



ECF on CRM – Important Notes for Exemption Application

1. Please read the “ECF on CRM Programme Handbook” and fully understand the rules and regulations.
2. This application form is only applicable for current ECF on CRM (Core Level) programme candidates to apply Module exemption.
3. Exemption claims will only be considered for the stated pre-approved/recognised qualifications. To allow HKIB to verify the qualification obtained from the stated institution, please complete “Authorisation for Disclosure of Personal Information to a Third Party - ECF on CRM”.
4. All applications are subject to review and approval by HKIB. The Institute reserves its right to refuse application for exemption if deemed appropriate.
5. Application with incomplete information and/or applications by fax will NOT be accepted.
6. The applicant should submit all relevant documentary evidence for his/her qualifications (i.e. certificates, official transcripts, etc.) together with the exemption application form. Only **certified true copies** of the documents are accepted. We only accept photocopies of the documents which are certified as true copies by:
 - HKIB staff; or
 - HR/authorised staff of current employer (Authorized Institution); or
 - recognised certified public accountant / lawyer / banker / notary public; or
 - Hong Kong Institute of Chartered Secretaries (HKICS) member.

Certifier must **sign** and **date** the copy document (printing his/her **name** clearly in capitals underneath) and clearly indicate his/her **position** on it. Certifier must state that it is a true copy of the original (or words to similar effect)

7. All documents submitted will not be returned regardless of the result of the application.
8. Please read “[Policy of Personal Data Protection](#)” set out on HKIB website before application.
9. Application fee for each exemption application form is HKD200. It will be **non-refundable** and **non-transferrable**.
10. Exemption fee per module is HKD830. Exemption fee will not be charged if the application is unsuccessful. The amount of exemption fee is subject to the number of module(s) approved.
11. It is expected to take 60 days for HKIB to process exemption applications under normal circumstance.

Contact Us

Address : 3/F Guangdong Investment Tower, 148 Connaught Road Central, Hong Kong

Website : <http://www.hkib.org>

Telephone : (852) 2153 7821

Email: exam@hkib.org