



FINANCIAL INCENTIVE SCHEME FOR PROFESSIONAL TRAINING

**** Please note that you must come in person to the HKSI Institute office to submit the paper application form together with other required documents. Submission of paper application form and other required documents by mail will NOT be accepted. Alternatively, you may also consider submitting an online application. Please apply from <https://www.wamtalent.org.hk/eng/reimbursement-form-reminder.html>**

Application procedures – Paper Application Form

Please read the instructions below carefully before submitting the application form.

Step 1: Read the “Notes for Applicants”

- “Notes for Applicants” can be downloaded from:
https://www.wamtalent.org.hk/eng/professional_training/downloads.html

Step 2: Complete the application form and prepare the FIVE documents

- To complete your application, you should SIGN on your application form as well as the Deed of Undertaking (Annex A). Then, prepare the following five documents:
 - (i) a copy of your Hong Kong Identity Card;
 - (ii) a copy of the certificate issued by the course provider certifying that you have completed the course to the satisfaction of the provider;
 - (iii) the **original** receipt of the course fee payment issued by the course provider;
 - (iv) a copy of the front page of the bank passbook or statement of the bank account to which the reimbursement will be credited to. The document should show your name, account number and bank name/ bank code (name of the account holder must be exactly the same as the name on your Hong Kong Identity Card);
 - (v) the **original** letter issued by your employer certifying that:
 - on the commencement date of the course concerned, you are in full-time employment with an eligible employer; and
 - you have not received any form of subsidy or financial assistance for the fees of the relevant course(s) from the employer.
 - The letter or the Form should be duly signed by an authorized signatory and stamped with the company chop of the applicant’s employer
 - A sample company letter can be downloaded from https://www.wamtalent.org.hk/eng/professional_training/downloads.html



Step 3: Submit application documents **IN PERSON** to HKSI Institute

- You should submit the duly signed application form and all required documents as specified in Step (2) above **in person**[^] to the HKSI Institute office at 5/F, Wing On Center, 111 Connaught Road Central, Hong Kong during office hour.

[^] An applicant who submits a paper application form must come to the HKSI Institute office in person. You will be requested to present your Hong Kong Identity Card for identification purpose. (Please refer to step (4) below). Please note that the HKSI Institute will **NOT** accept submission of paper application forms and the related hardcopy documents by mail.

- Application Deadline

The duly signed and completed paper application form with all of the other **FIVE** documents must be submitted to the HKSI Institute office within **FOUR months from the last day of the course attended**.

The date of application is the date on which the HKSI Institute receives the **completed** application form together with all the **FIVE** documents.

Late or incomplete applications will not be accepted.

Step 4: Verification of data in application form and acknowledgment of receipt of documents

- Data filled in by the applicant on the application form will be verified by cross-checking with the documents as specified in Step (2), in order to ensure that the details in the application form have been completed correctly. An acknowledgment receipt of documents[#] will be issued to the applicant after the verification of data is completed.
- All documents submitted for the application (including the supporting documents) are not returnable. Applicants are advised to retain copies of the same for their own reference.

[#] Please note that acknowledgment of receipt of the application does not warrant an approval of the application. Your application will be further reviewed to ensure that the eligibility criteria under the Financial Incentive Scheme are met. We may request you to provide additional information necessary for processing the applications further.



Step 5: Review application results

- Your application will be input into our online application system. An email with an application number generated by the system will be sent to you by email within seven working days from the date of receipt of your application form.
- If your application is approved, payment will be made by direct credit to the bank account specified in approximately 10 weeks from the date of receipt of the paper application form, subject to complete and satisfactory supporting documents being provided.
- You may enquire about the application status online via www.wamtalent.org.hk.

Should you have any further questions, please contact us at training@wamtalent.org.hk or call us at +852 3120 6100.



Application number _____ [For Office Use Only]

Application Form for Reimbursement of Course Fees

Applicants should print and sign this application form as well as Deed of Undertaking (Annex A), then submit them together with all required documents **in person** to the HKSI Institute office within four months from the last day of the course concerned to complete the application process.

I, the person whose particulars appear in Section B below (“Applicant”), hereby apply to the HKSI Institute for the reimbursement of 80% of the course fees paid as stated in Section A below (amount of course fees as stated in the attached original receipt(s) issued by the course provider(s)), subject to a ceiling of \$7,000 (whichever is the lower) over the three-year period of the Pilot Programme.

All definitions set out in the “Notes for Applicants” with respect to the application for reimbursement of course fees under the Programme shall apply to this Application Form. The “Notes for Applicants” can be downloaded from https://www.wamtalent.org.hk/eng/professional_training/downloads.html

Section A – Personal Particulars

Name in English^: _____

Name in Chinese^: _____

^ As shown on the Applicant’s Hong Kong Identity Card

Date of Birth (DD/MM/YYYY): _____

Sex:

Male

Female

Hong Kong Identity Card Number: _____

Residential Address#:

Post office box number or hostel address is not acceptable

E-mail Address: _____

Contact Telephone Number: _____

Highest Education Level Achieved: (please tick in the appropriate box)

Primary School or below

Secondary School

Diploma to Associate

Degree

Master or above

Local Bank Code and Account* No. for Receipt of the Reimbursement: _____

* Name of account holder must be **exactly the same** as the name shown on the Applicant’s Hong Kong Identity Card. Credit card accounts, fixed deposit accounts or foreign currency deposit accounts are **not** acceptable.

If your account number is :

Bank code: 001 Branch code: 002 Account no.: 1234567891 Please input 0010021234567891

Please note that the bank account number should not exceed 15 digits.



Section B – Course Information

Information filled in below should be the same as that shown on the course attendance record and receipt.

Course 1

Name of Course Provider: _____

Reference no. of the Programme / Course Name:

Please refer the Appendix for the reference no.

Course Period: From: _____ To: _____
(DD/MM/YYYY) (DD/MM/YYYY)

Actual tuition fees paid by the Applicant: HK\$ _____

(Amount of course fees as stated in the attached original receipt issued by the course provider. Any other charges, such as registration fees, administration fees, examination fees, late charges should be excluded)

Course 2

Name of Course Provider: _____

Reference no. of the Programme / Course Name:

Please refer the Appendix for the reference no.

Course Period: From: _____ To: _____
(DD/MM/YYYY) (DD/MM/YYYY)

Actual tuition fees paid by the Applicant: HK\$ _____

(Amount of course fees as stated in the attached original receipt issued by the course provider. Any other charges, such as registration fees, administration fees, examination fees, late charges should be excluded)

Course 3

Name of Course Provider: _____

Reference no. of the Programme / Course Name:

Please refer the Appendix for the reference no.

Course Period: From: _____ To: _____
(DD/MM/YYYY) (DD/MM/YYYY)

Actual tuition fees paid by the Applicant: HK\$ _____

(Amount of course fees as stated in the attached original receipt issued by the course provider. Any other charges, such as registration fees, administration fees, examination fees, late charges should be excluded)



Course 4

Name of Course Provider: _____

Reference no. of the Programme / Course Name:

Please refer the Appendix for the reference no.

Course Period:

From:

(DD/MM/YYYY)

To:

(DD/MM/YYYY)

Actual tuition fees paid by the Applicant:

HK\$

(Amount of course fees as stated in the attached original receipt issued by the course provider. Any other charges, such as registration fees, administration fees, examination fees, late charges should be excluded)

Course 5

Name of Course Provider: _____

Reference no. of the Programme / Course Name:

Please refer the Appendix for the reference no.

Course Period:

From:

(DD/MM/YYYY)

To:

(DD/MM/YYYY)

Actual tuition fees paid by the Applicant:

HK\$

(Amount of course fees as stated in the attached original receipt issued by the course provider. Any other charges, such as registration fees, administration fees, examination fees, late charges should be excluded)

Course 6

Name of Course Provider: _____

Reference no. of the Programme / Course Name:

Please refer the Appendix for the reference no.

Course Period:

From:

(DD/MM/YYYY)

To:

(DD/MM/YYYY)

Actual tuition fees paid by the Applicant:

HK\$

(Amount of course fees as stated in the attached original receipt issued by the course provider. Any other charges, such as registration fees, administration fees, examination fees, late charges should be excluded)



Section C – Employment Information

Employment information on course commencement date	
Company Name:	
Office Address:	
Human Resources Department Email:	
Human Resources Department Telephone Number*: <small>*HKSI Institute may contact the employer to verify applicant's employment information</small>	
Department:	
Position:	
Year(s) of service in the position:	
Year(s) of service in the industry:	
Job Nature: <i>(please tick in the appropriate box)</i>	

- | | | |
|--|---|---|
| <input type="checkbox"/> Accounting & Finance | <input type="checkbox"/> Credit Analysis | <input type="checkbox"/> Financial Consulting |
| <input type="checkbox"/> Fund Management | <input type="checkbox"/> General Administration | <input type="checkbox"/> Human Resources |
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> Insurance | <input type="checkbox"/> Investment Analyst |
| <input type="checkbox"/> Investment Banking | <input type="checkbox"/> Legal and Compliance | <input type="checkbox"/> Marketing & Public Relations |
| <input type="checkbox"/> Risk Management | <input type="checkbox"/> Trust | <input type="checkbox"/> Underwriting |
| <input type="checkbox"/> Others (Please specify) _____ | | |

.....
(For Office Use Only)

We hereby *acknowledge receipt of the following documents which were submitted to the Hong Kong Securities and Investment on _____ (DD/MM/YYYY)

- | | | |
|---|--|---|
| <input type="checkbox"/> Signed Application Form | <input type="checkbox"/> Signed Deed of Undertaking | <input type="checkbox"/> Company Letter |
| <input type="checkbox"/> Copy of HKID Card | <input type="checkbox"/> Original Course Fee Receipt | |
| <input type="checkbox"/> Copy of Attendance Certificate | <input type="checkbox"/> Copy of Bank statement | |

Signed by:

Applicant

HKSI (staff in charge)

Name of Applicant

*Please note that acknowledgment of receipt of the application does not warrant an approval of the application. Your application will be further reviewed to ensure that the eligibility criteria under the Financial Incentive Scheme are met. We may request you to provide additional information necessary for processing the applications further.

Your application will be input into our online application system. An email with an application number generated by the system will be sent to you by email within seven working days from the date of receipt of your application form.



Section D – Declaration

In consideration of the Government of the Hong Kong Special Administrative Region (“Government”) as represented by the Financial Services and the Treasury Bureau and the HKSI Institute, considering and/or approving this application for reimbursement of course fees in the Programme, I with particulars set out in Section B of this Application Form hereby acknowledge, confirm, undertake, warrant, declare and agree with the continuing effect as follows:

- I declare that:
- (a) I am a Hong Kong resident and lawfully employable in Hong Kong; and
 - (b) on the commencement date of the course concerned, I am in full-time employment with:
 - i) A financial institution licensed with or registered by the Securities and Futures Commission under the Securities and Futures Ordinance (Cap. 571) or the Hong Kong Monetary Authority under the Banking Ordinance (Cap. 155); or
 - ii) An insurer authorized under the Insurance Ordinance (Cap. 41), or an insurance intermediary registered with or authorized by the Insurance Agents Registration Board, Professional Insurance Brokers Association or Hong Kong Confederation of Insurance Brokers; or
 - iii) A trust company registered under Part 8 of the Trustee Ordinance (Cap. 29);
 - (c) all information provided by me in this application is complete and true to the best of my knowledge; and
 - (d) I have not been granted any other form of subsidy or financial assistance for the course(s) as listed in Section A of this application from any publicly-funded schemes or my employer(s).
- I understand that:
- (a) the HKSI Institute will rely on the information provided by me in this application form to determine my eligibility for receipt of reimbursement of course fees from the Institute and to assess the amount of reimbursement; and
 - (b) the HKSI Institute has the right to review my application and adjust the amount of reimbursement if necessary. I undertake to refund to the Institute any overpayment made to me upon demand.
- I understand and agree that:
- (a) for the purpose of processing my application and/or verifying the information provided, course provider(s), my employer(s) or other government departments and organizations concerned may release my personal data to the HKSI Institute; and
 - (b) the HKSI Institute may use my personal data for purposes of activities relating to (i) the processing, vetting and reviewing of the application, reimbursement of course fees, follow-up on employment status; (ii) activities relating to the recovery of payments (if any); and/or (iii) opinion survey, statistics, research and report purposes, etc.
- I have read and fully understood the contents of the “Notes for Applicants”* and this application form. I accept and agree to abide by the rules and terms related to the reimbursement of course fees laid down by the HKSI Institute. I understand that I will be liable to criminal prosecution if I knowingly or wilfully furnish false or misleading information in connection with this application.

* “Notes for Applicants” can be downloaded from https://www.wamtalent.org.hk/eng/professional_training/downloads.html

Signature of Applicant

Name of Applicant

Date



ANNEX A:

Deed of Undertaking by the Applicant
For the Application of Reimbursement of Course Fee
(to be completed and executed as a Deed)

To: The Government of the Hong Kong Special Administration Region (“Government”)

In consideration of the above application and granting of reimbursement of course fees to me by the Government in the sum of 80% of the course fees paid as stated in Section A of the Application Form, subject to a ceiling of HK\$7,000 (whichever is the lower), I, _____, holder of Hong Kong Identity Card No. _____ with residential address# at _____ and telephone no. _____ do agree and undertake as follows:

- 1) to refund in full all moneys (including all associated administrative fees incurred by the HKSI Institute) received by me to the Government immediately or with such time as may be specified by the Government, if I
 - a) fail to meet any of the requirements as stipulated in Paragraph 3 of the Notes for Applicants;
or
 - b) knowingly or wilfully furnish false or misleading information in connection with the application;
or
 - c) have been granted any other form of subsidy or financial assistance for the courses listed in Section A of the Application Form from any publicly-funded schemes or my employer(s).
- 2) to notify the HKSI Institute of any change in any information submitted in relation to the application or if any such information is no longer applicable, true, accurate or complete and of any material change in circumstances affecting my eligibility for the reimbursement of course fees or otherwise the application.
- 3) To provide employment proof to the HKSI Institute, whenever requested, in order to satisfy the reimbursement of course fees requirement as stipulated in Paragraph 3 of the Notes for Applicants and be subject to checking of the employment status by the HKSI Institute and the Government.

By signing this Deed of Undertaking, I understand that I am bound by the terms and conditions of the Notes for Applicants* and the Application Form and I have entered into a contractual relationship with the Government, and that the HKSI Institute shall bear no liability whatsoever in the event of a breach of contract by any of the contractual parties. I have also read and fully understand the terms listed in this Deed of Undertaking, and also agree to the use of my personal data for activities/publications/matters related to the handling of the application and enforcement of this Deed of Undertaking. I acknowledge that I have been told to seek independent legal advice on this Deed of Undertaking.

Signed, Sealed and Delivered by:

(signature of Applicant)

Name in BLOCK letters:

HKID Card No.:

Date:

Post office box number or hostel address is not acceptable.* “Notes for Applicants” can be downloaded from http://www.wamtalent.org.hk/chi/professional_training/downloads.html



Appendix – Eligible Course Lists for Financial Incentive Scheme

Name of course provider: Hong Kong Securities and Investment Institute		
Programme	Course name	Reference No.
Asset and Wealth Management Annual Regulatory Update 2018	Course 1 - Latest Regulatory Updates of the WAM Industry	S1A
	Course 2 - Opportunities and Challenges of the WAM Industry	S1B
	Course 3 - WAM Industry Best Practices & Effective Application	S1C
Asset Management Fundamentals Programme	Overview of Legal and Regulatory Framework for Securities & Futures Industry (15-hour foundation class)*	S2A
	Financial Markets*	S2B
	Regulation of Asset Management	S2C
	Asset Management	S2D
Back Office Fundamentals for Wealth and Asset Management Programme	Overview of Legal and Regulatory Framework for Securities & Futures Industry (15-hour foundation class)*	S3A
	Financial Markets*	S3B
	Dealing, Clearing and Settlement Practices	S3C
	Operational requirements under the SFO	S3D
	Compliance, Risk Management and Controls	S3E
Enhanced Competency Framework: Certified Private Wealth Professional (CPWP) Programme: Module 1 – Technical, Industry and Product Knowledge	Overview of PWM Industry, Products and Services	S4A
	Fixed Income Investment	S4B
	Equity Securities	S4C
	Foreign Exchange	S4D
	Derivatives	S4E
	Structured Products	S4F
	Alternative Investments	S4G
	Unit Trust and Investment Funds	S4H



Name of course provider: Hong Kong Securities and Investment Institute		
Programme	Course name	Reference No.
	Lending and Leverage	S4I
	Wealth Planning	S4J
	Portfolio Management - Theories & Practices	S4K
	Behavioural Finance	S4L
	Mainland China and Asia-Pacific Financial and PWM Markets	S4M
	Customer Relationship Management	S4N
Duties and Liabilities of Responsible Officers	Duties and Liabilities of Responsible Officers	S5A
Overview of Legal and Regulatory Framework for Securities & Futures Industry	Overview of Legal and Regulatory Framework for Securities & Futures Industry (5-hour intensive class)	S6A
Selling and Suitability Process - Practical Guide for Private Banking	Selling and Suitability Process - Practical Guide for Private Banking	S7A
Asset Management Industry: The Year 2017 and beyond	Asset Management Industry: The Year 2017 and beyond	S8A
Advanced Level Seminars	Suitability Obligations – Frequently Asked Questions	SO1
	IFRS9 Matters: Impact on Asset and Treasury Management	SO2
	Product Development in Asset Management and the BREXIT Impact	SO3
	The 3rd CRS Update: What's next after AEOI Implementation?	SO4
Others: (Please specify)		SO5
		SO6

* common courses of both programmes
Enquiry: (852) 3120 6100 OR education@hksi.org



Appendix – Eligible Course Lists for Financial Incentive Scheme

Name of course provider: The Hong Kong Institute of Bankers		
Programme	Course name	Reference No.
Postgraduate Diploma in Credit Management for Certified Banker (#)	Bank Lending	B1A
	Credit Risk Management	B1B
Postgraduate Diploma in Treasury Management for Certified Banker (#)	Bank Asset and Liability Management	B1C
	Treasury Markets and Operations	B1D
Postgraduate Diploma in Operations Management for Certified Banker (#)	Banking Law and Practice	B1E
	Operational Risk Management	B1F
Postgraduate Diploma in Wealth Management for Certified Banker (#)	Business Strategy in Private Wealth Management ^	B1G
	Global Portfolio and Client Relationship Management ^	B1H
Certificate Programmes	Certificate in Bank Lending	B2A
	Certificate in Credit Risk Management	B2B
	Certificate in Bank Asset and Liability Management	B2C
	Certificate in Treasury Markets and Operations	B2D
	Certificate in Banking Law and Practice	B2E
	Certificate in Operational Risk Management	B2F
	Certificate in Business Strategy in Private Wealth Management ^	B2G
	Certificate in Global Portfolio and Client Relationship Management ^	B2H
Enhanced Competency Framework Programme	Advanced Certificate for ECF on Anti-Money Laundering and Counter-Financing of Terrorism [AML/CFT]	B3A
Enhanced Competency Framework: Certified Private Wealth Professional (CPWP) Programme: Module 2 – Ethics and Compliance	Regulatory Regime in Hong Kong and Requirements on Sale of Investment Products	B4A
	Relevant Laws and Regulations relating to Client Engagement and Relationship Building	B4B
	Ethics and Practical Application of Legal and Regulatory Requirements for Private Banking	B4C



Name of course provider: The Hong Kong Institute of Bankers		
Programme	Course name	Reference No.
	Risk Management, Risk Governance and Risk Culture of Private Wealth Management Institutions	B4D
Enhanced Competency Framework (ECF) on Retail Wealth Management	Regulatory Environment for Banking and Financial Planning (RWM)	B5A
	Investment Planning (RWM)	B5B
	Essentials of Banking (RWM)	B5C
	Insurance and Retirement Planning (RWM)	B5D
	Investment and Asset Management – Product Solutions (RWM)	B5E
	Investment and Asset Management – Alternatives and Wealth Solutions (RWM)	B5F
	Financial Planning and Wealth Management (RWM)	B5G
Others: (Please specify)		S05
		S06

"Certified Banker" is revamped from "AHKIB" with effective from 1 January 2017.

^ The programmes are under revamp and target to be launched in 2018.

Enquiry: (852) 2153 7865 OR programme@hkib.org



Appendix – Eligible Course Lists for Financial Incentive Scheme

Name of course provider: AIIFL/HKU, CLLC and PWMA		
Programme	Course name	Reference No.
Certificate in Compliance & Risk Management for Private Wealth Management Professionals	Financial Laws and Regulations for Private Banking and Wealth Management	H1A
	Essentials for Private Banking and Wealth Management Compliance Managers	H1B
	Risks and Legal and Regulatory Requirements for Private Bankers and Wealth Management Relationship Managers	H1C
	Compliance for Private Banking and Wealth Management Senior Management, Directors and Executive Officers (“EO”)	H1D
	Conduct and Ethics for Private Bankers and Wealth Management Relationship Managers	H1E
	Risk Management for Private Banking and Wealth Management	H1F
Others: (Please specify)		SO5
		SO6

Enquiry: Ms Flora Leung at (852) 3917 2941 or fkleung@hku.hk



Other Course Providers (not appearing in above lists)

Reference No. : OC1

Name of Course Provider: _____

Program Name : _____

Course Name: _____

Reference No. : OC2

Name of Course Provider: _____

Program Name : _____

Course Name: _____

Reference No. : OC3

Name of Course Provider: _____

Program Name : _____

Course Name: _____