

Online Registration Instructions

ESG Certified Professional Examination

Registration Online

1. Applicants may submit their registrations by themselves online at Online Registration System (“the System”) (www.vtc.edu.hk/cpdc/eonline/esgcp).

System Requirement

2. The software requirements of the System:

Browser	Safari	Google Chrome	Microsoft Edge
Hardware			
Mobile Device	✓	✓	✓
Desktop Computer	✓ (version 9.0.3 or above)	✓ (version 49 or above)	✓ (version 102 or above)

PEAK Examination Centre makes our best effort to test the System with the latest version of the browsers. PEAK Examination Centre will not be responsible for unsuccessful online registration because of technical or payment failure. If you experience any issues in using the System, please report it to us at eonline@vtc.edu.hk.

3. Applicants should use the System on the same tab page in a browser window. They are recommended to close the browser after registration to end the session completely.
4. In order to avoid encountering “Error 500” message or duplicate payment when using the System, applicants should **NOT**:
 - press “F5” key or browser “refresh” button; or
 - click browser “back” button to make the browser go back to previous page.Applicants should click System “previous” button to take the browser back one page.

Before Start the Online Registration

5. Applicants should read the “[Examination Handbook](#)” and this Online Registration Instructions carefully for the registration procedures, examination regulations and release of the examination result, as well as the information regarding the examination (“Examination Information”) on the Chamber of Hong Kong Listed Companies (“CHKLC”) [website](#).
6. Applicants should prepare the following documents and information:
 - Hong Kong Identity Card / Passport;
 - Credit Card (Visa / Master / UnionPay);
 - Hong Kong Mobile Phone Number; and
 - Email Address.

Select Examination Session

7. Applicants should submit their application forms to the PEAK Examination Centre at the System on or before the cut-off date for registration. Late submission will NOT be accepted.
8. Applicants may not register more than one session of the same examination date.
9. Applicants should check carefully the schedules of the selected examination session. Once the online registration is submitted, any requests for re-scheduling and/or cancellation will not be entertained. Fees paid are not refundable or transferable.
10. The entire online registration procedures (Selection of Examination Session >> Provision of Personal Particulars >> Provision of Credit Card Information >> Completion of Online Payment) should be completed within 20 minutes. Otherwise, the selected examination session(s) will be released and the registration procedures have to be started over again.
11. The PEAK Examination Centre reserves the right to allocate applicants to designated examination sessions.

Personal Particulars

12. Applicants should provide personal particulars in the 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, 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.
13. Applicants should ensure they have filled in all required fields before submitting the registrations.
14. Applicants should notify the PEAK Examination Centre by email to cpdc@vtc.edu.hk at least 2 working days before the examination if amendments in the personal particulars are required. The PEAK Examination Centre reserves the right to accept amendments to personal information submitted by candidates.
15. Applicants are required to bring with them their valid and original Hong Kong Identity Card or Passport to the examination venue for identification checking throughout the examination. 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.

Online Payment

16. Applicants may pay the examination fee by Credit Card (Visa / Master / UnionPay) in the System.
17. Only registration with completed information and payment will be processed.

Confirmation of Registration and Admission Form

18. 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 candidates do not receive the receipt due to their inaccurate/invalid email address provided, it will be regarded as loss of receipt. Candidates may request in writing for re-issuing receipt and pay an administrative fee.
19. If the registration is not accepted, applicant will receive a notification from the PEAK Examination Centre by phone or by email not later than 2 working days of the registration, excluding the date of registration, and the fees paid will be refunded.
20. Applicants should contact the PEAK Examination Centre by phone at 2919 1467 or email at cpdc@vtc.edu.hk if they do not receive any notifications 5 full working days after the date of registration.

PEAK Examination Centre
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