# Handbook for

# ESG Certified Professional Examination

**PEAK Examination Centre**
**Vocational Training Council**

September 2026

# Handbook for
# ESG Certified Professional Examination

## 1. Introduction

1.1 The ESG Certified Professional Examination ("ESGCP Exam") is a market-focused and professionally oriented examination designed for those interested in pursuing certified proficiency in ESG in Hong Kong for performing ESG-related job duties. An individual who passes the ESGCP Exam will be awarded a certificate designating them as ESG Certified Professional ("ESGCP/ESG 認證專業人員") by the Chamber of Hong Kong Listed Companies ("CHKLC").

1.2 The ownership of the ESGCP Exam belongs to the CHKLC. The Institute of Professional Education And Knowledge ("PEAK") of the Vocational Training Council ("VTC") has been appointed by the CHKLC to administer the ESGCP Exam, which will be conducted by the PEAK Examination Centre of the VTC ("PEAK Exam Centre").

1.3 This Examination Handbook provides information of the registration procedures, examination regulations and release of the examination result. Information regarding the ESGCP Exam such as format, assessment, syllabus, certification and post-examination arrangement are stipulated in the ESGCP Exam Information Handbook. Candidates should read this Examination Handbook and the ESGCP Exam Information Handbook before registration for the ESGCP Exam.

## 2. Examination

### 2.1 Format

2.1.1 The ESGCP Exam lasts for 1.5 hours and consists of 60 multiple-choice questions. All examination questions are compulsory and carry the same mark.

2.1.2 The examination questions are presented in both English and Simplified Chinese.

2.1.3 The ESGCP Exam is carried out through computer-based mode.

### 2.2 Grading and Examination Results

2.2.1 Examination results are graded as either PASS or FAIL and the total mark. Full mark of the examination is 100% and the pass mark is 80%.

2.2.2 The examination questions and the corresponding correct answers will not be disclosed in any case.

2.2.3 Candidates who are not able to attend the examination for whatever reason are regarded as "ABSENT" (including those candidates who are late for more than 15 minutes 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.

## 3. Examination Fee

3.1 The examination fee is:

- HK$1,300
- For details of the examination discount, please refer to the ESGCP Exam Information Handbook.

3.2 All fees paid are not refundable or transferable, unless there are exceptional circumstances subject to the approval of the PEAK Exam Centre or the CHKLC. Candidates should request in writing to the PEAK Exam Centre or the CHKLC within one month of the scheduled examination date and produce a medical certificate issued by a registered medical practitioner certifying their inability to attend the examination or present evidences proofing their absences from the examination due to circumstances which were beyond their control. Late applications will NOT be entertained. Where an application for refund is approved, candidates will only be refunded the examination fee after deduction of an administrative fee of HK$500.

3.3 Examination and administrative fees may be subject to revision as required.

## 4. Registration

### 4.1 Examination Schedule

4.1.1 The examination is held regularly every year.

4.1.2 The frequency of examination is subject to demand.

4.1.3 Examination timetable will be promulgated well in advance of the examination date through the PEAK Exam Centre website (www.vtc.edu.hk/cpdc).

4.1.4 Available examination sessions for registration are also shown in the Online Registration System (www.vtc.edu.hk/cpdc/econline/esgcp).

### 4.2 Entries

4.2.1 The examination is open to persons aged 18 or above, either attending tertiary education in or holding tertiary education qualification from a recognized institution in Hong Kong, Macao, the Mainland or overseas.

4.2.2 Candidates should submit their application forms to the PEAK Exam Centre at the Online Registration System (www.vtc.edu.hk/cpdc/econline/esgcp) on or before the cut-off date for registration. Late submission will NOT be accepted.

4.2.3 Candidates may not register more than one session of the same examination date.

4.2.4 All examination seats are allocated on a first-come-first-served basis. Incomplete applications or application received without payment will NOT be processed.

4.2.5 Once the registration is submitted, any requests for re-scheduling and/or cancellation will not be entertained, unless there are exceptional circumstances subject to the approval of the PEAK Exam Centre or the CHKLC.

4.2.6 Fees paid are not refundable or transferable.

## 5. Registration Procedures

5.1 Candidates should select the examination session and provide personal particulars in the Online Registration System. The personal particulars provided should be accurate and the same as those printed on the Hong Kong Identity Card or Passport. In case there is any discrepancy in the particulars, candidate will not be allowed to take the examination and the examination fees paid are not refundable or transferable; or the progress of the examination will be delayed. No extra time will be given for this situation.

5.2 Candidates should pay the examination fee by Visa, Master or UnionPay Card in the Online Registration System.

5.3 Online registration procedures should be completed within 20 minutes. Otherwise, the selected examination session will be released and the registration procedures have to start all over again.

5.4 If the registration is accepted, Admission Form and Receipt will be sent to the email address provided by the candidates after completion of the application. If the registration is not accepted, candidates will receive a notification from the PEAK Exam Centre by phone or by email not later than two working days of the registration, excluding the date of registration, and the fees paid will be refunded. Candidates should notify the PEAK Exam Centre if they do not receive the Admission Form two working days before the examination.

5.5 For the operations of the Online Registration System, please refer to the Online Registration Instructions at www.vtc.edu.hk/cpdc/econline/esgcp.

5.6 Cut-off date is three working days before examination.

5.7 Registration method and cut-off dates mentioned above may be subject to change where necessary.

## 6. Admission Form

6.1 The Admission Form contains information including the Candidate's Name, Examination Date, Time and Venue. Candidates should present themselves for examination on the specified date, at the specified time and examination venue.

6.2 Candidates should notify the PEAK Exam Centre by email to cpdc@vtc.edu.hk at least two working days 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. Computer or System Breakdown

Candidates' results will be invalid if there is a technical breakdown caused by whatever reason during the examination. The PEAK Exam Centre will try to fix the problems but delay may inevitably arise. If the technical problems cannot be fixed within a reasonable time, the PEAK Exam Centre will arrange the candidates concerned to take a rescheduled examination as soon as possible. Candidates cannot object to the arrangements and any requests for cancellation and/or refunds will not be entertained. The PEAK Exam Centre will not be liable for the candidates' losses resulting from the system breakdowns.

## 8. Examination Regulations and Disqualification

8.1 Candidates should read carefully the ESGCP Exam Information Handbook and the Regulations of the ESGCP Exam at Appendix I of this Examination Handbook.

8.2 If a candidate is found breaching the Regulations of the ESGCP Exam in the examination, he/she will be disqualified from the ESGCP Exam.

8.3 Any candidates who deliberately attempt to, or intend to, disrupt the system operations, destroy/alter the computer facilities and/or tamper with the computers will be disqualified immediately and are required to indemnify the PEAK Exam Centre for the losses. The PEAK Exam Centre would also report the incident to the Hong Kong Police Force, and/or any law enforcement bodies, if necessary.

8.4 The PEAK Exam Centre will report to the CHKLC any disqualification cases in respect of the ESGCP Exam.

## 9. Release of Examination Results

9.1 Examination results will be shown on the computer screen immediately after completion of the examination. Candidates must inform the invigilators before they submit the answers. The invigilators will guide the candidates to submit the answers and record the results for candidates' confirmation and signature. The on-screen examination result is for reference only and is subject to the result printed on the Result Slip.

9.2 Candidates can download and print the Result Slip in the "Exam Result Checking" system on the PEAK Exam Centre website (www.vtc.edu.hk/cpdc) one working day after the examination at 9 a.m.. Hard copy of the Result Slip will not be provided.

9.3 The examination results and Result Slips 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 Result Slip (please refer to 11.1).

9.4 By virtue of confidentiality, the examination results will not be disclosed by phone, facsimile or email.

9.5 List of candidates who registered the ESGCP Exam (including Hong Kong Identity Card or Passport number) will be sent to the CHKLC with examination details for certification purpose.

## 10. Re-marking of the Examination Papers

10.1 Candidates who are not satisfied with their examination results may, within two weeks after the date of examination, request in writing to the PEAK Exam Centre for re-marking of the examination papers.

10.2 Candidates submitting such request would have to enclose a crossed cheque or cashier's order for HK$1,000 payable to "Vocational Training Council" as a fee for re-marking of each examination paper.

10.3 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.

10.4 All re-marking applications will be kept confidential.

10.5 The result will be sent to the candidates concerned in writing within one month of the receipt of the re-marking request.

10.6 Candidates will only be notified of the final grade (i.e. PASS or FAIL) and the total mark. The result of the re-marking is final. The PEAK Exam Centre will not disclose the examination questions and the corresponding correct answers in any case.

## 11. Reissuance of Documents

### 11.1 Reissuance of Result Slip

11.1.1 Candidates may apply for a reissued copy of the Result Slip by submitting a completed Reissuance of Notification of Result/Result Slip/Certificate Application Form (EC-108) and paying an administrative fee starting from three months after the examination until within six months of the examination. No replacement for the Result Slip will be arranged thereafter.

11.1.2 The Form EC-108 can be downloaded from the website of the PEAK Exam Centre or obtained in person at the PEAK Exam Centre counter. Please refer to the Application Details in the form for application methods, processing time, and collection methods, etc. The uncollected reissued Result Slip(s) will be disposed of one month after the application date.

### 11.2 Reissuance of Receipt

11.2.1 Candidates will receive a Receipt, together with Admission Form, by email. If candidates do not receive the receipt because of the incorrect / invalid email address, it will be regarded as loss of receipt.

11.2.2 Candidates may apply for a reissued copy of the receipt by submitting a completed Reissuance of Receipt Application Form (EC-104) and paying an administrative fee.

11.2.3 The Form EC-104 can be downloaded from the website of the PEAK Exam Centre or obtained in person at the PEAK Exam Centre counter. Please refer to the Application Details in the form for application methods, processing time, and collection methods, etc. The uncollected reissued receipt(s) will be disposed of one month after the application date.

## 12. Notice on Personal Data (Privacy) Ordinance

12.1 Candidates should read the notice relating to the Personal Data (Privacy) Ordinance at Appendix II of this Examination Handbook in understanding their rights and obligations regarding the supply of their personal data to the PEAK Exam Centre and the manner in which the PEAK Exam Centre may use or deal with such data for their examination applications.

12.2 Candidates who apply to sit for the ESGCP Exam should read the Notes on Personal Information Collection in Connection with ESG Certified Professional Examination and confirm the Consent in the Online Registration System when they register for the examination.

## 13. Disclaimer

The CHKLC or 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 CHKLC or the PEAK Exam Centre. Fees paid are not refundable or transferable.

## 14. Enquiries

14.1 Enquiries on examination questions, certification and post-examination arrangements may be directed to the CHKLC:

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|---|---|
| Email: | esgcp@chklc.org (for examination questions)<br>info@chklc.org (for certification and post-examination arrangements) |
| Website: | https://chklc.org / www.esgcp.net |

14.2 Enquiries on examination registration may be directed to the PEAK Exam Centre:

| | |
|---|---|
| Address: | 1/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong |
| Office Hour: | 9:00 a.m. – 7:30 p.m. from Monday to Friday<br>9:00 a.m. – 12:00 noon on Saturday<br>*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 and in the PEAK Exam Centre.* |
| Hotline: | 2919 1467 / 2919 1468 / 2919 1478 |
| Enquiry Hotline Hour: | 9:00 a.m. – 5:15 p.m. from Monday to Friday<br>9:00 a.m. – 12:00 noon on Saturday |
| Fax: | 2574 0213 |
| Email: | cpdc@vtc.edu.hk |
| Website: | www.vtc.edu.hk/cpdc |
| Online Registration System: | www.vtc.edu.hk/cpdc/econline/esgcp |

PEAK Examination Centre, Vocational Training Council
September 2026

# Regulations of the ESG Certified Professional Examination

## A. General Rules

1. Candidates shall only be allowed to attend an examination on the designated date, time and 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 and valid Hong Kong Identity Card or Passport and Admission Form to the invigilators for verification purpose. The identification documents must be the original of the one submitted for the registration. Candidates will be assigned a seat after their identity is verified. Those who fail to produce any of the mentioned identification documents, 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.

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 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 Approved Calculators List at "FAQs" on the PEAK Exam Centre Website. Calculators on the Approved Calculators List 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 include but not limited to mobile phones, tablets, Personal Digital Assistants (PDAs), Bluetooth headphones/headsets, pagers, 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 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. Candidates should only write or do rough work on draft papers provided by the invigilator. They should bring their own stationaries and permitted calculators for the examination.

10. **Candidates who are not able to attend the examination for whatever reason are regarded as "ABSENT" (including those who are late for more than 15 minutes after the start of the examination). Absentees will not be re-scheduled to 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. Candidates are forbidden from switching on the monitor or any computer facilities until they are instructed to do so by the Chief Invigilator. Before the start of the examination, candidates must listen to the Chief Invigilator's announcement. With the Chief Invigilator's instruction, the candidates log in the examination system. The Chief Invigilator will announce the start of the examination after the login is completed (normally within one minute).

12. 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.

13. The PEAK Exam Centre will not be responsible for any loss, theft or damage of personal property of candidates during the examination.

14. All personal articles including any textbooks, notes, study materials, mobile phones and any other electronic devices must be placed in the designated area during the examination.

15. Drinking, eating and smoking are not allowed in the examination venue.

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.

## B. Disqualification

A candidate will be disqualified from the ESGCP Exam if he/she contravenes any of the following misbehavior.

1. obtain access to the examination paper or part thereof prior to the examination through any unlawful means;

2. use 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. refer to any unauthorized materials related to the subject of that examination session during examination;

4. observe and note the work of another candidate or allow his/her work to be copied by the other candidates;

5. give assistance or information to another person;

6. accept assistance or information from another person;

7. take away or attempt to take away from the examination venue any examination materials, such as examination questions and answers by whatever means;

8. take 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.)

9. possess prohibited materials/devices of all sorts on his/her examination desk on his/her person or within his/her reach;

10. communicate or attempt to communicate with any person inside or outside the examination venue during examination by whatever means;

11. use electronic devices for any purposes, including but not limited to access the internet/email/SMS/WhatsApp/any instant messaging applications during examination;

12. write anything or do rough work on the materials other than the materials provided by the invigilator;

13. leave the examination venue without permission or during non-permitted time period in the examination;

14. start working before he/she is instructed to do so or continue working after "stop writing/the end of the examination" announcement is made;

15. misbehave or act maliciously in such a way that he/she upsets the conduct of the examination;

16. have been guilty of insolence to the invigilators;

17. do not turn off his/her electronic devices including the alarm function and/or emit sound rings during examination;

18. damage or deface any examination documents or equipment provided;

19. fail to follow the General Rules or the instruction of the invigilators in the examination; or

20. misbehave or act dishonestly during examination.

## C. 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 PEAK Exam Centre website (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.

**Appendix II**

# Notes on Personal Information Collection in Connection with ESG Certified Professional Examination

The following Notes are prepared to assist candidates in understanding their rights and obligations in respect of the supply of their personal data to the PEAK Exam Centre, and the way in which the PEAK Exam Centre may use or handle such data in connection with the ESG Certified Professional Examination and other matters.

1. Candidates are required to keep the PEAK Exam Centre informed of any change of their personal data once they are registered as candidates for the ESG Certified Professional Examination until such time as they have completed the examination.

2. The PEAK Exam Centre and/or the Chamber of Hong Kong Listed Companies ("CHKLC") 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' own checking and downloading (unless the candidates have expressly disagreed to such posting in writing);
   (b) disclosing or transferring candidates' personal data and examination results to the CHKLC for monitoring purpose and/or the purposes of assisting the CHKLC 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 registration 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' registration information and examination results will be destroyed six months after the date of the examination concerned, and the answers submitted by candidates in the examination (which may contain their personal data) will be destroyed one month after the examination date.

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 ("the 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. Its address, telephone number, fax number and email address are as below:

**Appendix II**

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