



Leveraged Foreign Exchange Trading Examination

Examination Handbook

- Effective from 1 September 2026 -

Examination Handbook for Leveraged Foreign Exchange Trading Examination

1. Introduction

- 1.1 The Institute of Professional Education And Knowledge (“PEAK”) of the Vocational Training Council (“VTC”), is a professional education body with a mandate to help sustain Hong Kong's position as a leading international financial center through the provision of quality professional training for all employees in the financial services industry.
- 1.2 The Academic and Accreditation Advisory Committee (“AAAC”) of the Securities and Futures Commission (“SFC”) have approved the following examinations offered by PEAK of VTC. This is administered by the PEAK Examination Centre of the VTC (“PEAK Exam Centre”).
 - the Leveraged Foreign Exchange Trader’s Representative Examination as recognized industry qualification for Leveraged Foreign Exchange Trader Representatives; and
 - the Leveraged Foreign Exchange Trader’s Responsible Officer Examination as recognized industry qualification for Leveraged Foreign Exchange Trader Representatives acting as Responsible Officers.
- 1.3 This examination handbook provides information of the requirements, format and structure, assessment, and enrolment procedures of the examination.

2. Examination

2.1 Structure

The examination consists of two parts:

- 2.1.1 The Leveraged Foreign Exchange Trader’s Representative Examination, which consists of TWO papers.

Paper 1: Leveraged Foreign Exchange Trading Rules and Regulation
Paper 2: Foreign Exchange Market Operations and Analysis

Paper 1 tests the basic knowledge of ordinance, subsidiary legislations, rules, codes of conduct and guidance notes related to leveraged foreign exchange trading.

Paper 2 tests the practical knowledge about the development, operations and practices of the foreign exchange market, market analysis and risk involved in leveraged foreign exchange trading.

- 2.1.2 The Leveraged Foreign Exchange Trader’s Responsible Officer Examination, which consists of TWO papers.

Paper 1: Leveraged Foreign Exchange Trading Regulation and Supervision
Paper 2: Financial Markets Operations and Risk Management

Paper 1 tests the in-depth knowledge of relevant ordinance, subsidiary legislations, rules, codes of conduct and guidance notes with a special emphasis on issues related to the duties and responsibilities of a Responsible Officer of leveraged foreign exchange trader.

Paper 2 tests the in-depth practical knowledge of the foreign exchange market operations, related markets such as money, fixed income, equity and derivatives markets, as well as the risk management process.

2.2 Syllabus

2.2.1 Syllabuses of the Leveraged Foreign Exchange Trader's Representative Examination (Paper 1 and Paper 2), and the Leveraged Foreign Exchange Trader's Responsible Officer Examination (Paper 1 and Paper 2) can be downloaded from the website of PEAK Exam Centre (www.vtc.edu.hk/cpdc).

2.2.2 Suggested study hours, suggested readings and sample examination questions can be found in the respective Syllabus.

2.3 Format

2.3.1 All papers are in the format of multiple-choice questions.

2.3.2 The examination papers are presented in both English and Chinese.

2.3.3 Duration and number of questions are as per the following table.

Examination Paper	Duration (minutes)	Number of Questions
<i>Leveraged Foreign Exchange Trader's Representative</i>		
Paper 1	60	40
Paper 2	90	60
<i>Leveraged Foreign Exchange Trader's Responsible Officer</i>		
Paper 1	60	40
Paper 2	90	60

2.3.4 All examination questions are compulsory and carry the same mark.

2.4 Grading and Results

2.4.1 Examination results are graded as either PASS or FAIL. The exact score, the examination questions and the corresponding correct answers will not be disclosed in any case.

2.4.2 Candidates who are not able to attend the examination for whatever reason are regarded as "ABSENT" (including those candidates who are late for 15 minutes or more after the start of the examination). Absentees will not be re-scheduled to another examination session and the fees paid are not refundable or transferable.

2.5 Assessment

Full mark of each paper is 100%, candidates are required to attain a minimum score of 70% in order to pass the examination of each paper.

3. Application

3.1 Examination Schedule

- 3.1.1 The examination is held regularly every year.
- 3.1.2 There are at least four examinations per year, normally held in March, June, September and December, but the frequency is flexible and dependent on demand.
- 3.1.3 Examination timetable will be promulgated well in advance of the examination date through the PEAK Exam Centre website (www.vtc.edu.hk/cpdc).
- 3.1.4 Available examination sessions for enrolment are also shown in the Online Enrolment System (www.vtc.edu.hk/cpdc/eonline).

3.2 Entries

- 3.2.1 The examination is open to the public and there are no prerequisites for enrolment.
- 3.2.2 All papers may be taken separately.
- 3.2.3 Applicants should submit their enrolment forms to the PEAK Exam Centre or at the Online Enrolment System on or before the deadline for enrolment. Late submission will **NOT** be accepted.
- 3.2.4 Once the enrolment is accepted, any requests for re-scheduling and/or cancellation will not be entertained. Fees paid are not refundable or transferable.

3.3 Enrolment Form and Handbook

Applicants can obtain enrolment documents, including Enrolment Form, and Examination Handbook, at the PEAK Exam Centre or download the documents from the PEAK Exam Centre website (www.vtc.edu.hk/cpdc).

4. Enrolment Procedures

4.1 Enrolment by post

- 4.1.1 Enrolment by post closes **three weeks** before the date of examination, unless otherwise notified.
- 4.1.2 The completed enrolment form can be sent to the PEAK Exam Centre by post. The address is 1/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong. Please mark “Leveraged Foreign Exchange Trading Examination” on the envelope.

- 4.1.3 Applicants should also enclose a crossed cheque or a cashier's order of a proper amount of examination fee payable to "Vocational Training Council". Receipt will be issued to the applicant by post after the clearing of the cheque.
- 4.1.4 Cash must not be enclosed with the enrolment form.
- 4.1.5 The PEAK Exam Centre would not accept responsibility for enrolment forms, receipts and cheques or cashier's orders lost in the post.
- 4.1.6 To safeguard against any possible loss or delay in the mail, applicants are advised to send in their enrolment forms by post in good time.
- 4.1.7 The PEAK Exam Centre will send an acknowledgement of receipt of the enrolment form to the applicant's mobile phone by a text message after receipt of the enrolment form. Applicants should contact the PEAK Exam Centre if they do not receive any text message from the PEAK Exam Centre seven full working days after posting of the enrolment forms.
- 4.1.8 If the enrolment is accepted, applicants will normally receive an Admission Form by mail at least five full working days before the date of the examination concerned. Candidates who do not receive the Admission Form before the examination should contact the PEAK Exam Centre.
- 4.1.9 Incomplete forms, forms without applicants' signature or forms received without payment will not be processed.

4.2 Enrolment in person or by a representative

- 4.2.1 Enrolment in person or by a representative ends **two weeks** before the date of examination, unless otherwise notified.
- 4.2.2 The completed enrolment form should be submitted to the PEAK Exam Centre.
- 4.2.3 Applicants may pay the examination fee by cash, EPS or credit card (Visa, Master or UnionPay), Alipay HK or WeChat Pay HK. Payment should be settled upon submission of enrolment form. Receipt will be issued to the applicant after completion of the payment.
- 4.2.4 If the enrolment is accepted, applicants or the representative will be normally issued an Admission Form immediately.
- 4.2.5 Incomplete forms or forms without applicants' signature will not be processed.

4.3 Enrolment by Online

- 4.3.1 Applicants may submit their enrolment by themselves online at Online Enrolment System (www.vtc.edu.hk/cpdc/eonline). Enrolment by Online ends **two weeks** before the date of examination, unless otherwise notified.

- 4.3.2 Applicants should select the examination session(s) and provide personal particulars in the Online Enrolment System. The personal particulars provided should be accurate and the same as printed on the Hong Kong Identity Card or Passport. In case there is any discrepancy in the particulars, the progress of the examination will be delayed. No extra time will be given for this situation.
- 4.3.3 Applicants may pay the examination fee by Visa, Master or UnionPay Card in the Online Enrolment System.
- 4.3.4 Online enrolment process should be completed within 20 minutes. Otherwise, the selected examination session(s) will be released and the enrolment process will start all over again.
- 4.3.5 If the enrolment is accepted, applicants will normally receive an Admission Form by email after two full working days of the enrolment, excluding the date of enrolment. If the enrolment is not accepted, applicant will receive a notification from the PEAK Exam Centre by phone or email not later than five full working days of the enrolment, excluding the date of enrolment, and the fees paid will be refunded.
- 4.3.6 For the operations of the Online Enrolment System, please refer to the Online Enrolment Instructions at www.vtc.edu.hk/cpdc/eonline.

5. Payment of Examination Fee

- 5.1 Examination fee for each paper is HK\$785.
- 5.2 Entry to the examination will be invalidated if a candidate fails to comply with the above-mentioned payment procedure.
- 5.3 Fees paid are **not refundable or transferable** except where the candidates cannot be arranged to sit for their chosen examination session.
- 5.4 Fees may be subject to revision required. Any amendments will be announced through the website of the PEAK Exam Centre.

6. Admission Form

- 6.1 The Admission Form contains information including the Examination Number, Candidate Number, Examination Date, Time, Venue and Candidate's Name.
- 6.2 Candidates should notify the PEAK Exam Centre by email to cpdc@vtc.edu.hk at least one working day before the examination if amendments in the personal particulars are required. The PEAK Exam Centre reserves the right to accept amendments to personal information submitted by candidates.

7. Examination Regulations

Candidates should read carefully the Regulations of the Examination at Appendix I. Failure to observe any of these regulations will result in disqualification from the examination for up to three years.

8. Disqualification

- 8.1 If a candidate is found breaching the Regulations of the Examination in the examination, he/she may be disqualified from taking all the papers of the examination for up to three years. The PEAK Exam Centre would report to the SFC any disqualification cases in respect of the examination.
- 8.2 The PEAK Exam Centre would report to the Hong Kong Police Force, and/or any law enforcement bodies if candidates commit any illegal acts during the examination.

9. Identification Requirements

Candidates are required to bring with them their valid and original Hong Kong Identity Cards¹ or Passports and Admission Forms to the examination venue for identification checking throughout the examination. The identification document must be the original of the one submitted for the enrolment. Those who fail to produce such identification, whose identification documents are invalid, or whose identity cannot be satisfactorily verified will not be permitted to sit for the examination. Fees paid are not refundable or transferable.

10. Distribution of Results

- 10.1 Candidates can check their individual results, download and print the Notification of Results in the “Exam Result Checking” system on the website of the PEAK Exam Centre (www.vtc.edu.hk/cpdc) starting from the 7th full working day after the examination.
- 10.2 Hard copy of the Notification of Result will not be provided. The examination results and Notification of Results will be available in the “Exam Result Checking” system for three months after the date of examination. After three months of the examination, candidates are required to apply for reissuance of the Notification of Results (please refer to 13.1).
- 10.3 Candidates who do not agree to having their results and Notification of Results available in the “Exam Result Checking” system must inform the PEAK Exam Centre in writing by email to cpdc@vtc.edu.hk at least three full working days before the date of examination. Candidates should provide their name, Hong Kong Identity Card or Passport number, date of examination, name of examination paper, contact telephone number and local postal address in the email. Late notifications will not be entertained. Their Notification of Results will then be sent to the candidates’ local postal addresses by ordinary mail within seven full working days after the date of examination. If the Notification of Result was lost in the post, candidates are required to apply for reissuance (please refer to 13.1).
- 10.4 By virtue of confidentiality, the examination results will not be disclosed by phone, facsimile or email.

¹ For candidates who have just reached 18 years old, they are required to produce their adult identity card (or an acknowledgement of an application for an adult identity card) for identity verification during any examination which takes place after the 30th days following their 18th birthday. Otherwise, they will not be allowed to take the examination. Fees paid are not refundable or transferable.

11. Re-marking of the Examination Papers

- 11.1 Candidates who are not satisfied with their examination results may, within 15 full working days after the date of issue of the Notification of Result, request in writing to the PEAK Exam Centre for the re-marking of the examination papers.
- 11.2 Candidates submitting such request would have to pay a re-marking fee of HK\$500 for each examination paper.
- 11.3 All re-marking fees are non-transferable and non-refundable. However, if the original examination result is found incorrect after the re-marking, the re-marking fee will be refunded to the candidate concerned.
- 11.4 All re-marking of examination papers will be kept confidential.
- 11.5 The result will be sent to the candidate concerned in writing within one month after receipt of the re-marking request.
- 11.6 Candidates will only be notified of the final grading. (i.e. PASS or FAIL). The result of the re-marking is final. The PEAK Exam Centre will not disclose the scores, examination questions and the corresponding correct answers in any case.

12. Certificates

- 12.1 Candidates who have passed both Paper 1 and 2 of the Leveraged Foreign Exchange Trader's Representative Examination or both Paper 1 and 2 of the Leveraged Foreign Exchange Trader's Responsible Officer Examination within three years will be awarded certificates.
- 12.2 Certificates will be sent to candidates by post within one month after issued the Notification of Result. Candidates should inform the PEAK Exam Centre if they do not receive the certificate within eight weeks after the date of examination. If candidates inform the PEAK Exam Centre that they do not receive the certificates after two weeks of the certificate mailing date, they are required to pay for reissuance of the certificate (please refer to 13.1).

13. Reissuance of Documents

13.1 Reissuance of Notification of Result/Certificate

- 13.1.1 Candidates can apply for a reissuance of the Notification of Result or Certificate by submitting a completed Reissuance of Notification of Result/Result Slip/Certificate Application Form (EC-108) ("Reissuance Application Form") from 3 months after the examination date.
- 13.1.2 The Reissuance Application Form can be downloaded at "FAQs" on the PEAK Exam Centre website or collected from the PEAK Exam Centre counter.
- 13.1.3 Application for the reissuance of Notification of Result/Certificate offers the following options.

Application	Processing Time	Application Fee (per copy)	
		Notification of Result	Certificate
Normal Application	7 working days*	HK\$100	HK\$200
Express Application	3 working days*	HK\$150	HK\$250
Instant Application^	On the confirmation date	HK\$200	HK\$300

*after confirmation of the application (excluding the confirmation date)

^applicable for the examinations held within 2 years of the confirmation date only

13.1.4 Please refer to the Application Details in the Reissuance Application Form for application methods, procedures and details.

13.1.5 For the reissuance of the Certificate, a chop “Duplicate” will appear on it to indicate that it is a reissued Certificate.

13.2 Reissuance of Receipt

13.2.1 Candidates can apply for a reissuance of the receipt by submitting a completed Reissuance of Receipt Application Form (EC-104). The charge is HK\$100 per receipt.

13.2.2 The Reissuance of Receipt Application Form can be downloaded at “FAQs” on the PEAK Exam Centre website or collected from the PEAK Exam Centre counter.

13.2.3 Please refer to the Application Details in the Reissuance of Receipt Application Form for application period, application methods and collection methods etc.

14. Study Manual for Examination

14.1 The PEAK has prepared a Study Manual for candidates of the Examination. Candidates may purchase the Study Manual from the PEAK Exam Centre by paying cash in the fee of HK\$275. The PEAK Exam Centre would not be responsible for any disputes in cases where the Study Manual run out of stock. The fee paid is not refundable.

14.2 The PEAK Exam Centre will only exchange the sold Study Manual for once if there is any failure in printing or binding (e.g. missing page). Candidates have to present the Study Manual and original receipt at the PEAK Exam Centre within seven calendar days of the date of purchase for exchange.

15. Notice on Personal Data (Privacy) Ordinance

- 15.1 Candidates are advised to read the Notice relating to the Personal Data (Privacy) Ordinance at Appendix II to understand their rights and obligations regarding the supply of their personal data to the PEAK Exam Centre and the way in which the PEAK Exam Centre may use or deal with such data for their examination applications.
- 15.2 Candidates who apply to sit for the examination should read the Notes on Personal Information Collection in Connection with the Leveraged Foreign Exchange Trading Examination and
- sign the enrolment form to confirm the Consent and submit the signed form to the PEAK Exam Centre; or
 - confirm the Consent in the Online Enrolment System when they enrol for the examination.

16. Disclaimer

The PEAK Exam Centre shall not be responsible for any non-performance of duties where such non-performance has been caused by an act of God, labour strike, natural disaster, epidemic, governmental action or intervention, riot or any other cause not reasonably foreseeable and beyond the reasonable control of the PEAK Exam Centre. Fees paid are not refundable or transferable.

17. Update of Examination Handbook

The PEAK Exam Centre reserves the right to update and change the details of the Examination Handbook whenever necessary. The updated version of the Handbook will be posted on the PEAK Exam Centre website.

18. Enquiries

Enquiries may be directed to the PEAK Exam Centre by the following methods:

- 18.1 By post or in person: PEAK Examination Centre
Vocational Training Council
1/F, VTC Tower
27 Wood Road
Wanchai, Hong Kong

Office hours:

9:00 a.m. – 7:30 p.m. from Monday to Friday
9:00 a.m. – 12:00 noon on Saturday

Note: The office hour may subject to change on the working day immediately before a public holiday or under special work arrangement. The PEAK Exam Centre will publish and post the related information on the website at www.vtc.edu.hk/cpdc and in the PEAK Exam Centre.

18.2 By telephone: 2919 1467 / 2919 1468 / 2919 1478

Service hours for answering telephone enquiries:

9:00 a.m. - 5:15 p.m. from Monday to Friday

9:00 a.m. - 12:00 noon on Saturday

18.3 By e-mail: cpdc@vtc.edu.hk

18.4 By fax: 2574 0213

In case of any discrepancy between the English and Chinese versions of this Examination Handbook, the English version shall prevail.

PEAK Examination Centre, Vocational Training Council
August 2026

Regulations of the
Leveraged Foreign Exchange Trading Examination

General Rules

1. Candidates shall only be allowed to attend an examination at the designated venue.
2. Candidates are advised to arrive at the examination venue **at least 15 minutes before the start of the examination**. Before being admitted to the examination venue, candidates must present their original, valid Hong Kong Identification Card or Passport and Admission Form to the invigilators for verification purpose. Candidates will be assigned a seat after their identity is verified. Those who fail to produce any of the mentioned identification documents or whose identity cannot be satisfactorily verified will **not** be permitted to sit for the examination.
3. Candidates must sit according to the designated seat numbers unless otherwise approved by the invigilator.
4. As far as possible, the examination will be started according to the published schedule. However, the PEAK Exam Centre will not be responsible for any delay arisen due to operational reasons, including system failure.
5. Candidates who arrive at the examination venue more than 15 minutes after the start of the examination for whatever reason will not be allowed to take the examination and the examination fee paid will not be refunded.
6. Calculators brought into the examination venue are subject to inspection. Non-programmable electronic calculators (without cover) may be used in the examination, provided that the calculators are battery-powered, silent in operation and with neither print-out nor graphic/word display functions. Please refer to the List of Approved Calculators at “FAQs” on the Website of the PEAK Exam Centre. Calculators on the List of Approved Calculators can only be allowed to use during examination.
7. Candidates are NOT allowed to use any communication/electronic devices (except authorised calculators stipulated in Rule number 6 above) during the examination. Electronic devices refer to mobile phones, tablets, Personal Digital Assistants (PDAs), Bluetooth headphones/headsets, MP3 players, camera devices/equipment, electronic dictionaries, scanner pens, databank watches, smart watches with mobile applications installed or wireless technologies supported, smart glasses or other electronic devices which can store and/or display texts, take photos/videos, and record sounds.
8. Candidates are required to **switch off** all communication/electronic devices (include but not limited to the devices listed in Rule number 7 above) including the alarm function, as well as devices which produce the sound of any kind, such as alarm watches, **BEFORE entering the examination venue**. Invigilators will check the devices at the entrance of the examination venue.
9. No stationery will be provided at the examination venue. Candidates should bring their own pencils and erasers to the examination venue for the Examination. They should use HB pencils to answer multiple choice questions. The use of correction fluid or tape on the Multiple Choice Answer Sheets is not permitted.

10. **Candidates who are not able to attend the Examination for whatever reason are regarded as “ABSENT” (including those who are more than 15 minutes late). Absentees will not be re-scheduled to take another examination session and the fees paid are not refundable.** For the candidates who arrive at the examination venue within 15 minutes after the start of the examination, their examination time will not be extended.
11. After the examination has been in progress for **more than 30 minutes**, candidates may request to leave the examination venue with the approval of the invigilator. However, candidates are not permitted to leave the examination venue in the **final 15 minutes**.
12. The PEAK Exam Centre will not be responsible for any loss, theft or damage of personal property of candidates during the examination.
13. All personal articles including any textbooks, notes, dictionaries, electronic diaries and any other electronic devices, study materials must be placed in the designated area during the examination.
14. Drinking, eating and smoking are not allowed in the examination venue.
15. Candidates should write or do rough work on question papers, answer sheets or authorized papers.
16. Candidates should raise their hands to seek the invigilator’s assistance if they encounter any problems during the examination.
17. At the end of the examination, candidates should remain silent and seated until the invigilators announce that they could leave the examination venue.

Disqualification

A candidate may be disqualified from the Examination for up to three years, if he/she:

1. obtains access to the examination paper or part thereof prior to the examination through any unlawful means;
2. uses other person’s name to attend the examination, including impersonating another candidate or allowing himself/herself to be impersonated. Any incident of impersonation will be reported to the Hong Kong Police Force;
3. refers to any unauthorized materials related to the subject of that examination session during examination;
4. observes and notes the work of another candidate or allows his/her work to be copied by the other candidates;
5. takes away or attempts to take away from the examination venue any examination materials, such as examination question books or examination questions, answer sheets, backing sheets or graph papers, by whatever means;
6. takes photographs, audio-recording or video-recording inside the examination venue; (Note: the photographs and/or recordings taken and their associated equipment would be taken away for further inspection and the photographs and/or recordings would be erased.)
7. possesses prohibited materials/devices of all sorts on his/her examination desk on his/her person or within his/her reach;

8. communicates or attempts to communicate with any person inside or outside the examination venue during examination by whatever means;
9. uses electronic devices for any purposes, including but not limited to access the internet/email/SMS/WhatsApp/any instant messaging applications during examination;
10. writes anything or does rough work on the materials other than question paper, answer sheet or authorized paper;
11. leaves the examination venue without permission or during non-permitted time period in the examination;
12. starts working before he/she is instructed to do so or continues working after “stop writing/the end of the examination” announcement is made;
13. misbehaves or acts maliciously in such a way that he/she upsets the conduct of the examination;
14. has been guilty of insolence to the invigilators;
15. does not turn off his/her electronic devices including the alarm function and/or emits sound rings during examination;
16. fails to follow the general rules or the instruction of the invigilators in the examination;
or
17. misbehaves or acts dishonestly during examination.

Typhoon / Black Rainstorm Warning / “Extreme Conditions”

1. If the Pre-No. 8 Special Announcement / Typhoon Signal No. 8 or above / Black Rainstorm Warning Signal / “Extreme Conditions” is issued / in force after 6:15 a.m., but before 11:00 a.m., examinations between 9:00 a.m. to 12:00 noon will be cancelled.
2. If the Pre-No. 8 Special Announcement / Typhoon Signal No. 8 or above / Black Rainstorm Warning Signal / “Extreme Conditions” is issued / in force at 11:00 a.m., but before 4:00 p.m., examinations between 12:00 noon to 6:00 p.m. will be cancelled.
3. If the Pre-No. 8 Special Announcement / Typhoon Signal No. 8 or above / Black Rainstorm Warning Signal / “Extreme Conditions” is issued / in force at or after 4:00 p.m., examinations between 6:00 p.m. to 10:00 p.m. will be cancelled.
4. Candidates are advised to visit the website of the PEAK Exam Centre (www.vtc.edu.hk/cpdc) for any special announcements concerning postponement of examinations. The candidates will be notified of the new examination date and time as soon as possible.
5. However, once the examination has commenced, candidates are required to sit through the examination even if the Typhoon Signal No. 8 or above or the Black Rainstorm Warning Signal is announced.

Notice Relating to the Personal Data (Privacy) Ordinance

This notice is to help candidates understand their rights and obligations in respect of the supply of their personal data to the PEAK Exam Centre and the way in which PEAK Exam Centre may use or handle such data.

1. Candidates are required to keep the PEAK Exam Centre informed of any change of their personal data once they are enrolled as candidates for the examination until such time as they have completed the examination.
2. The PEAK Exam Centre may use the personal data collected or generated during administration of the examination for the following purposes and/or in the following manner:
 - (a) administering examinations and other directly related purposes including but not limited to the release of examination results, posting of examination results on the PEAK Exam Centre website for candidates' checking and downloading (unless they have expressly disagreed to such posting in writing);
 - (b) disclosing or transferring candidates' personal data and examination results to the SFC for monitoring purpose and/or the purposes of assisting the SFC to perform and discharge its functions;
 - (c) conducting research or statistical analysis in an anonymous format in which the identities of candidates are not traceable;
 - (d) disclosing or transferring candidates' personal data to the venue provider(s) for record of visits, if necessary; and/or
 - (e) conducting any other lawful activities with purposes directly related to the above.

If candidates fail to provide all necessary data may affect enrolment for and administration of the examination (including verification of their identity and/or processing and/or distribution of their examination results).

3. The PEAK Exam Centre will keep the personal data of candidates confidential. Nevertheless, during its operations, the PEAK Exam Centre may, as permitted by law, compare, match, transfer or exchange their data with the data already possessed, or obtained hereafter, by the PEAK Exam Centre for these or any other purposes.
4. Please note that all candidates' enrolment forms and the answer sheets used by candidates in the examination (which may contain their personal data) will be destroyed two months after the date of the examination concerned.
5. Candidates are entitled to request access to or to request the correction of any data provided, in the manner and subject to the limitations prescribed in the Personal Data (Privacy) Ordinance. As the Ordinance allows, the PEAK Exam Centre has the right to charge a reasonable fee for the processing of any request for data access. Candidates may contact the PEAK Exam Centre for enquiries. The address, telephone number and fax number and email address are as below:

PEAK Examination Centre, Vocational Training Council
1/F VTC Tower, 27 Wood Road, Wanchai, Hong Kong
Telephone : 2919 1467 / 2919 1468 / 2919 1478
Fax : 2574 0213
Email : cpdc@vtc.edu.hk