

## Online Enrolment Instructions Leveraged Foreign Exchange Trading Examination

### Enrolment by Online

1. Applicants may submit their enrolments by themselves online at Online Enrolment System (“the System”) (<http://www.vtc.edu.hk/cpdc/econline>).

### 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)

The Institute of Professional Education And Knowledge Examination Centre of Vocational Training Council (“Examination Centre”) makes our best effort to test the System with the latest version of the browsers. The Examination Centre will not be responsible for unsuccessful online enrolment because of technical or payment failure. If you experience any issues in using the System, please report it to us at [econline@vtc.edu.hk](mailto:econline@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 enrolment 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 Enrolment

5. Applicants should read the “Examination Handbook”, and “Online Enrolment Instructions” carefully for the examination format, rules and enrolment procedure.
6. Applicants should prepare the following documents and information:
  - Hong Kong Identity Card/Passport (make sure the passport is still valid on the date of the examination);
  - Hong Kong mobile phone number;
  - Valid email address; and
  - Credit Card (Visa / Master / UnionPay).

### Select Examination Session(s)

7. Available examination sessions for enrolment are shown in the Online Enrolment System.
8. Applicants should check carefully the schedules of the selected Papers and examination session(s) to avoid duplicating enrolment or time-clash. Once the online enrolment is submitted, any requests for re-scheduling and/or cancellation will NOT be entertained. Fees paid are not refundable or transferable.
9. Online enrolment process (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 enrolment process has to be started over again.
10. The Examination Centre reserves the right to allocate applicants to designated examination sessions.

### Personal Particulars

11. 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 on the particulars, the progress of the examination will be delayed. No extra time will be given for this situation.
12. Applicants should ensure they have filled in all required fields before submitting the enrolments.
13. Applicants should notify the Examination Centre in writing immediately of any necessary amendments in the personal particulars after submitting the enrolments.
14. Applicants are required to bring with them their valid and original Hong Kong Identity Cards or Passports 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.

### Online Payment

15. Applicants may pay the examination fee by Credit Card (Visa / Master / UnionPay) in the System.
16. Only enrolment with completed information and payment will be processed.
17. Fees paid are not refundable or transferable except where the applicants cannot be arranged

to sit for their chosen examination sessions.

18. Receipt of the examination fee will be sent to the applicants by email. The Examination Centre will not be responsible for the loss of the receipts because of wrong or invalid email address. Applicants may request a re-issued copy of receipt in writing or in person. The charge is HK\$10 per receipt.

### **Confirmation of Enrolment and Admission Form**

19. Applicants will receive an acknowledgment of “Receipt of Online Enrolment Form and Payment of Examination Fee” after submitting the enrolments. If the enrolment is accepted, applicant will receive an Admission Form by email at least 2 full working days of the enrolment, excluding the date of enrolment.
20. If the enrolment is not accepted, applicant will receive a notification from the Examination Centre by phone or email not later than 5 full working days of the enrolment, excluding the date of enrolment, and the fees paid will be refunded.
21. Applicants can make enquiries to the Examination Centre by phone at 2919 1467 or email at [cpdc@vtc.edu.hk](mailto:cpdc@vtc.edu.hk) if they do not receive any notifications 5 full working days after the date of enrolment.

PEAK Examination Centre  
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