Mandatory Continuing Professional Development Policy
Practitioner’s Endorsement
Continuing Professional Development

Contents

INTRODUCTION .................................................................................................................... 3

PART A: MANDATORY CONTINUING PROFESSIONAL DEVELOPMENT POLICY ............ 4
  1. MANDATORY CPD FOR ALL MEMBERS ................................................................. 4
  2. MINIMUM CPD REQUIREMENTS .......................................................................... 4
  3. CARRYING FORWARD OF EXCESS CPD POINTS ................................................. 5
  4. RELEVANCE, MEASUREMENT AND VERIFICATION .............................................. 5
  5. MONITORING ........................................................................................................... 5
  6. CONSEQUENCES OF NON-COMPLIANCE ............................................................... 6
  7. RETIRED MEMBERS ............................................................................................... 6
  8. MAINTAINING CPD RECORDS ............................................................................... 6
  9. TRANSITIONAL PERIOD .......................................................................................... 6
  10. KEY AREAS OF LEARNING .................................................................................... 7
  11. EXAMPLES OF CPD LEARNING ACTIVITIES ....................................................... 8
  12. ACTIVITIES NOT CONSIDERED TO BE CPD LEARNING ACTIVITIES ................... 8
  13. DISTINCTION BETWEEN CPD AND ECPD POINTS ........................................... 8
  14. RECKONING FOR CPD ............................................................................................ 8

PART B: PRACTITIONER’S ENDORSEMENT ................................................................ 9
  1. INTRODUCTION ....................................................................................................... 9
     1.1 Background ............................................................................................................ 9
     1.2 Approved Topics .................................................................................................... 9
  2. PRACTITIONER’S ENDORSEMENT REQUIREMENTS ............................................. 10
     2.1 Practitioners Encouraged to Undertake ECPD .................................................... 10
     2.2 The ECPD Requirements .................................................................................... 10
     2.3 The CPD Year ...................................................................................................... 10
     2.4 Carrying Forward of Excess ECPD Points .......................................................... 11
     2.5 How to Join ........................................................................................................ 11
     2.7 Exemption ............................................................................................................ 11
     2.8 Annual Fee ......................................................................................................... 11
  3. WHO CAN APPLY FOR PRACTITIONER’S ENDORSEMENT ............................... 11
     3.1 Members .............................................................................................................. 11
INTRODUCTION

The Institute is committed to ensure high standards of work within the profession and promotes continuing professional development ("CPD") which is the systematic maintenance, improvement, and extension of professional, technical and managerial knowledge and skills necessary for the execution of the professional duties of Chartered Secretaries.

The Enhanced Continuing Professional Development ("ECPD") Programme which the Institute has been running since August 2004 is widely acknowledged by attendees, regulators and employers as an effective method of improving individuals' secretarial skills and raising industry standards. To further promote membership in terms of quality, the Council has in line with ICSA International Council directives decided to build on the success of the ECPD Programme and prescribe mandatory CPD requirements for members.

The mandatory CPD programme serves three purposes: (i) to impart knowledge to members about the latest developments in their industry sector; (ii) to impress on members the need to be aware of the latest professional developments; and (iii) to provide reasonable assurance to regulators, employers and the society at large that members have the technical knowledge and professional skills required to perform the services they undertake to provide.

This document consists of two parts. Part A stipulates the mandatory CPD requirements prescribed by the Council and this is applicable to all members. Part B sets out the Practitioner's Endorsement requirements. Members who are working in the corporate secretarial sector and want to achieve an enhanced status are encouraged to obtain the Practitioner's Endorsement. Applicants for the Practitioner's Endorsement are subject to more stringent CPD requirements. They will be required to accumulate at least 15 ECPD points within each year from the Institute's and other approved organisations' ECPD activities and accredited courses.

Members are reminded that where they serve as company secretaries to listed companies or under any other applicable rules and regulations there may be additional compliance requirements over and above those set forth under this document, and it is the responsibility of Members to ensure appropriate compliance.

The Institute's interpretations and decisions whether to exercise any discretions or not under these rules are final, conclusive and binding upon Members and not subject to challenge or appeal by Members.
PART A: MANDATORY CONTINUING PROFESSIONAL DEVELOPMENT POLICY

This policy is issued by the Council (the "Council") of The Hong Kong Institute of Chartered Secretaries (the "Institute" or "HKICS") pursuant to Article 21 of the Memorandum and Articles of Association of the Institute ("M&A") to prescribe the mandatory CPD requirements with which members (as defined in the M&A) except for Exempted Members (as defined below) are to comply and the timeframe for the implementation of such mandatory CPD requirements. For the avoidance of doubt and for the purpose of this policy, members except for Exempted Members (as defined below) referred to above in this paragraph shall include Ordinary Members and Internationally Qualified Members as defined in the M&A and hereinafter collectively "Members".

Exemption from mandatory CPD requirements is available to Retired Members (as defined below) and Honorary Members (as defined in the M&A). Members in distress or with special grounds (such as suffering from long term illness, pregnancy, periods of unemployment for over six months, or where it is impractical to attend or access CPD events including for periods of overseas residence) may also apply for exemption from the Professional Development Committee (the "Committee") in accordance with applicable procedures at the relevant time, and subject to the approval of the Committee at its sole discretion (these members together with Retired Members and Honorary Members are hereinafter referred to as "Exempted Members" for the purpose of this policy).

1. MANDATORY CPD FOR ALL MEMBERS

To ensure a smooth implementation, the Institute will adopt a staged approach in its implementation of mandatory CPD requirements. Members qualified during the period from 1st January 2005 to 31st July 2011 will be subject to mandatory CPD requirements starting from 1st August 2011. In the second phase, Members qualified between 1st January 2000 and 31st December 2004 will be subject to mandatory CPD requirements from 1st August 2013. In the third phase, Members qualified between 1st January 1995 and 31st December 1999 will be subject to mandatory CPD requirements from 1st August 2015. And by 1st August 2017, all Members will be subject to mandatory CPD requirements. This is further illustrated in the following table:

<table>
<thead>
<tr>
<th>Phase</th>
<th>Applicable to Members who are qualified:</th>
<th>Commencement date for compliance with mandatory CPD requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>between 1st January 2005 and 31st July 2011</td>
<td>1st August 2011</td>
</tr>
<tr>
<td>2</td>
<td>between 1st January 2000 and 31st December 2004</td>
<td>1st August 2013</td>
</tr>
<tr>
<td>3</td>
<td>between 1st January 1995 and 31st December 1999</td>
<td>1st August 2015</td>
</tr>
<tr>
<td>4</td>
<td>on or before 31st December 1994</td>
<td>1st August 2017</td>
</tr>
</tbody>
</table>

2. MINIMUM CPD REQUIREMENTS

All Members are required to:

a) Subject to clause 9 of this Part A, accumulate at least 15 CPD or ECPD points in each CPD year from 1st August to 31st July or such other 12 months period as the Council may determine and approve from time to time ("CPD Year") (for distinction between CPD and ECPD points, please refer to clause 13 of this Part A), of which:
i) at least 15 of these points shall be ECPD points where the Member has the intention to apply for Practitioner's Endorsement (see Part B Practitioner's Endorsement) during the next CPD Year; or

ii) at least 3 of these points shall be ECPD points where the Member has no intention to apply for Practitioner's Endorsement during the next CPD Year, with the rest being made up of CPD points.

b) Maintain a CPD record pertaining to the fulfillment of CPD requirements within a CPD Year in the specified form issued by the Institute.

3. CARRYING FORWARD OF EXCESS CPD POINTS

A maximum of five CPD or ECPD points accumulated in excess of the requirements in a current CPD Year is permitted to be carried over to the immediately ensuing CPD Year and treated as accumulated during the ensuing CPD Year.

4. RELEVANCE, MEASUREMENT AND VERIFICATION

All Members are required to develop and maintain competence by continuously acquiring skills and knowledge relevant and appropriate to their work and professional responsibilities. The responsibility for development and maintaining competence rests primarily with each Member.

All Members are encouraged to evaluate CPD activities in terms of their relevance to their work. The learning activities shall be measured in terms of time spent on an hourly basis verifiable objectively by a competent source.

5. MONITORING

All Members are required to file a declaration of CPD compliance which is subject to random checking by the Institute at the time of their annual membership renewal.

A random sample of Members will be requested to submit to the Institute their CPD records, together with all relevant documentary evidence, to support attendance or completion of the CPD activities listed in their CPD records.

Members who fail to comply with the CPD requirements may be required to make up any shortfall within an extended period as stipulated by the Committee and submit all relevant documentary evidence to the Committee within one month after the expiry of the extended period. Failure by a Member to acquire the necessary CPD or ECPD points by the end of the extended period or to submit the relevant documentary evidence to the Committee within one month after the expiry of the extended period may be referred to the Investigation Group of the Institute for investigation.
6. CONSEQUENCES OF NON-COMPLIANCE

Breaches of the CPD compliance requirements may be regarded by the Council as professional misconduct, if and when any Member has failed to take remedial actions to accumulate sufficient CPD or ECPD points as required under Clause 5 of this Part A within the extended period stipulated by the Committee. Mitigating factors could be taken into account in assessing individual cases. Non-compliance cases will first be referred to the Investigation Group and if they are found to be serious (e.g. falsification of attendance records), they shall then be referred to the Disciplinary Tribunal. Sanctions by the Disciplinary Tribunal of the Institute may involve the imposition of a fine, censure or other forms of penalty and in severe cases, removal from the Member Register.

7. RETIRED MEMBERS

Members who satisfy the following criteria may be considered as Retired Members:

a) Not less than 55 years of age and have been Members of the Institute for at least 25 years; however Members who have reached the age of 60 may be exempted from the 25-year membership requirement; and

b) Retired from gainful employment and not contributing to the Mandatory Provident Fund Scheme.

8. MAINTAINING CPD RECORDS

All Members are required to maintain appropriate records in the stipulated format of all CPD or ECPD activities and documentary evidence sufficient to support their attendance or completion of CPD or ECPD activities for a minimum of the past five consecutive CPD Years, and produce such records and documentary evidence when requested for random audit by the Institute from time to time.

Appropriate records of CPD or ECPD activities include attendance certificates or other relevant documentary evidence to support attendance or completion of CPD or ECPD activities. To assist Members in maintaining appropriate records, a proforma CPD Record (MCPD Form II) is provided by the Institute.

9. TRANSITIONAL PERIOD

This CPD policy applies to all Members pursuant to the timeframe as stipulated in clause 1 of this Part A. All Members are required to file a declaration of CPD compliance with the Institute at the time of their annual membership renewal at the end of the CPD Year in which they are subject to the mandatory CPD requirements. For example, those Members who are qualified on or after 1st January 2005 are required to accumulate 15 CPD or ECPD points in the CPD Year commencing 1st August 2011, and file a declaration of CPD compliance with the Institute when they renew their membership for the CPD Year commencing 1st August 2012, and in each CPD Year thereafter.

Newly elected Members are required to comply with the CPD requirements starting from the CPD Year immediately following the year of election to associateship. For example, if a graduate is elected as an Associate in November 2011, he or she is required to accumulate 15 CPD or ECPD
points starting from the 2012/13 CPD Year (i.e. from 1st August 2012) and in each CPD Year thereafter.

A previous Member of the Institute who re-joins the Institute, will be in the same position as a newly elected Member joining the Institute on the date of re-election. The Member is not required to fulfill any CPD requirements during which their membership lapsed, unless the Institute requires otherwise.

10. KEY AREAS OF LEARNING

One of the main purposes of CPD is to maintain, deepen and extend Members’ professional competence and technical knowledge. Every Member should ensure a balance of CPD activities.

In relation to CPD (as opposed to ECPD) courses, these do not need to be approved by the Institute. However, they must be relevant to promoting the core values of the Institute based on corporate governance and company secretaryship. It is entirely up to the individual Member to judge the suitability of a particular programme.

Below are some suggested relevant areas of learning (in alphabetical order):

a) Accounting and finance
b) Anti-money laundering and counter terrorist financing matters
   Corporate administration
c) Corporate governance
d) Corporate secretaryship
e) Cyber security and other IT related areas
f) Human resources management
g) Legal studies and practice
h) Management
i) Risk management and Internal control
j) Strategic and operations management
k) Soft skills (including language, presentation, media handling, negotiation, interviewing, communication and problem solving skills, leadership, stress management and other job-related ones)
l) Taxation
m) Other essentials including Trusts, corporate social responsibility & environmental and social governance

The Institute reserves the right to require the Member to demonstrate the relevancy of any repetitive CPD courses for the purpose of recognition of CPD.
11. EXAMPLES OF CPD LEARNING ACTIVITIES

In addition to attending courses, CPD can be taken in any format that the Members deem appropriate, in the suggested relevant areas of learning as set form under clause 10 of this Part A, for example:

a) Participation in education programmes, seminars, workshops, lectures, conferences, in-house training, distance learning courses, computer-based courses, e-seminars, etc.
b) Participation as a seminar speaker or workshop leader on company secretarial or related subjects
c) Writing technical articles, papers or books
d) Participation in technical committees
e) Research for application in a professional role

The Institute reserves the right to review the relevancy and time spent on CPD learning activities for the purpose of recognition of CPD.

12. ACTIVITIES NOT CONSIDERED TO BE CPD LEARNING ACTIVITIES

Some activities may contribute to the development and maintenance of competence but would not be considered by the Institute to be fulfillment of the Members’ CPD obligations. Such examples are:

a) General reading
b) Normal work activities whether under full-time, part-time or self-employment

13. DISTINCTION BETWEEN CPD AND ECPD POINTS

Individual Members can use his or her own discretion to decide which activities are suitable to fulfill the CPD requirements as long as he or she can provide evidence (e.g. attendance certificate) of participation in such CPD activities issued by a competent source.

Individual Members can choose to take part in the Institute’s ECPD Programme where ECPD points acquired are regarded as qualifying CPD points. However, ECPD points will only be awarded for participation of activities organised by the Institute or accredited organizations. Only those Members who participate in such accredited activities will be eligible to apply for the Practitioner’s Endorsement.

14. RECKONING FOR CPD

CPD is based on the time a Member participates in a relevant course or other CPD learning activities, and 0.5 CPD hours is recognised for each continuous complete half hour that a Member participates in the relevant course or CPD learning activities.
PART B: PRACTITIONER’S ENDORSEMENT

1. INTRODUCTION

1.1 Background

First awarded in August 2006, the Practitioner’s Endorsement has become a mark of excellence in the corporate secretarial sector for Members demonstrating to employers, regulators and the general public that they are up-to-date with relevant rules and regulations.

Members who have the prerequisite working experience and want to have an enhanced status are encouraged to obtain the Practitioner’s Endorsement from the Institute. It is the intention of the Council that Practitioner’s Endorsement becomes a mandatory requirement for Members working in the corporate secretarial sector in due course.

All Members who wish to apply for the Practitioner’s Endorsement are required to accumulate at least 15 ECPD points within any CPD year from Institute's and other approved organisations' ECPD activities and accredited courses.

The objectives of the ECPD Programme are:

a) To further upgrade and enhance technical and practical know-how of Members working in the corporate secretarial sector;

b) To increase awareness of Members of the need to continually develop their skills;

c) To demonstrate to the business community the Institute’s leading position in corporate sector; and

d) To promote membership in terms of quality and quantity.

1.2 Approved Topics

The ECPD Programme covers a broad range of approved topics (“Approved Topics”), relevant to the work and skill sets of practitioners working in the corporate secretarial sector, as listed below (in alphabetical order):

a) Anti-money laundering and counter terrorist financing matters

b) Aspects of doing business in mainland China (including establishing representative offices and entities on the mainland, corporate administration of China entities and representative offices, arbitration law of the PRC and others)

c) Communication skills

d) Companies Ordinance

e) Companies Acts in other jurisdictions where most of the listed and private overseas companies are registered

f) Corporate governance (in particular board practices; directors' duties and shareholders’ rights)

i) Equity/debt capital and financing

j) Employment/Human resources - practical and legal issues

k) HKEx Listing Rules - including amendments and issues relating thereto

l) Hong Kong Codes on Takeovers and Mergers
Members working in the corporate secretarial sector are encouraged to undertake ECPD activities of a minimum of 15 points to ensure that their specialist knowledge is up-to-date, for which they will be awarded ECPD points by the Institute. Upon accumulating the minimum number of ECPD points, participants with appropriate experience will be able to apply for the Practitioner’s Endorsement.

The Institute hopes that, by supporting Members in their self development, it can keep the profession vibrant and robust.

2. PRACTITIONER’S ENDORSEMENT REQUIREMENTS

2.1 Practitioners Encouraged to Undertake ECPD

Members working in the corporate secretarial sector in the following entities are encouraged to accumulate the required number of ECPD points to obtain the Practitioner’s Endorsement:

a) Companies listed on the Hong Kong Stock Exchange;
b) Companies listed in other jurisdictions having a presence in Hong Kong;
c) Company secretarial departments of legal and accounting firms, private companies and non-governmental organisations; and
d) Trust and company services providers.

2.2 The ECPD Requirements

In order to obtain the Practitioner’s Endorsement, a qualifying Member must accumulate a minimum of 15 ECPD points in each CPD Year (see paragraph 2.3).

2.3 The CPD Year

A CPD Year is a period of 12 months in line with the financial year of HKICS from time to time. An annual Practitioner’s Endorsement evidencing fulfillment of requirements will be issued on the first date of each financial year (which is currently 1st August).
2.4 Carrying Forward of Excess ECPD Points

A maximum of five ECPD points accumulated in excess of the requirements in one CPD Year is permitted to be carried forward to the next immediately succeeding CPD Year. If, for example, a Member accumulates a total of 27 ECPD points in the 2010/11 CPD Year, five out of the excess 12 ECPD points (27 minus 15) can be carried over to the 2011/12 CPD Year, thereby reducing the minimum ECPD points to be accumulated in the 2011/12 year to ten ECPD points.

2.5 How to Join

To join the ECPD Programme with a view to having ECPD points recorded by the Institute for the purpose of obtaining the Practitioner’s Endorsement, Members should complete the enrolment form and return it to the Institute (see ECPD Form A).

2.6 Maintaining CPD Records

Members are required to maintain a CPD record pertaining to the fulfilment of ECPD requirements within a CPD Year in the specified form issued to them by the Institute before the commencement of a CPD Year. Any Member not in receipt of a blank CPD record by the commencement of a CPD Year should immediately obtain a copy from the Institute. The completed CPD record should be retained by the Member for at least five years after the period to which it relates (see ECPD Form B).

2.7 Exemption

Full or partial exemption from fulfilment of ECPD requirements in any CPD Year is granted at the total discretion of the Committee and will be determined on a case by case basis. In the case of application for exemption with reasons such as medical grounds, proof will be required.

2.8 Annual Fee

A non-refundable administrative fee of $500 is payable to the Institute upon application for a Practitioner’s Endorsement for the first time. Thereafter, the applicant is required to pay an annual renewal fee of $500 to renew his/her Practitioner’s Endorsement.

3. WHO CAN APPLY FOR PRACTITIONER’S ENDORSEMENT

3.1 Members

A Member who has three years of relevant working experience in the corporate secretarial sector in any of the designated entities listed in paragraph 2.1 above on the date of application for the Practitioner’s Endorsement can apply, provided that the Member:

a) Is an Associate or a Fellow of the Institute;
b) Is able to produce a written confirmation of such employment from his/her employer(s) or immediate supervisor(s) at work; and
c) Is able to produce a CPD record showing fulfilment of at least 15 ECPD points each CPD Year immediately preceding the CPD Year to which his/her application relates.
3.2 Extended Categories

There are provisions for Affiliated Persons of the Institute, members of Hong Kong Bar Association, Hong Kong Institute of Certified Public Accountants, The Hong Kong Institute of Directors and The Law Society of Hong Kong to apply for the Practitioner's Endorsement. Any such applicant should, on the date of application:

a) Be in current practice;
b) Have fulfilled the Institute's ECPD requirements;
c) Possess a minimum of five years of corporate secretarial practical experience in the past ten years; and
d) Be able to produce a written confirmation of such employment experience from his/her employer(s) or immediate supervisor(s) at work.

Applicants from the Extended Categories who previously obtained the Practitioner's Endorsement but have not done so for more than one year may re-apply for Practitioner's Endorsement. Approval of such applications will be subject to the Committee at its sole discretion.

4. WAYS IN WHICH THE ECPD REQUIREMENTS MAY BE MET

ECPD points can be earned by any of the following activities:

a) Attending accredited seminars or workshops on Approved Topics;
b) Presenting or chairing accredited seminars, or by leading accredited workshops on Approved Topics;
c) Writing articles on Approved Topics published in any of the approved publications as specified in the approved list of publications (see Appendix 1 for the list); or
d) Making contributions to technical submissions, research and other publications of the Institute.

4.1 Attendance at Accredited Seminars or Workshops on Approved Topics

ECPD points can be credited by attending accredited seminars or workshops on Approved Topics. At least ten ECPD points in each CPD Year must be earned through HKICS activities. In case of attendance at seminars and workshops organised by the Institute, the number of ECPD points credited will correspond to the number of ECPD points as stipulated in the Institute's promotional materials.

ECPD points can also be earned by attending accredited seminars and workshops organised by the following institutions on Approved Topics:

a) Hong Kong Exchanges and Clearing Limited
b) Hong Kong Institute of Certified Public Accountants
c) Independent Commission Against Corruption
d) Security Bureau
e) The Law Society of Hong Kong
f) The Securities and Futures Commission of Hong Kong
g) Other organisations considered appropriate by the Committee

Attendance at seminars and workshops organised by the above organisations covering the Approved Topics will earn ECPD points as stipulated by the organisations concerned.

4.2 Presenting or Chairing Seminars and Leading Workshops on Approved Topics

ECPD points can be credited by presenting or chairing accredited seminars or by leading accredited workshops on Approved Topics. At least ten ECPD points in each CPD Year must be earned through HKICS activities.

In the case of the HKICS organised events, the number of ECPD points credited will correspond to the number of hours scheduled and the number of hours spent in preparation.

In the case of events organised by the other organisations listed in paragraph 4.1, the number of ECPD points credited will be stipulated by the organisations concerned, and the number of hours spent in preparation.

Actual time spent in the preparation work (as rounded up or down to the nearest half hour) can be counted. However, the maximum ECPD points specified below will be deemed to have been actually spent in preparation for:

a) Presenting a seminar: 3 ECPD points
b) Chairing a seminar: 1 ECPD point
c) Leading a workshop: 6 ECPD points

Any relevant working papers and the results achieved in relation to the preparation undertaken must be retained by the presenter, chairperson or leader engaged in such activities.

4.3 Writing Articles on Approved Topics

ECPD points can be awarded by writing articles on Approved Topics published in any of the approved journals as specified in the approved list of publications in Appendix 1. One ECPD point will be credited for every 1,000 words published, or such fewer number of words published as may be approved by the Committee.

ECPD points must be claimed in the CPD Year in which the article is published. The Committee may at its discretion allow ECPD points to be claimed in the CPD Year in which the article is written, but not published until the succeeding CPD Year, provided there is sufficient written evidence from the publisher to this effect.

4.4 Contributions to Technical Submissions, Research and Other Publications of the Institute

ECPD points can be credited by active participation and work on working group of technical submissions, research and other publications of the Institute. One ECPD point is credited for one or more hours of work for each technical submission, research or other publication of the Institute. A maximum of five ECPD points can be credited under this category.
5. EXAMPLES SHOWING HOW ECPD POINTS ARE AWARDED

5.1 Examples Showing How ECPD Points Are Awarded for Different Types of ECPD Activities

Example 1:
15 ECPD points by attendance at accredited seminars or workshops on Approved Topics organised by the HKICS.

Example 2:
10 ECPD points by attendance at accredited seminars or workshops on Approved Topics organised by the HKICS PLUS 5 ECPD points by attendance at accredited seminars or workshops on Approved Topics organised by the approved organisations listed in paragraph 4.1 of this Part B.

Example 3:
15 ECPD points by presentation of accredited seminars on Approved Topics organised by the HKICS.

Example 4:
10 ECPD points by attendance at accredited seminars or workshops on Approved Topics organised by the HKICS PLUS 5 ECPD points by presentation of accredited seminars on Approved Topics organised by the approved organisations listed in paragraph 4.1 of this Part B.

Example 5:
8 points by presentation of accredited seminars on Approved Topics organised by the HKICS PLUS 7 points by writing articles on Approved Topics published in the Journal ‘CSJ’.

5.2 Examples Showing How ECPD Points Are Awarded for Preparing and Presenting Accredited Seminars or Workshops

Example 6:
Presenter A presents a seminar lasting 1.5 hours on Approved Topics. The time for the preparation work of the seminar is 3 hours, which is supported by relevant working papers.
ECPD points may be awarded to Presenter A as follows:
Presentation time : 1.5 hours = 1.5 ECPD points
PLUS
Preparation time : 3 hours = 3 ECPD points but subject to a maximum of 3 ECPD points
TOTAL : 4.5 ECPD points

Example 7:
Presenter B presents a seminar lasting 2 hours on Approved Topics. The time for the preparation work of the seminar is 4 hours, which is supported by relevant working papers.
ECPD points may be awarded to Presenter B as follows:
Presentation time : 2 hours = 2 ECPD points
PLUS
Preparation time : 4 hours = 4 ECPD points but subject to a maximum of 3 ECPD points = 3 ECPD points
TOTAL : 5 ECPD points
Example 8:
Presenter C leads a workshop lasting 4 hours on Approved Topics. The time for the preparation work of the workshop is 7 hours, which is supported by relevant working papers.
ECPD points may be awarded to Presenter C as follows:
Presentation time : 4 hours = 4 ECPD points
PLUS
Preparation time : 7 hours = 7 ECPD points but subject to a maximum of 6 ECPD points
= 6 ECPD points
TOTAL : 10 ECPD points

5.3 Example Showing How ECPD Points Are Awarded for Making Contributions to Technical Submissions, Research and Other Publications of the Institute

Example 9:
Contributor D works for a technical submission of the Institute for 3 hours.
ECPD points may be awarded to Contributor D as follows:
Time spent : 3 hours = 3 ECPD points but subject to a maximum of 1 ECPD point
= 1 ECPD point

6. ATTENDANCE AT ACCREDITED ECPD COURSES

6.1 Attendance Policy

A ten minutes grace period for late arrivals at courses is permitted (except for courses of less than 60 minutes in duration). Thereafter, 0.5 ECPD point is deducted for late arrival or early departure beyond the ten minutes' grace period of up to 30 minutes from the commencement of the course or before the end of the course. One ECPD point is deducted for late arrival or early departure of more than 30 minutes and up to 60 minutes from the commencement or before the end of the course. No ECPD point will be awarded to any course participant who arrives 60 minutes late or leaves more than 60 minutes before the end of the course. Where courses last for more than one day and have been accredited as a whole, the attendance policy will apply on a day-to-day basis.

When attending courses, Members should notify the provider that they will claim ECPD points and should make sure that their attendance at the entire course is noted (e.g. by scanning membership cards where there is a computerized scanning system, or by signing in and signing out of the course where such a system is not implemented).

6.2 Recording of Attendance

Participants must sign the attendance sheet of the Institute on the following occasions:

a) Upon arriving at the course and upon departure from the course;
b) Upon leaving at lunch break and upon re-entering the course after lunch-break; and
c) Upon leaving the course at any other time for any other reason and re-entering the course after having done so.

The exact time at which each participant performs the above listed actions will be recorded.
Appendix 1
Approved List of Publications

a) CSJ
b) Corporate Governance International
c) Publications of other global divisions of ICSA
d) Publications of The Law Society of Hong Kong
e) Publications of the Hong Kong Institute of Certified Public Accountants