal data provided in this form will be used for processing your application for admission, and for registration, academic and administrative communication, alumni management and contacts, research, statistical and marketing (including direct marketing) purposes. The data will be solely handled by HKU SPACE staff but may be transferred to an authorised third party providing services to the School in relation to the above purposes and prescribed purposes as allowed by the law from time to time.
3. When the processing and consideration of all the applications for a particular programme have been completed: (a) the application papers of unsuccessful candidates will be destroyed (if you have indicated to receive our promotional materials in Paragraph 6 then your contact details and related papers would be retained for such purposes); and (b) the application papers of successful candidates will serve as part of the applicant's official student records and will be handled by HKU SPACE staff or by staff of an authorised third party providing services to the School in relation to the stated purposes. In all such circumstances, please be assured that any personal information you supply will be kept strictly confidential.
4. Upon enrolment, applicants will be required to submit a recent colour photo for student identification purpose.
5. The School will send urgent messages to students via Short Message Services (SMS) and supplement by other means such as email (if the need arises). It is therefore important that the mobile phone number and email address that the applicant provides are accurate. Any change should be reported to the School immediately. Those who have genuine difficulty in receiving urgent messages via SMS should contact the programme teams for separate arrangements.

Use of Personal Data related to Direct Marketing

6. From time to time, the School will send the latest updates and promotional materials to applicants/students and alumni on the availability of the programmes and courses, seminars and events, discounts and offers, clinics and other services as well as the alumni events, privileges and offers, networking opportunities and fund-raising initiatives through various communication channels such as direct-mail, email and mobile phone, by using your personal data (including, but without limitation to, your name, contact details and other information collected in your profile such as the programme(s) you enrolled, your graduation year etc). You always have the right to make subsequent changes on your choice of receiving further marketing materials by sending a written unsubscribe request (by email or by post) to the School at any time.
If you DO NOT WISH to receive our latest updates and promotional materials through the communication channels as stated above, including discounts and offers from time to time, please check this box.
7. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the right to request the School to ascertain whether it holds your personal data, to be given a copy, and to apply for correction of the data, if deemed incorrect. Applications for access to personal data should be made by using a special request form and on payment of a fee. Such applications for access of information should be addressed to the Data Protection Officer, HKU SPACE. For general requests of personal data amendment, please fill out the "Application Form for Personal Data Amendment" and submit it to HKU SPACE.
8. For details on the School's policy on personal data (privacy), please refer to the School Prospectus or Website.

General Notes to Applicants

1. Enrolment can be done in person at any of the School's Enrolment Counters by completing this application form and submitting it with the appropriate fee and relevant documents. You can also mail to the "The Programme Director, Executive Certificate in Finance and Compliance, HKU SPACE" 34/F, United Centre, 95 Queensway, Hong Kong.
2. Fees paid by crossed cheque or bank draft should be made payable to "HKU SPACE".
3. For general and short courses, applicants may be required to pay the course fee in cash or by EPS, Visa or MasterCard if the course will start shortly.
4. If admission is on a first come, first served basis and if you do not hear from us before the course starts, you may assume that your application has been accepted, and should attend the course as scheduled.
5. If admission is by selection, the official receipt is not a guarantee that your application has been accepted. We will inform you of the result as soon as possible after the closing date for application. Unsuccessful applicants will be given a refund of programme/course fee if already paid.
6. If you do not know the teaching venue within 3 days of the starting date of the course, please check with the relevant programme team.
7. Course fees paid are not refundable except as statutorily provided or under very exceptional circumstances (e.g. course cancellation due to insufficient enrolment).
8. Please refer to the HKU SPACE Prospectus and the official website for full details of enrolment procedures for HKU SPACE Programmes.

Notes to Non-local Applicants

To study in Hong Kong, all non-local applicants are required to obtain a student visa issued by the Immigration Department of the HKSAR Government, except for those admitted to Hong Kong as dependants, who do not need prior approval before taking up full-time and part-time studies. Non-local applicants issued with a valid employment visa also do not need prior approval to pursue part-time studies. It is the responsibility of individual applicants to make appropriate visa arrangements. Admission to a HKU SPACE academic programme/course does not guarantee the issue of a student visa. Applicants may wish to note that part-time courses are generally not considered by the Immigration Department for visa purposes except for self-financed, part-time locally accredited taught postgraduate programmes awarded within the HKU System through HKU SPACE.

Declaration

1. I declare that all information given in this application form and the attached documents are, to the best of my knowledge, accurate and complete.
2. I authorise the School to obtain, and the relevant authorities to release, any information about my qualifications and/or employment as required for my application.
3. I consent that if registered, I will conform to the Statutes and Regulations of the University and the rules of the School.
4. I have noted, understood and agree to the contents of the above notes, Statement on Collection of Personal Data and HKU SPACE policy on personal data (privacy).

Signature

Date

Proposed intake of Study (Please tick)

intake **-EP025A**

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- Module 1: Financial Regulations and Compliance FINA 5067 HK\$2,500
- Module 2: Compliance in Banking and Wealth Management FINA 5068 HK\$2,500
- Module 3: Compliance in Asset Management FINA 5069 HK\$2,500

Fee enclosed: _____ Cheque / Draft No. _____

PERSONAL PARTICULARS

Name in Chinese

Name in English

Title * Mr. / Mrs. / Ms. / Miss.

Date of Birth

HKID Card / Passport No.

Nationality

Permanent HK Resident Yes No
(if No, please see Notes to Non-local Applicants)

Correspondence Address

Home Telephone

Mobile Phone

Office Telephone

Email Address

Fax Number

Name
Full Postal Address

← Please also complete this part

Note: This application acknowledgement is not complete without validation by official printing machine entry of the details above at the University or Town Centre office of the School of Professional and Continuing Education, The University of Hong Kong.

Please see overleaf →

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